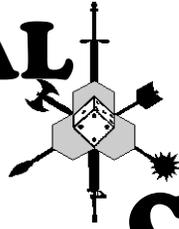# TOTAL CONFUSION LLC

Event Submission Instructions

TOTAL CONFUSION LLC
GAME CONVENTION

February 19-22, 2015
Holiday Inn
Mansfield, Massachusetts

Event Submission Instructions
Total Confusion LLC
February 19-22, 2015
Holiday Inn
Mansfield, Massachusetts

Thanks for submitting an event to Total Confusion LLC. If you have any questions, contact us at steve@totalcon.com

Event submission for Total Confusion LLC begins **September 15, 2014**.
The deadline for guaranteed time slot and table is **November 15, 2014** Events submitted after this date will be accepted with the approval of the area director and may not fit in the submitters requested time slot or location.
Event submissions closes **January 29, 2015** . No event will be accepted after that date.

I. How to Submit an Event for Total Confusion 2015

Submitting an event to Total Confusion LLC is a simple process.

Step 1: Event Submission

1. Review the Event Host Policies and Procedures for changes and updates.

2. Completely fill out the forms needed and send all the information that pertains to your event.
3. Email (preferred method) or mail your event information to:

Total Confusion LLC
c/o Steven Parenteau
Events Director
PO Box 1242
Woonsocket, RI 02895
steve@totalcon.com

4. Your event is now pending review.

NOTE: The submission process does not end once you have submitted your event. It is the EO's responsibility to check in if you have not received a confirmation email regarding the status of your event by the first Tuesday after the date of submission.

Step 2: Pending Event Review

1. The submitted event(s) is now in the "Pending Event Review" category and is waiting for Total Confusion LLC Event Staff to review it.

2. Problems with the event submission, such as typos, date requests, special requests, pricing mistakes and other incorrect data will be **"Returned for Correction"**. You will be sent an email status letting you know the event was returned. Check the Total Confusion LLC Comments section on the Event Submission Form of the individual event for specifics. The EO is able to make the necessary corrections to the event submission and resubmit it.

3. If the event has been accepted (i.e. there were no problems with the submission), it is now in the "Accepted" category. You will receive an email status letting you know what event(s) has moved into this section.

Step 3: Accepted for Consideration

1. When the Event Submission period ends (November 15th, 2014), Total Confusion LLC will begin the process of evaluating which events will be scheduled.
2. There is a limited amount of available space so not all events will become scheduled.

3. Your event will be scheduled and activated based on the following criteria:

· Available Space. (Due to the limited space, not all events can be accepted.)
· When the event was submitted. (First-come, First-served.)
· Success of previous events. (Experienced, successful Event Organizers will get priority consideration.)
· Size of event. (Space is limited.)
· Interest in the event. (The success of an event is directly related to how full the event is.)

4. If your event can not be accepted for scheduling, you will be notified to review alternate time slots. The EO will need to chose a new time slot and notify us with the alternate choice before the close of the event submission period.

5. Approved events are now marked as "Scheduled Event".

Step 4. Scheduled Event

1. Your event has been accepted and will be available for Event Pre-registration after December 15, 2014

Gaming Group/Sponsor: Often, game companies (like Wizards of the Coast or Rio Grande Games) or large gaming groups (such as Game Base 7 or Rogue judges) will sponsor and organize several events. If you are running a game on behalf of a company or your gaming group or organization, please put their name here.

Event Title
Required field.
This is the title of your specific event as it will appear in the program guide, on the event ticket and in the event charts. Please take care in choosing your title as it is how attendees will know your event.

· There is a limit of 100 characters.
· Do not use all capital letters.
• Do not put the word "demo" in the title. The system will not recognize your event.
•
See the Event Description entry for more detail.

Event Description
Required field.
This is the more detailed description of your event. It should explain the basic premise of your game or activity and should provide attendees with enough information to decide if they would like to register for it. Total Confusion LLC reserves the right to make changes to any event description.

· There is a limit of 450 characters. This includes spaces.
· Do not use all capital letters.
· Make sure to spell-check your description and use correct punctuation.
· Event descriptions must contain acceptable language for all ages. It is acceptable to run events with mature themes but you must clearly indicate that the event is intended for mature players in the description and all printed material submitted for inclusion in the program book must be tempered to an audience of all ages.
· You may include an email or web address in your description, but it will be removed from the event description when it is placed in the program guide. If you do include this information, make sure to place it at the end of your description.

· Do not include sponsor or GM name in the description. (This info will appear in another area).
· If your description is unintelligible or has clearly not been spell-checked, Total Confusion LLC reserves the right to reject your event submission.
· Total Confusion LLC reserves the right to make changes to a submitted event's description for reasons of clarity and/or brevity.
· If you are running a game from a game system in which the manufacturer holds sanctioning tournaments, Total Confusion LLC reserve the right to amend your description and to note its non-sanctioned status.
· Free demos can only be conducted in exhibit hall booths. You can, however, submit "introductory games", and these will be scheduled, ticketed events. See the Event Host Policies for Total Confusion 2015, section II.A.2 for additional information. If you have any questions about which category your event falls into, please contact steve@totalcon.com.

Game System
Required for game events
Please make sure to note the specific system the game uses for all game events. For example, if you are running a Monopoly tournament, the game system for your event would be Monopoly. If you are running a D&D game, the system would be Dungeons and Dragons.

Manufacturer
Required for game events
Please list the game systems manufacturer so that they may get credit for their hard work and the systems they have designed. Examples are WOTC, Mayfair or Catalyst.

Event Type
Required field.
The Event Type identifies the kind of event you are running, which helps attendees locate specific categories of events.

- There are a number of different categories of events:

B – Board Game
This covers all standard board games, like Risk or Settlers of Catan. This can also include "non-standard" or "boardless board-games." Basically, if requires a board or similar specialized playing surface and isn't clearly a card or miniatures game, it probably falls into this category.

C – Card Game
This category covers both non-collectible card games and collectable card games. Examples could be anything from Uno to Three Dragon Ante to Killer Bunnies. Magic the Gathering and Pokemon are examples of collectable Card

games. Other collectible games that do not use standard cards, such as Clout, Pirates of the Spanish Main or Dragon Dice, can
also be placed into this category.

E – Electronic Game
This category is pretty straight-forward. If the game requires a computer or video game console to run and play, it falls into this category. Rock Band, Guitar Hero and Halo are well-known examples.

L – LARP
LARPs are live-action role playing events where players move around and act out their actions, often dressing the part instead of just playing at a table. White Wolf is famous for its LARP games, such as Vampire, but other examples include Call of Cthulhu and the 7th Sea LARP.

O– Old School RPG
A new addition to our events line up is Old School RPG. This is an spin off of Role-Playing games using game systems that are no longer published. Many of these events come from the "Golden Age" of role-playing.

M – Miniatures
Fantasy or science fiction war games fought with miniatures, such as WARMACHINE, BattleTech or Warhammer 40,000, go in this category.

R – Role Playing Game
In RPGs, players take on the role of different characters in adventures in a variety of settings or storylines. An RPG could be anything from Dungeons and Dragons to table-top Vampire to Shadowrun.

S – Seminar
Seminars usually involve a speaker or moderator, sometimes accompanied by guests, presenting a specific topic to a general audience. Seminars are always free.

W – Workshop
Workshops can be similar to seminars in that they are hosted by a speaker or moderator, but workshops are usually focused on giving hands-on instruction or experience in making or doing something and require a fee.

Y-Young-Young Players
An event specifically targeted at young gamers-to-be fits into this category, such as Kinder Bunnies or kid's introductory games.

· Please be sure to choose the correct category for your event. Choosing the wrong category will make it much more difficult for attendees to find your

event.

Event Run Format
Required field.
Specify the format in which the event will be run over the course of the week-end.

- Single Day Event - If your event runs from start to finish on one day, choose this.
        - If you are running this same event on multiple days, each day being a complete event from start to finish, you will still use "Single Day Event" selection and each instance must be submitted as a separate event. If your tournament is a single event, you can submit it as a Single Day Event. If the break between rounds is more than an hour, however, you must submit each round as a separate event and select Tournament Round.

· Multiple Day Event – Choose this only if the same event will run on more than one day (for example, weekend-long LARP).

· Tournament Round – Choose this if the event is one round of a multi-round tournament. Each round of the tournament needs to be submitted as a separate event. If pricing for advancement-only tournament rounds is included in the ticket price for the qualifier, then please enter $0 for the advancement-only rounds in the special pricing columns (see Special Pricing for more information on entering special pricing).

Preferred Day Slot
Required field.
Specify the day you would prefer to have your event scheduled. Due to scheduling and space constraints, we cannot promise to accommodate all requests, but we will try to match preferences as closely as possible.

Preferred Beginning Time Slot
Required field.
Specify the time you would prefer to have your event scheduled. The form uses four time slots. Time slots run for four hours. Select using the appropriate start times: 8:00am, 10am, 1pm, 3pm, 5pm, 7pm, 9pm, 11pm. Due to scheduling and space constraints, we cannot promise to accommodate all requests, but we will try to match preferences as closely as possible.

Event Duration (slots)
Required field.
Please specify how long your event will last.
· If you are running the same event on multiple days, please list the duration time for

this individual occurrence and not the total duration for all combined.
· If you are submitting a tournament round, please enter the duration for this specific
round.
· Accurately is essential for this field. Pricing and scheduling is based on this field.

Difficulty Rating
Required field.
This field lets attendees know how challenging this game, setting or scenario may be. Default for this rating is <u>Introductory.</u>
- **Training** for tables where the game master will teach the game.
- **Introductory** for games that will just start with minimal training but doesn't really need it to get the game started (generally 10 minutes of ex-planation is about right).
- **Experienced** players are assumed to know the rules and there will be no explanation of the rules.
- **Advanced** rating for players that should have years of experience and house rules may be in effect.

Maturity Rating
Required field.
This field rates the event for age appropriate material to allow attendees and parents to make an informed decision on their child's participation in an event. Default for this rating is <u>E10+.</u>
- **Everyone** rating is for all attendees from 7 and up in age.
- **E10+** rating is for attendees 10 and up in age.
- **Teen** rating is for players 13 and up in age.
- **Mature** rating is for players 17 and up in age.

Materials Provided
If materials are required for the event, please indicate whether or not the GM will provide them to registered attendees.

Minimum # of Players
Required field.
Please specify the minimum number of players required in order to hold your event. If you need at least 2 players in addition to the GM to run a game, please list 2 here. Do not list zero as your minimum number of players.

Maximum # of players
Required field.
Please estimate your maximum attendance as accurately as possible based on the past events that you have run.
· This should be the maximum number of registered attendees that you can

have
involved in the event itself.
· This is not the number of people you expect to be interested or would like to see at your event.
· We cannot allocate floor space without an estimated maximum number of registered attendees.
· List your maximum number of players overall, not the maximum limit per table.

Event Tournament Format
Required for Tournaments
Make sure to select the most appropriate tournament format for your event so that registered attendees know what to expect and prepare for. The tournament format also helps you determine <u>Minimum Tournament Slots Before Elimination</u>.

· Round-Robin tournaments have all entrants play a single game against all other entrants and the best advance on to the next round. The event organizer determines the threshold to progress to the next round of the tournament.
· Single-Elimination means that an entrant is out of the tournament as soon as he or she loses a round.
· Swiss format tournaments have an unlimited number of competitors play a specified number of games – no one is eliminated after a loss. As the tournament progresses, stronger players are pitted against each other while those who have been less successful face similar opponents. Final rankings are determined using criteria set by the event organizer, usually a point-system based on wins/losses.

· Other tournament formats include Double-elimination, Triple-elimination, Challenge, etc… Often the event organizer changes or modifies portions of an existing or established tournament style.

Number of Rounds
Required for Tournaments
Indicate the number of rounds your tournament will include. Please note that each round must be submitted as a separate event.

Round Type
Required for Tournaments
Please select the type of round.
· Qualifier: you are submitting a qualifying round for the tournament
· Advancement-only: players must have passed a previous round before they can attend this event
· Non-Elimination: players are not eliminated as the tournament progresses and are able to play until the very end (for example, in a Swiss format)

Minimum Tournament Hours Before Elimination
Please specify the shortest time a registered attendee can expect to play in the tournament before potentially being eliminated.

Table Width (optional, Special Request)
Please only use this field if you have a special request for table width. For example, you need a 36" x 6' table for miniature terrain. The only widths available for rectangular tables are 18" or 30". The only width available for round tables is 6'.

Table Length (optional, Special Request)
Please only use this field if you have a special request for table length. For example, you need a 36" x 6' table for miniature terrain. Tables can be pushed together to form a larger surface, however.

Table Quantity Special Request (if blank, default quantity calculation will be used)
Please list the number of tables required per event. (For example: if you set the max player amount to 72 players and your max players per table is 6, then list the 12 tables required here.)

· Please note how many tables you need for your event.
· The default table sizes for each event are as follows:
- RPG: 5' round tables which supports up to 10 players each
- Miniatures: 60'x6'
- Board Game: 30" x 6' or 5' round.
- TCG/CG: 30" x 6'
- LARP: 2 rectangular HQ tables. 30"x6'

· By default, Board Games and TCG/CG events receive 1 table for every 6 players. RPG events receive 1 table per 10 players. Miniatures receive tables based upon play area and space available.
· If you want an additional table for an HQ desk or for game set-up, please list the quantity here and explain why in the Reason for Special Requests field.
· Additional tables are not automatically guaranteed by filling in this section. Each request will be evaluated based on space availability. To confirm additional table requests, you must e-mail steve@totalcon.com 4 weeks before the convention.

Floor Width (optional, Special Request)
If your game requires floor space instead of table space, please list, in feet, the width required.

Floor Length (optional, Special Request)

If your game requires floor space instead of table space, please list, in feet, the length required.

Electrical Requirements (optional, Special Request)
If you have any special electrical needs, please specify them here and provide a full explanation in the Reasons for Special Requests field.

· Requesting electrical access does not automatically guarantee you will have power.
· Power can only be supplied if it is required to run the event itself.
· Fees may be incurred depending on your request.
· Please refer to Event Host Policy for Total Confusion, section I.C.3 for more information.

Reason for Special Requests (required for any Special Requests)
Please provide a full explanation to justify and explain any special requests made when submitting your event.

Total Confusion LLC Base Price ($1.50/2 hrs)
The Total Confusion LLC Base Price for an event is $1.50 for ever 2 hours the event will last. For example, if your event lasts for 8 hours, the default cost is $6.00. There are some exception:

· Seminars are always free.
· The base price for a LARP up to 8 hours long is $1.50 for every 2 hours. Pricing for a LARP longer than 8 hours is a flat fee of $6.00.

Special Pricing: Amount EO/GM will be reimbursed per event ticket
This is the amount an Event Organizer or Game Master will be reimbursed for each event ticket after the Total Confusion LLC Base Price has been deducted. For example, if your event runs for 4 hours and an event ticket costs $18, your Special Pricing is $15.00. Enter that amount here.

· Please enter only a numerical amount in the Special Pricing column. Do not enter the word "free" or any other text.
· For advancement-only rounds, please make sure that you have selected Advancement only
in the Round Type field. This will set the Final Event Cost to $0 and block pre-registration ticket sales to the advancement round.
· All special pricing requests must be based on increments of $1.50.
· Make sure to sure to use a decimal.

Event Cost (Total Confusion LLC Cost + EO/GM Cost)
This is the final cost an attendee will need to pay for your event. It is a combi-

nation of the Total Confusion LLC Base Price and your requested Special Pricing.

If you requested Special Pricing, who is to be reimbursed?
Required Field
This specifies who is to receive the reimbursement (if any) for running this event. If the individual GM should receive the reimbursement directly, select "Game Master." If the Event Organizer should receive it, however, make sure to select "Event Organizer." Select "No Reimbursement" if there is no reimbursement necessary for this particular event.

registered attendees.
· List your maximum number of players overall, not the maximum limit per table.