

Clan Rose Convener's Guide

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A. Introduction

Thank you for considering the role of a Clan Convener at a local Highland Games or Scottish Festival! Not only is this a wonderful way to recruit new members and to cultivate current members, but you will enjoy yourself and make life-long friends.

Clan Rose International will support your efforts, but you need to be able to take ownership of the responsibility. You will need to coordinate with the Clan, plan your efforts, gather the necessary materials, represent the Clan through excellent customer service, and follow up with your guests and with the Clan. Hopefully, you will enjoy the process and the results enough to continue representing Clan Rose International for many more years.

Highland Gatherings and Games are traditional events that members of a clan use to renew their family bonds and compare feats of prowess. King Malcolm III of Scotland, in the 11th century, summoned contestants to a foot race to the summit of Craig Choinnich (overlooking Braemar). The King created this foot race to find the fastest runner in the land to be his royal messenger. However, many dismiss this story as being apocryphal and believe that the modern Highland games are a Victorian invention, developed after the Highland Clearances. No matter its origins, Highland Gatherings and Games have become an integral part of Scottish culture throughout the world.

Conveners sponsor and host tents celebrating our Rose heritage. This is an effective and enjoyable way to meet people interested in Scottish culture, provide education on the importance of the Clan Rose, encourage membership in Clan Rose International, and make life-long friends! Your tent can be simply a pop-up canopy with a card table and chairs – or a major display and hospitality suite. The choice is yours!

Clan Rose International is a cultural, educational, and charitable organization dedicated to encouraging all those with lineage to connect with their Scottish roots by assisting with genealogical and historical research, promoting education of Scottish culture, and creating of a sense of community among the descendants of the Scottish Clan Rose and its adherents. Anyone can become a member – you do not have to prove a genealogical connection. Membership directly assists CRI in reaching out to potential family and pursue these goals.

This Conveners Guide will prepare you for becoming a Clan Rose Ambassador at your local Highland Gathering and Games. This is the product of many years of experience by many people. However, this is just a start. By sharing your experiences and advice, you can continue to assist other potential conveners throughout the world.

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B. Planning

Making the Decision- Do not make the decision to become a Clan Convener lightly. First, you should be an Active Member of Clan Rose International. You cannot convince others to join if you are not a member yourself! Ideally, you should have participated in your local event in the past, so you know what to expect. You may want to ask other conveners about their experiences. You may want to recruit members of your family and friends to assist you. You should commit to the time required to plan, prepare, set up, host, and follow up.

Coordinating with the Clan- Please contact Clan Rose International if you decide to be a Clan Convener. We do not want to have any conflicts between members who want to be Conveners at the same event, and we need to budget for the tent space fees. Please do not pay for any expense until you have received written confirmation that you have been approved as the Convener. DO NOT ASSUME WE WILL REIMBURSE YOU FOR COSTS.

Researching Local Requirements- Check with your local event's website, get on their e-mail or postal list, and find out all you can about their requirements and benefits. You will need to know the costs of a tent space; tent rental fees (if any) and whether they will provide chairs and tables. While renting a tent, chair, and tables may seem to be excessive, you may find the convenience outweighs the cost. You also need to consider how much you can transport to the site event. If you opt to bring your own tent, be sure to get the expanding, "pop-up" canopy rather than any cheaper version that requires assembly. Folding camp chairs and tables are also especially useful. You should find out about the clan involvement during the event.

You will also need to know the deadlines for participating and inclusion in the program book. Many Games offer benefits such as access to a hospitality area, program books, additional tickets, parking, or a free reception.

Understanding Liability- While you are acting as Convener, please understand that you are not an agent of CRI. Therefore, for your own protection, you should make sure you have the proper insurance to cover your own health, dental, individual property liability and/or accident insurance for your activities at the event. Check with your agent. Guests and visitors may be and usually are covered by insurance procured by the sponsoring organization of the event. Be sure to determine insurance coverage of the event's sponsoring organization. Better safe than sorry!

C. Materials

Tent- If the event does not provide you with a tent, the best option is to purchase a collapsible "pop-up" tent. Walmart offers a 10'x10' Pop Up Canopy for about \$60 to \$90. If you use guy wires and stakes to secure your canopy, be sure to use orange cones and orange tape tied to wires to avoid tripping. With guy wires, you will need stakes and a sledgehammer. Cinder blocks are also useful to weigh down the legs of the canopy.

Tent Flies- Tent flies can block rain, wind, and sun. Rather than using more expensive camping flies, you can use shower curtains or plastic tarps attached with curtain rings, string, zip ties or bungee cords.

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Tables- You will need at least one table. Ideally, you should have two: one for your display and one for your hospitality so you do not get food all over your display! A six- to seven-foot table is good for the display and a card table works well for hospitality. Make sure that you bring durable water-proof tablecloths with tablecloth clips. If you want to use cloth (such as a tartan) you can use sturdy transparent plastic on top.

Chairs- Make sure you have at least two chairs for you and another host. You can also encourage longer guest visits by adding a couple more chairs. Collapsible lawn chairs and camp chairs are comfortable, portable, and sturdy. Walmart offers chairs for \$10 to \$30.

Carpet- This is of course optional. If the ground is expected to be muddy, you may want to consider purchasing an inexpensive indoor/outdoor rug.

Tent Banner- The most important signage is a large tent banner that can be seen across the field!

Option A. The simplest approach for the standard 10x2 banner, PDF provided by CRI, is hanging it in the front or back. If you attach the banner in the front, raise it high enough for your taller guests to enter the tent. Attach to the canopy cross beams using string, bungee cords, or zip (cable) ties.

Option B. You may consider raising the banner above canopy. Purchase $\frac{3}{4}$ " PVC pipe at least eight feet high for the uprights and ten feet long for the cross bars. The height is required to clear the opening to the tent so make sure you know how tall your tent opening is. The length of the cross bars allows you to secure then pipe to the legs of your tent. You can attach the pipe and banners by using rope, bungee cords, or zip ties (cable ties.) To make the structure sturdier, drill holes through the PVC pipe at the junctures and run the cords or zip ties through the holes. You can also drill holes on the cross bars where the grommets are located and secure the banner.

Option C. You may want to consider a more "finished" look to your frame. Purchase the $\frac{3}{4}$ " PVC pipe as mentioned above and a PVC pipe cutter. You can add PVC elbow joints and T-connectors for a more finished look to the banner framework and for transporting the frame more easily.

Parade Banner (Gonfalon)- You will also be provided with a plain vinyl banner pdf for a parade or March of the Clans. You will need to acquire poles and the finishes. For example, you can use curtain pulls and tassels to tie the crossbar.

Tabletop Displays- Make sure you have plenty of wonderful Rose Clan memorabilia and historical items. Recreations are fine but take pride in what you have on display. There are lots of books, pictures, information available, just ask!

Tablecloth clips- You can secure the displays and tablecloth with clips or large binder clips available at most dollar stores.

Membership QR Code- Get instant member dues by displaying this "Quick Response" (QR) code. You just aim your cellphone camera at the code and a link will appear.

Name Tags- The conveners, at least, should wear name tags. These may be supplied by the event organizers. You may also want to offer name tags for your assistants and your guests.

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Laptop, Tablet or Smartphone- The best way to secure members is to ensure that they register online at your tent, but this isn't always possible. When it isn't possible to have one of these have a sign-up sheet so you can remember who you visit with.

Membership Materials- Many clan conveners encourage everyone to sign a guest book or register with their names, hometown, and e-mail address.

Hospitality- As the host of your clan tent, you may want to provide hospitality in the form of food and drink. Food can be as simple as oatcakes and shortbread or as extravagant as a family barbecue! This is where your family and local clan members can help. Ask each to bring a snack, plate of cookies, or dish. The same for beverages: water, soft drinks, beer, and (of course!) whiskey. These may require a cooler with ice. Be sure to check with the event organizers for any restrictions. Do not forget to bring cups, sturdy plates, napkins, or paper towels, and eating utensils. If the event does not provide trash cans, please bring your own trash bags.

Plastic Bins- You will need to transport everything to the site and a large plastic bin is the best way. Cardboard boxes are flimsy and cannot stand up to rain or even wet grass. If your event lasts two days, you can pack everything away and store under a large table. Generally, events have overnight security. Just do not leave behind the alcohol!

Personal Items- Take care of yourself and your guests by bringing lots of water and food, a first aid kit, sunblock, mosquito repellent, rain gear or plastic ponchos, facial tissues, wet wipes, medications such as Tylenol, Advil, Benadryl, a towel...

Other Handy Items- Experienced conveners have often brought other handy items such as bungee cords, masking tape, duct tape, string, rope, Swiss army knife, zip ties, rubber bands, scissors, portable tool kit, and a rechargeable battery for charging phones.

D. Set-Up

Packing- Use the big plastic bins to store all your event materials and hospitality items. You will want to make as few trips from your car as possible. Some events allow you to drive right to your tent location for set up and then require you to move your car off the field. Some events offer staff with golf carts to assist with moving your materials to your site. Check beforehand! While you are packing up, make sure you have all the registration materials sent to you by the event organizers! You will need your parking pass and tickets handy when you arrive at the field.

Arrival- For the first day, you should plan to arrive at the field as early as possible. This will avoid the later rush – and you can make friends with the other conveners by assisting them with their own tents.

Tent Assembly- If you have the time and the function permits, you might want to assemble the tent the day before the function. Contact field staff or the map in your registration materials to ensure that you are setting up in the correct location. Rise the canopy and secure it with cinder blocks and/or guide wires. Attach caution tape or secure orange cones to avoid any accidents. Then attach the side flies, which may be plastic shower curtains or plastic tarps. Only then should you set up the tables, chairs, and display items.

Tent Layout- How you arrange your tables, chairs, and displays depends on the number of tables you have. Many Conveners place tables at the front of the tent but putting them along the inside walls makes

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the tent more inviting for visitors. If you have a table in the front, do not use it for food or drink because that may get your materials soiled.

Normally, visitors would not enter a tent unless invited, remember to welcome everyone.

Display- Display lots of photographs and clan materials – without being too cluttered. Transparent plastic stand-up displays are useful for maximizing table space and impact. You can purchase a few at office supply stores such as Staples. Many clans include general interest books on Scotland and weaponry. Keep an eye on the swords! Please maintain political neutrality by avoiding political posters or symbols, and militia information. Keep your table free of drinks, food, and trash.

Flags- While the Scottish national flag (the Saltire) is a nice touch, please do not use the Royal Banner of Scotland. This flag with the red lion rampant on a yellow field is strictly for the use of the British Royal Family. Also, please do not display controversial items such as the Confederate flag.

E. Hosting

Dress- First and foremost, dress comfortably! For set-up, experienced conveners wear work boots and for long days in the tent they wear comfortable shoes. Of, course traditional dress is desirable, kilts for the gentlemen and dress with tartan sash for the ladies. Some clan members dress in Argyll jackets and ties. Others may choose the reenactor approach with a great kilt and Jacobite shirt. “Clan Rose” gear is always fun! Many online suppliers provide Rose shirts, hoodies, and sweatshirts. Use your judgement and remember that you represent Clan Rose.

General Hospitality- First impressions mean a lot when it comes to recruiting new members! Always greet visitors with enthusiasm and introduce these prospective members to the other folks at your tent. Make them feel like part of the Rose family. Some visitors may only be curious and want to see your displays. Others will want to know if their surname is Scottish, or to which Clan they belong, and which Tartan they can wear. Try to be as helpful as possible to everyone. While some events allow dogs, please be aware that some people are afraid or allergic. If you wish to allow clan members to bring dogs, please keep them leashed outside the clan tent.

Rose Heritage- The primary purpose of hosting a clan tent is to educate visitors about the heritage and impact of the Clan Rose. Read the provided materials, the information on the website, and the updated on the social media sources (Facebook, Twitter, and Instagram.)

CRI and Clan Background- You will also need to be knowledgeable about Clan Rose International. Again, read the materials and information on the website. If a question comes up that you cannot answer message CRI through the Facebook page. You can also encourage your visitors to contact CRI directly if they have more specific questions. Always keep membership information on hand and visible.

March of the Clans- Most functions have a parade or March of the Clans. No matter how big or small the function, we as a clan are expected to participate. Carry the small banner sign and invite as many Roses as possible (and Rose visitors!) to participate in the parade. You do not need to be a member to march. You may want to encourage Rose tartan regalia (such as scarfs and sashes), so they be readily identifiable as clan members. While you want to encourage as great a participation in the march as possible, please do not leave the tent unattended. Someone should be always on duty to welcome visitors.

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Tent Strike- At the end of the event, take inventory and store all your materials in your plastic bins. Fold up your tables and chairs, stacking them out of the way. Carefully remove tent guide wires and stakes and then collapse the tent.

F. Follow Up

After Action Report- Please send the guest book sheets and a brief report. Prompt sheet available but feel free to write it with your own flair. The report should include a list of the folks who helped you with the tent (so we can thank them), an overview of the activities at the event and the tent, your analysis of the impact you had on the guests, and any recommendations you may have for this event or for the support CRI provided you. Most importantly, please send photographs and report that we can post on the website and Facebook.

Thank You Notes- Enter the name, e-mail addresses and other information from the guest book into a spreadsheet. Use this to send e-mails to all your guests to thank them for visiting Clan Rose International tent and include the links to the website and social media platforms.

Here is a sample:

Thank you for visiting the Clan Rose International tent at the <games>! We enjoyed meeting you and we hope you will stay in contact with use. Please be sure to visit the Clan online:

Website: <https://www.clanroseinternational.org/>

Facebook: <https://www.facebook.com/groups/405862964716201>

If you have not already done so, please become an Active Member of CRI.

Thanks again for sharing some of your time with us. Please let us know if you have any questions or if we can assist you in any way.

Constant And True!

Now you start planning and recruiting assistants for the next fun event!