

# **Cooperative Houses of Elanthia Officer Handbook**

*Written May 2012*

CHE Officers,

For over twenty years, the Cooperative Houses of Elanthia has served to foster what I believe is the most important aspect of the game: The Community. By offering the players a place to meet, events to participate in, unique role-play opportunities, and simply a place to socialize, the CHE represents the very core of GemStone.

As a CHE Officer, you are the catalyst that makes this program successful. Without your efforts, none of this would be possible. It is through your creativity, dedication, and example that the community benefits. The CHE is a system designed around you and for you. It provides you with the tools and means to provide more for your community than would be possible by yourself.

The CHE offers you, as an Officer, the unique opportunity to turn your ideas into a reality within GemStone, ideas that others will enjoy for years to come. This was something I enjoyed immensely as a player and hope all Officers can feel that same sense of satisfaction as you see your ideas come to life within your House.

These great opportunities, while amazing and fun, also come with a serious responsibility. The members of your House and the community rely on you and look to you as an example. As such, you must ensure that you are meeting minimum Officer requirements and adhering to policy and guidelines. The same tools that allow you to foster the spirit of community can also serve to stagnate and damage a community if neglected or abused.

This manual is offered as a base standard to help educate you regarding the various tools at your disposal as a CHE Officer. Whether you are a new, fledgling Officer or a veteran of over a decade of CHE service, I encourage you to review and familiarize yourself with this manual and the guidelines within it. These principles will help you be the very best Officer possible as we continue to work together to maintain and improve GemStone as a place where the spirit of community is valued and celebrated.

The CHE has always been a beacon of community within GemStone, and with your help, it will continue to be for many years to come.

GM Scrimge

## **House and Officer Requirements**

All Officers should be very familiar with the "Houses of Elanthia" document found at:

<http://www.play.net/g4/info/greathouses/home.asp>

Key requirements include:

**"There shall be at all times... at least four House Officers." \***

- Two (2) Officers with Chairman powers.
- One (1) Secretary.
- One (1) Treasurer.

*\*This was updated from 3 Officers by GM Alyias on 1/26/11*

**"All House Officers must spend a minimum of 8 hours a month resident in the town or known surrounding lands."**

**"Officers must make their presence known on at least four occasions during each month in such a manner that applicants may seek them out for questions or other business..."**

These are not guidelines. They are requirements and are enforced by the CHE Controller. Any Officer found not in compliance with these guidelines is at risk of losing his/her position as a CHE Officer.

**"Any House without four (4) active Officers and at least ten (10) active members is at risk of losing their charter."**

These policies apply to each House equally and are necessary. If a House is inactive and Officers are not performing as necessary, that House is a detriment to the community, rather than a benefit. This is not something that can be ignored or overlooked by the CHE Controller.

## Officer Conduct

Your position as a CHE Officer is a privilege, not a right.

As CHE Officers, you are held to a higher standard than an average player. You are viewed by players and staff members as leaders within the community. We expect you to live up to that high standard.

Every word and every action of a CHE Officer represents his/her House, whether engaged in House business or not. Unless the Officer is in a private room behind a latched door, ANYONE could be watching or listening. Please always represent your House in the best possible light.

OOG (out of genre) behavior by an Officer is unacceptable and should be avoided at all times, particularly during events.

OOO (out of character) communications with other PCs (player characters) are, as always, acceptable and sometimes necessary ONLY through use of WHISPER OOO [character/group], within a private location secured by a latched door, or during some Officer-only CHE meetings as necessary.

Any donations that are received during any event or during the course of general activities shall be passed to the Treasurer(s) for deposit. Should the Treasurer(s) not be present, it is the duty of the highest ranking Officer present to either hold the donations until they can be presented to a Treasurer or make the deposit themselves at the CHE Clerk's office.

Officers are expected to read and be familiar with their House's governing documentation and by-laws.

Officers are required to follow game POLICY in all aspects and are expected to be examples to their members and the community at all times in regard to these policies. This is especially prevalent in regard to Player vs. Player Conflict, Abusive/Disruptive Behavior, and account privacy.

A CHE Officer should never share his/her play.net account information with another person. This is especially important because Officers have exclusive access to the HOUSE commands, which may include access to House funds. As such, each Officer is solely responsible for any misuse of the HOUSE commands.

Officers are not to engage in behaviors that in any way flirt with POLICY or that can bring bad light to the CHE as a whole. These can include but are not limited to the following: Verbally abusing staff or other players, lying to staff in any attempt to "get your way," getting involved in PvP, sharing your account information, or gross and disturbing OOO behavior.

Any Officer found in violation of this code of conduct will be subject to penalties and consequences to be determined on a case-by-case basis by the CHE Controller. **These consequences may include immediate removal from one's position as a CHE Officer and/or an official warning.**

## **Communication**

E-mail communication for reporting and other business should be sent to the CHE Controller via:  
[GS4-CHE@play.net](mailto:GS4-CHE@play.net)

Communication is absolutely vital to the success of the CHE. This includes communication between Officers, between Officers and the community, and between each House and the CHE Controller.

All Officers are encouraged to share their ideas and opinions regarding House business with each other. This particularly extends to new member applications and new Officer applications. Honest and open communication is absolutely key to successfully leading any organization.

All Officers are expected to read House emails and respond as necessary.

Officers taking extended vacations from the game (covering more than one week) should communicate this information to the other Officers, including the dates and duration of the time they expect to be absent. If this will effect their monthly hours negatively, the CHE Controller should also be notified.

All Officers are encouraged to regularly check the Greater Houses of Elanthia folder of the Gemstone IV Forum. If questions are brought up regarding their House, Officers should be able to address them as quickly as possible.

All Officers are expected to subscribe to the CHE Officer e-mail list and to stay current with those emails.

The CHE Controller needs to be informed immediately regarding House Officer changes in leadership. Always include in this e-mail the name and e-mail address of the new Officer or who has stepped down as an Officer.

Lastly, any CHE Officer is free to and encouraged to contact the CHE Controller directly if concerns or questions arise regarding his/her House or regarding any of the material explained within this and other CHE documentation. It is the goal of the CHE Controller to help each one of you be the best Officer you can be for your House.

## **Influence Points**

Officers are expected to read and be familiar with the most current version of the CHE Influence Point document.

This document is the lifeblood of the CHE and provides you, as Officers, a way to drastically impact your House and community for the positive. It is through Influence Points (IP) that you can add to and improve your House via room additions, food items, prize items, props, scripts, etc.

Each CHE receives 1 IP per month. With a qualifying event, it receives 1 additional IP per month. Houses that have under 25 total IP that also hold a qualifying event that month will have the option to purchase 1 additional IP a month at a rate of 3 million silvers per point.

The CHE Controller can also award up to 6 additional IP per year to Houses he believes have gone above the line of duty to serve the community. This means a CHE can potentially earn a total of 42 IP per year.

A House may spend a total of 30 IP per year. Once the limit of 30 is reached, Houses may submit supplementary requests that will only be completed if the CHE Controller and QC are able to handle the extra work and only after handling all primary requests.

House IP is capped at 150 points. If a House has reached this amount, it is apparent they are not actively improving their House or spending IP to improve events. IP are not meant to be hoarded but are instead to be used to improve your Houses and to run quality events for the community.

IP are non-transferable between Houses.

## **Qualifying Events**

The following must be completed to constitute a qualifying event:

For Public Events:

- A NEWS posting or play.net calendar posting.
- A pre-event report sent via HOUSE NOTE SEND EMAIL.
- During the event, IC behavior is adhered to.
- At least 1 member in attendance as coordinator (also for joint events).
- Minimum of five (5) attendees.
- A post-event report sent via HOUSE NOTE SEND EMAIL.

For Private Events:

- A pre-event report sent via HOUSE NOTE SEND EMAIL.
- During the event, IC behavior is adhered to.
- At least 1 member in attendance as coordinator.
- Minimum of ten (10) attendees.
- A post-event report sent via HOUSE NOTE SEND EMAIL.

## **Reporting and Event Support Requests**

Monthly Event Support Requests are due by the 3<sup>rd</sup> of the month prior to when the request will be needed. For example, for event support in March, the report needs to be submitted by February 3<sup>rd</sup>.

Quarterly Reports are due by the 7<sup>th</sup> of January, April, July, and October.

**1) Event Support Request** - These are due between the 1st and 3rd of each month.

This should outline everything you need (event IP expenditures, food, prize closet items, calendar requests, etc.) for NEXT month's events. The CHE Controller will get the results back to you by the end of the month or before your upcoming event.

Example: February's Event Support Request should contain everything you need for March's events. The Controller will get everything requested back to you before your March event. A report template is listed in the IP document.

Any calendar postings for the play.net website also need to be included in this report. It is the responsibility of the Officers to write these postings.

All Houses are given one (1) calendar post per month, free of IP cost. Any additional postings cost one (1) IP.

**2) Quarterly Reports** - These are due between the 1st and 7th of the months of January, April, July, and October.

This should outline all your IP requests for Building & Maintenance (i.e. things you're adding to your House or annexes) or other requests not required in a timely manner for an upcoming event. This should also have an overview of all your events over the last 3 months. A template is listed in the IP document.

It should be noted that Officers are responsible for writing and designing Building & Maintenance requests. If you want a new annex near TaøVaalor, you must submit room descriptions, the proposed location, and any prop descriptions with your report. Likewise for any custom House scripts, it is the Officerø responsibility to provide the necessary messaging and design.

**3) Event Pre-reporting** - No less than (but not too early!) a week before an event, the Controller needs a pre-event blurb put into HOUSE NOTE SEND EMAIL. This should state the date, time, location, coordinator, and purpose of said event. Nothing more is needed.

**4) Event Post-reporting** - No later than 3 days after the event (and preferably the night of), the Controller needs a post-event blurb put into HOUSE NOTE SEND EMAIL. This should state the date, time, event name, members running the event, and the number of participants (naming those that stood out well). We don't need all who were there, just people you think role-played well.

**5) NEWS and Criers** - Should only come to the Controller via the HOUSE NEWS and HOUSE

EVENT verbs. The Controller trusts you to only put out NEWS and criers that you need and also is going to see the events come up in your pre-reporting.

The Controller does not need to know about events you're planning months in advance. If you have questions about what can and cannot be supported, please feel free to ask. It is hard enough for you Officers to try to get things planned out, and plans (and dates) constantly change.

After an event is run, it must be reported via HOUSE NOTE SEND EMAIL. The post-event report must list the date, time, event name, members running the event, and the number of participants (naming those that stood out well). All event reports must be in by no later than 3 days after the event, and preferably directly after the event.

Sample HOUSE NOTE: House Pauper's Financial Planning Seminar. Held May 12 from 9:00 P.M. to 10:30 P.M. in the upstairs pub in WL. Event coordinators - Goldfinger and Midas. Attendees: 15 people, of which it was notable that Deadbroke provided great entertainment and wonderful role-play. This is an influence-qualifying event for May because it met our purpose of providing fun and drink to all and was on the play.net calendar. We joked about financial planning, but it was really an excuse to play a drinking game in the name of Paupers.



## **Officer Commands**

Any command provided to CHE Officers is to be considered a privilege and should never be abused in any way. Commands are included here for reference and are available to each Officer (as befits their position) within the game by typing HOUSE.

### **HOUSE EVENT**

This allows Officers to create a crier to announce events. See the Guidelines section.

### **HOUSE EJECT {player};{reason}**

- Eject player from your House or annex areas for a period of 48 hours.
- This should be used with extreme discretion. Typically, if someone is being extremely unruly, blatantly OOC, violent, or disturbing a House event and refuses to stop, he/she can be ejected from the event.
- This means the person is ejected from House grounds for 48 hours.
- You must add a valid reason when ejecting them.

Usage:

õHOUSE EJECT SCRIMGGE; For saying Alyias smelled like beets."

### **HOUSE EJECT LIST**

- List all players ejected from your grounds within the last year.
- This displays the expiration dates and reasons.

### **HOUSE NOTE**

- This system allows for simple event tracking between the Officers and the Controller.
- This is used before and after EVERY event.
- See the "Reporting and Events" section of this manual.
- Officers can review past notes recorded and whether they were e-mailed to the Controller.

#### **HOUSE NOTE READ [number]**

- Read the last [number] messages between your House and the House Controller (default 10).

#### **HOUSE NOTE SEND; {message}**

- Records a message to the House Note list. It does not e-mail the Controller.

#### **HOUSE NOTE SEND EMAIL; {message}**

- Records a message to the House Note list that is sent to the House Controller in-game and via e-mail.

### **HOUSE EVENTLOG [number] [BRIEF]**

- This allows Officers and CHE Controller to view recent Initiations and Investments into and out of the House.
- View the last [number] messages in the House's event log (default 20).

### **HOUSE ACCOUNTING [number] [BRIEF]**

- Allows Officers to review their expenditures, income, and current balance.

- View the last [number] messages in the House's accounting log (default 20).

**HOUSE ROSTER [days]**

- List members recorded on House roster, optionally only displaying those who have been seen in the last [days] days.

**HOUSE NEWS [command]**

This allows Officers to create a NEWS item. See the Guidelines section.

**HOUSE TENT [command]**

- Each CHE has a tent that can be deployed at any time for events. This should never be abused. Officers can also request changes or improvements be made to their tent at the same cost as rooms in their building or annexes.

Usage:

HOUSE TENT DEPLOY - Unveils your tent.

HOUSE TENT REMOVE - Packs up your tent and kicks everyone out.

**HOUSE DUES [command]** - Modifies House dues.

Usage:

HOUSE DUES ON|OFF

- Turn the dues system on or off.

HOUSE DUES SET MONTHLY [amount]

- Set the monthly dues amount.

HOUSE DUES SET LIFETIME [amount]

- Set the lifetime dues amount.

HOUSE DUES ACCOUNTING {person}

- List the last 50 transactions, with optional person.

HOUSE DUES CHECK

- List dues information.

HOUSE DUES DELINQUENT

- List of all delinquent members.

HOUSE DUES LIFETIME

- List of all lifetime members.

Notes from the HOUSE DUES release:

Once you turn dues on, EVERYONE in your House will be unable to access any member-only areas of your House and annexes until they either pay one month's dues, or they pay the lifetime dues amount should you have one set up. Also, there will be absolutely NO GRANDFATHERING of characters in regards to already paid dues. If you wish to provide refunds or reparations to anyone that has already paid dues (either monthly or lifetime amounts) before the implementation of this system, you may do so by giving those players silvers from the House general funds.

Dues can be paid via the DUES command. Dues can be paid to either a House clerk (listed in DUES CLERK) or to an Officer of the House. DUES CHECK gives you information about your dues. Dues can only be paid in either monthly increments or a single lifetime amount. Monthly dues will not apply to lifetime dues. Should you be paying monthly dues, you can at any time pay the lifetime amount and then be set up as a lifetime member.

Officers have the ability, as stated above, to accept dues from members. This is done via the DUES ACCEPT command. The person paying dues must first type DUES PAY [amount] [name]. That person will then type DUES ACCEPT [name] to accept them.

Once players start paying dues, dues will be accepted immediately but will not be applied to your House general fund until the first of each month. Dues can be prepaid up to three months in advance. If you get over three months behind in your dues, you will be locked out from all member-only areas of your House and annexes. Once locked out, your dues will not continue to accrue; thus, you can never be more than three months behind on your dues. In order to clear your locked-out status, all you need to do is pay your dues via one of the normal means, and the lock will be lifted.

#### HOUSE DUES ON

- This turns on dues. This is the VERY last thing you should do, after you set up your House dues.

#### HOUSE DUES OFF

- This turns off dues. If you have dues, this shouldn't happen.

#### HOUSE DUES SET MONTHLY [amount]

- This sets your monthly dues. Please note that you can only change your dues ONCE PER YEAR. So, please make sure you have entered the correct amount.

#### HOUSE DUES SET LIFETIME [amount]

- This sets your lifetime dues amount. As above, please note that you can only change this ONCE PER YEAR.

#### HOUSE DUES ACCOUNTING [optional name]

- This gives either the last 50 dues payments to the House or the last 50 of a specific person.

#### HOUSE DUES CHECK

- Gives you important information about your dues.

#### HOUSE DUES DELINQUENT/LIFETIME

- Informational commands.

#### **HOUSE MOD [command]** - Message of the Day commands.

- This allows Officers to set a Message of the Day, which all members will see upon logging into GemStone.
- This can be useful for event reminders or important announcements.
- This should never be used trivially.
- While your message does not need to be checked by the Controller, it should always be appropriate and grammatically professional.
- These messages are monitored at all times.

#### HOUSE MOD ON|OFF

- Turns the message of the day on or off.

#### HOUSE MOD MESSAGE [text]

- Replaces current text to message. Automatically turns MOD OFF!

#### HOUSE MOD REVIEW

- Displays the text of the message of the day.

#### HOUSE MOD CLEAR

- Clears the current text of the message of the day.

## **HOUSE HOURS [LAST|CURRENT|ALL]**

- Shows last|current|all month Officer hours.
- All Officers should be exceeding 8 hours per month.

## **HOUSE VOTE**

### **HOUSE VOTE CLEAR**

- Clear current voting information, start a new vote.

### **HOUSE VOTE TITLE; {title}**

- Title of the current vote (what is being voted on).

### **HOUSE VOTE OPTION; {option}**

- Add new voting option.

### **HOUSE VOTE START {SECRET|OPEN}**

- Start current vote (secret ballot or open ballot).

### **HOUSE VOTE END**

- End the current vote.

### **HOUSE VOTE RESULTS**

- View the vote results.

### **HOUSE VOTE RESULTS DETAILED**

- View the list of members voting for each option (only available for open votes).

House votes are used to allow members of a House to vote on anything of interest to the House as a whole. Once the vote has been STARTed, no further changes to the vote setup may be made without starting over via HOUSE VOTE CLEAR. Results may only be viewed once a vote has been ended.

This works particularly well when combined with HOUSE MOD.

## Other Commands

There are a few commands not listed under HOUSE, which are vitally important to your role as an Officer.

### INITIATE {player}

You may use this command to initiate new members into your House. The ceremony may be performed in a House Clerk's office or in your House's designated initiation room.

The player in question must be at least level 5, may not be a member of any other House, and must kneel while holding your House's initiation fee in silvers or a note.

You must hold a weapon in your right hand and have your left hand empty. Another Officer of your House must be present to witness the ceremony.

Houses also have the option for custom messaging for PRESPEECH, CUSTOM, and POSTSPEECH.

#### **Usage:**

##### **INITIATE {player} PRESPEECH**

- Completes your given pre-initiation ceremony.

##### **INITIATE {player} CUSTOM**

- Completes your given initiation ceremony.

##### **INITIATE {player} DEFAULT**

- Completes the default initiation ceremony.

##### **INITIATE {player} POSTSPEECH**

- Completes your given post-initiation ceremony.

Once you have a custom initiation, it's broken into three parts: PRESPEECH, CUSTOM, and POSTSPEECH. An example of it broken up would look like this:

#### **Prespeech example:**

*Officer stands tall and turns to face you, serious in expression and tone. S/he says, "Today is a great day for both you and the House of Blah. On this day, you join the ranks of the House of Blah- the greatest House in the Cooperative Houses of Elanthia. On this day, the House of Blah welcomes yet another of the best these lands have to offer."*

*S/he smiles briefly and continues, "You have been tested and pushed by us. We believe you to be able to hold yourself above all others- should you choose. Know that this does not mean you are without flaw, but it does mean that you perhaps have the potential to be. One day. We acknowledge and recognize your accomplishments both past and future."*

#### **Custom example:**

*Officer walks over to a small cabinet, retrieving a slender sceptre. S/he approaches you, giving*

*each of your shoulders a firm tap with the sceptre and announces, "Inductee, I hereby induct you as a full member into the House of Blah, with all the rights and responsibilities due therein. May you bring us honor in action, thought, and deed."*

**Postspeech example:**

*Officer gives you a shallow bow. Straightening his/her spine, s/he returns the sceptre to the cabinet before returning to stand near you.*

Please note that you cannot combine a prespeech/custom/postspeech induction with a default one. The default one works as one combined message, and you are done, while the custom ceremonies are divided into the three parts.

This is considered a Building & Maintenance request, costing 2 IP for each (i.e. 4 IP for both a custom initiation and investiture). Also note that you need to supply the messaging.

## **INVEST**

This command is used to invest a House member as an Officer or to remove an Officer.

**Usage:**

**INVEST {player|NONE} AS {Officer title}**

**INVEST {player} PRESPEECH {office title}**

- Completes your given pre-investiture ceremony.

**INVEST {player} CUSTOM {office title}**

- Completes your given investiture ceremony.

**INVEST {player|NONE} DEFAULT {office title}**

- Completes the default investiture ceremony.

**INVEST {player} POSTSPEECH {office title}**

- Completes your given post-investiture ceremony.

This follows the same guidelines as above for custom, prespeech, and postspeech versions.

## HOUSE EVENT Guidelines

This tool allows an Officer to create a unique crier, which can be sent throughout the world to announce an event. This is an especially useful tool for letting players know something is going on, even if they have not checked the calendar.

HOUSE EVENT submissions are due at least two weeks prior to the event. You are encouraged to submit them when you send your Event Support Request.

Criers should always be in character and must have perfect grammar and punctuation. Our goal with a crier is to announce an event, not to jar players out of their gaming experience or to annoy them. As such, criers do have some specific guidelines which they must meet before the CHE Controller can approve them for release:

- 1) All crier items must be "in genre."
- 2) All dates must be in Elanthian time (determined by CALENDAR CONVERT).
- 3) All times must be fully spelled out. Example: 10:00 P.M.
- 4) Two spaces between each and every sentence.
- 5) Follow standard English grammar. Common mistakes are subject-verb agreement, varying tenses, and either excessively long run-on sentences or sentences that are just phrases. Have a local grammar geek check your message or find a grammar checker online. <http://www.spellchecker.net/spellcheck/> allows you to spell check and then grammar check text.
- 6) "Your" is not "You're," "Rouge" is not "Rogue," and "Its" is not "It's."
- 7) Criers should be in the format of an actual crier. Avoid criers that tell people what they remember or what they saw at one time. A crier stating that I remembered seeing a note tacked up in Wehnimer's Landing means little to me if I've never been to Wehnimer's Landing. Criers should also enter the area and leave the area in their messaging and not just suddenly "be seen." Example: A uniformed Officer enters the area and states, "Blargh!" He then marches off.
- 8) With criers that involve an ongoing dialog between two or more people, ensure that who is speaking is apparent. Having a bunch of ambiguous statements is confusing. Example: A pair of miscreants enter the area. The first states, "You're horrible." The second responds, "No, you're horrible." As they depart, the first one replies back, "Whatever. Go eat an egg."  
Bad example: A pair of miscreants enter the area having a conversation. "You're horrible." "No, you're horrible." "Whatever. Go eat an egg."

HOUSE EVENT CREATE {name}

- This creates a new crier and assigns the name. Example: ballbear.

HOUSE EVENT MESSAGE {name} {message}

- This is how you enter the messaging that players will see.

HOUSE EVENT AREA

- This allows you to set where the crier will be sent to.
- **Criers should never be set to worldwide**, as this sends the message to areas that are not appropriate for criers.
- If more than one (1) town needs to be messaged, a separate copy of the crier should be submitted for approval for each town desired.

HOUSE EVENT SETTING

- This changes whether a crier messages indoor rooms, outdoors, or both.
- Pay close attention to your messaging. A couple õpassing byö would seem odd to someone inside a blacksmithing stall, and even more so if the couple is looking at stars.

HOUSE EVENT LIST - Displays your current list of criers for your CHE.

When an event entry is denied, it simply means that there are some grammatical changes that need to take place before it can be approved by the CHE Controller.

You can see the notes for those changes the Controller has requested by using: HOUSE NEWS NOTE [item#] READ (for NEWS items) and HOUSE EVENT REVIEW [title] (for crier items).

Once you modify the NEWS and/or event item to correct the grammatical changes, simply resubmit the SAME item (now fixed) for review again.

The CHE Controller will be very picky on grammatical issues and crier guidelines, so please make sure you give all NEWS and crier items a close and critical eye.

HOUSE EVENT EXECUTE {CrierName} CONFIRM

- Once approved, this command is what releases your crier to the public!
- Do NOT send your crier every 5-10 minutes repeatedly.
- Only send criers once every 20-30 minutes, if necessary.



## HOUSE NEWS Guidelines

- Allows Officers to create a NEWS posting. All NEWS items must be submitted via this process, or they will not be posted.

HOUSE NEWS submissions are due at least two (2) weeks prior to the event. You are encouraged to submit them when you send your Event Support Request.

- 1) All news items must be as "in genre" as possible.
- 2) All dates must be in Elanthian time (determined by CALENDAR CONVERT). Real-world times can be placed after Elanthian time in parentheses. Example: This event will be held Restday, the 20th day of Charlatos, in the year 5111 (March 20th, 2011).
- 3) All times must be fully spelled out. Example: 10:00 P.M.
- 4) For time zones, do not put abbreviations, such as EST/EDT. For ease of understanding, simply put "Eastern" or a common IG equivalent.
- 5) Titles for news items **MUST BE IN ALL CAPS**.
- 6) Two spaces between each and every sentence.
- 7) News items must be at least 3 sentences long. Describe the event in detail, so the person reading it understands what it is! Include the date, time, location, and overview of any event news item.
- 8) Follow standard English grammar. Common mistakes are subject-verb agreement, varying tenses, and either excessively long run-on sentences or sentences that are just phrases. Have a local grammar geek check your message or find a grammar checker online. <http://www.spellchecker.net/spellcheck/> allows you to spell check and then grammar check text.
- 9) "Your" is not "You're," "Rouge" is not "Rogue," and "Its" is not "It's."

HOUSE NEWS follows the same guidelines as HOUSE EVENT postings.

Usage:

- HOUSE NEWS LIST - List all headlines w/ status.  
HOUSE NEWS NEW [headline] - Add a new item.  
HOUSE NEWS READ [item #] - Reads a news item.  
HOUSE NEWS HEADLINE [item #] [headline text] - Edits the headline.  
- Your new headline replaces any old headline.  
HOUSE NEWS ADD [item #] [paragraph text] - Add a paragraph.  
HOUSE NEWS EDIT [item #] [paragraph #] [text] - Adds on to a paragraph.  
HOUSE NEWS TARGET [item #] [target] - Target of the news item.  
HOUSE NEWS DELETE [item #] {paragraph #} - Deletes an item or paragraph.  
HOUSE NEWS INSERT [item #] [paragraph #] [text] - Inserts a paragraph.  
- Be sure to add leading spaces to your message for proper spacing.  
- The paragraph you insert will become the number you specify.  
HOUSE NEWS SUBMIT [item #] - Submits a news item for approval.  
HOUSE NEWS RELEASE [item] - Submits approved news items for release.  
- **Be sure to watch your NEWS LIST and RELEASE items which have been approved.**  
- **If you never RELEASE your NEWS item, it will never be posted.**  
HOUSE NEWS NOTE [item #] READ|[text]  
- Reads or adds notes for/from the CHE Controller.

## House Locker Annexes

On 2/27/11, GM Alyias changed how locker annexes can be improved upon. In the past, annexes had not been allowed to be expanded and had to be in the central "annex building" that was located in each town. With these changes, annexes can now be built up to five rooms and may have a portal that can be placed in any room in the realm that you desire, either in-town or out.

So, for example, if you wanted to upgrade your annex in Solhaven from the warehouse to something more snazzy, you can choose "a small,stone,tower" as your annex and place it somewhere within the realm of Solhaven. **Note that the room and portal choice are bound by appropriate design, and that the location must be approved by the town guru.** So, no putting a bright pink bunny-shaped building in the middle of Ta'Vaalor. Such an idea may not even be allowed inside the city. For example, Taðllistim does not allow organizations that are not -elven only to build within the city limits.

Building a new annex will move your locker annex from the location it's already in, as each House can only still have one annex in each town. This option, however, will allow you to customize your annex to your House needs and allow you to place it in a location that makes more sense to you. Any and all upgrades of this ilk will be paid for by IP, as set forth in the document. Your existing two rooms will be considered existing rooms, so if you wish to just do a 2 room annex, it would cost you 8 IP (4 for redesigning each room, the portal cost is free). Adding rooms on top of that will incur the normal 6 IP per room cost. Again, all the costs are listed in the IP document.

Any such additions/modifications to the annexes should be submitted with a Quarterly report under a Building & Maintenance request.

## Raffles

Raffles MUST be requested in the Monthly Event Support Request.

There is a limit of three (3) raffles per day, per event. For example, a three-day event may have up to nine (9) raffles.

Raffles cost 75k per request.

To request a raffle, the Controller needs to know the following information:

- 1) Price of the ticket.
- 2) When you'd like the table to be released to the public.
- 3) When you'd like the tickets to be drawn.
- 4) How many winners there will be.
- 5) A description of the item(s) that will be won.

As the Officers, YOU will be responsible for giving the winner(s) his/her prize and for being there when the raffle draws as the raffle system doesn't automatically do that.

Please have the raffle item put it in your Officer-only container in your House before the raffle. The CHE Controller needs to see the item before you raffle it off.

After it is drawn, if the item you're raffling off was supplied by you (i.e. it wasn't a one-of-a-kind item), the collected silver minus the 75k fee will be deposited into your general funds by the Controller.

If you are requesting a one-of-a-kind item that the CHE Controller must create, the House will be charged 75k silver, plus appropriate IP cost and material fees. The House does not receive any funds from a raffle of this sort. Once created, this item will be left in the Prize Closet. Items provided by the CHE Controller cannot exceed 6x.

Raffles are not to be used for individual members to raffle off personal items. If an item is being raffled, it is effectively being donated to the House.

## Prize Closet Items

As a reminder, it is 100% **not** O.K. to be selling items from your prize closet. You can offer them as prizes or give them away to your member base (or anyone else you really want to), but selling them for a profit is not acceptable. They are meant to be event prizes or member perks, not a profit-generating method.

It is ok to have the prize closet hold "member perks" but only if those perks are not driving a profit for the House.

Prize Closet Item Requests are governed by some guidelines:

- Nothing over 4x.
- Magical items will not be rechargeable and must follow general guidelines.
- Gems for chrisms and orbs are permitted.
- Fishing items are permitted.
- Scripted items require approval from the script owner and are typically not permitted.
- House designed custom scripts are permitted (Cost 6-12 IP).
- Enhancive items are permitted but limited to a max of +5 total points and will be crumbly in most cases.
- Altered items with long or show descriptions are acceptable. (You must provide the descriptions.)
- No Adventurer Guild exclusive items. (Throat balm, potions, etc.)
- Very rare materials are not permitted.

Always submit backup ideas when requesting a batch of Prize Closet items.