

The Agreement between Producer and GM/Writing Team

The Wilmark Dynasty Inc., as producer, will provide:

1. **A contract** that is a written agreement from both parties that outlines the What, When, and Where the event will be run.
2. **Booking the hotel**, setting a block of rooms, providing reservation instructions, and acting as the general liaison with the hotel. Players and GMs are responsible for reserving their own rooms using any communicated instructions (including any block discount link). Wilmark will oversee and manage the relationship with the hotel and any special medical needs room requests. GMs should not communicate directly with the hotel outside of reservations, but go through the Wilmark liaison.
3. **Establish good two-way Communications with the GM/Writing Team.** We prefer to schedule update meetings between the GM/Writing Team and the Production manager/team or Council at least on a monthly basis. Other meetings can be scheduled as needed. (See “GM/Writing team” Guidelines for more details on this.)
4. **Facilitate any agreed upon pre-LARP events.** This could include Q/A sessions on Discord, setting up groups on Facebook or Discord for player discussions, “watch parties.” etc.
5. **Event space configuration and decoration**, including any requested props, delivery of decorations, set-up, breakdown, and removal, within an agreed-to budget and timeline. The Production Manager and Event Chair will make all reasonable accommodations to fulfill requests made after request deadlines, but cannot guarantee. See “GM/Writing team” Guidelines for more details on this.
6. **Administration of registrations and convention fees.** A budget (including agreement of the registration fee) that will be discussed and determined, to the satisfaction of both parties.
7. **Registration/check-in at the event/venue**, including developing registration forms online, e-mail/posting the registration to our WD e-mail list, and providing support as far as alcohol, Covid, and other event policies and waivers.
8. **Assistance with procuring additional writers, GMs, NPCs, and helpers** as requested before and during the game-writing process.
9. **Shopping for/delivery of food**, if allowed by the venue. This includes some food preparation, set-up, clean-up, etc., as discussed and agreed upon.
10. **Social Media Support.** We can provide Facebook, Discord, and Email support (from the Wilmark Dynasty gmail account) for the game during the lead-up to the event.

11. **Seek our help if needed!** We can be a sounding-board, make suggestions, brainstorm, etc., if your team runs into a snag. Our approach to problem solving is to find a workable solution, not to cast blame on anyone or impinge on your creative process.
12. **Mediating disagreements between the GMs and players**, if requested by either party.
13. **Reimbursements.** Wilmark will refund GMs any agreed-to expenditures within the agreed-to budget within 30 days after we received receipts.

***The GM/Writing Team* is expected to:**

1. **Respond in writing your agreement to this list of expectations and requirements.**
2. **Design a LARP capable of handling as many as 60-75+.** We are currently averaging 50-65 per weekend. Actual game size will be dependent on venue, so let us know how flexible your casting size is too!
3. **Optional: Have an experienced GM Writer on your team.** We would like there to be at least one member of the Writing/GM production team who has been a GM/Writer on a previous game of similar production size and length, or has some other comparable event/production experience. This is optional but will strengthen your proposal to us.
4. **Establish a clear Game Plan (Timeline/Itinerary) for production of the LARP.** A Wilmark Dynasty Labor Day LARP typically opens registration by or during RelaxiCon. So having a clear and doable schedule for when you expect portions of the game to be completed is needed for both parties.
5. **Abide by a timeline of Casting, Blurbs, and Character Sheets** to enable our players to be prepared/costumed/have time to resolve questions and issues. Our typical schedule is:
 - a. Casting forms for registered players will be issued by June 1st.
 - b. Costuming hints and character blurbs will be issued by June 30th.
 - c. Full characters and/or game background (suitable for mental game prep/more specific costuming/props) issued by July 31st.
 - d. Full game sheets should be completed and sent out by August 15th.

****Any major variations to this schedule will need to be discussed and approved.**
6. **Identify any pre-LARP events** at least 3 months in advance (watch parties, discussion groups, etc.). Ideally, these will be identified around RelaxiCon so we can plan ahead!
7. **Communicate with our Production manager/team on a regular basis!** It's essential that we establish good two-way communications on the production needs of the event, such as decorating/props expectations, registration numbers, hotel updates and venue information (or setting up a possible venue tour) for your planning. We will need prompt responses/updates to any questions to allow our Production team and volunteers to, well, produce!
 - a. We usually try to meet with the Head Writer and/or GM Writing Team during RelaxiCon, not only to keep us on track, but also to help us publicize the upcoming Labor Day LARP during this event. (Optional)
 - b. GM team will meet with the Wilmark Event Chair/Council/any other pertinent Wilmark representatives at least once a month leading up to the event.
 - c. Occasional meetings (Virtual) can also be scheduled to discuss any concerns or issues, as they arise or are needed.
 - d. Provide list of game "areas" and requested configuration of the space **no later than 2 months prior** to the event to agree upon configuration of areas.
 - e. Provide special prop requests **no later than 3 weeks prior** to the event.

8. **Inform us if a major issue/s arise** (we know sometimes life happens and there are unavoidable delays!). We expect you to let us know as soon as possible so we can discuss issue/s and hopefully find a solution. No one wants to see a LARP go poorly or be canceled if it can be prevented. It's a Labor (Day) of Love for us, so we hope to deal with problems in a way that is acceptable to all parties.
9. **Communication during the event.**
 - a. **Establish one member of the team to act as liaison during the event.** We know things can get chaotic on the floor when it's game time. That's why it's important we have **one** GM that acts as liaison to the Production team to communicate requests for changes in configuration, issues with players, etc.
 - b. The GM liaison will meet/do a quick check in with the Event Chair/Production Manager at least once before or after every game period to update on any changes/issues/etc.
 - c. **The GM Liaison will notify the Event Chair/Production Manager of any LARP timetable changes.** There are production elements "behind the scenes" of the LARP that are planned around the established/published LARP schedule. If there are substantive changes to the schedule, up to and including the end time of the game, the GM must notify the Event Chair/Production Manager at least 2 hours before the adjustment.
10. **Submit receipts for reimbursement** no later than 30 days after the event.