



MANDALORIAN MERCS

“Mercenary Manual”

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Chapter 1: Introduction

Su cuy'gar! A phrase you will hear often in the Mandalorian Mercs. It is the common greeting used between those who, like yourself, have chosen to become a member of the Mandalorian Mercs.

The Mandalorian Mercs Costume Club is the largest Mandalorian costuming organization on the planet, and is recognized for being the “Elite Mandalorian Costuming Organization”.

Inside this manual you will learn what the Mercs expect from of you and what you can expect of the Mercs. In the following pages you will find policies, procedures and tools that have been available in various forms on the Mercs website and forum.

Chapter 2: History

(As told by Tom Hutchens, Founder of the Mandalorian Mercs)

The history of how the Mandalorian Mercs formed as a community began with the game “*Star War™ Galaxies*”. In 2004, a small group of players and I formed the guild “Mandalorian Mercenaries” and role-played as a small Mandalorian force for-hire.

September of 2006 would be my first experience with custom Mandalorian costumes at DragonCon in Atlanta, Georgia, USA. Before this time, I really had no experience with Star Wars costuming, or any real desire to do it. I spoke to several of the individuals in custom Mandalorian armor because as a “Mando” fan, it was interesting to me.

I spent the next few weeks wrestling with the idea of making my own set of armor and whether or not there was enough interest in a Mandalorian-based costume organization. Once I decided to go through with making the armor, I checked everywhere online for help putting my armor together. I found two online forum resources: *Heroes, Villains and Mandalorians*, and *The Dented Helmet*. Whilst building my armor, I began to conceptualize and write down the structure for an organization for custom Mandalorian costumes that would become the Mandalorian Mercs.

The organization’s structure would be written out in our founding document we know as the Mandalorian Mercs Codex, named after the Super Commando Codex written about in *Star Wars* lore.

The Codex defined membership requirements, member roles, command offices, chapter details/officers and the general running of the organization. While trying to stay as close to EU canon as I could, I broke the organization down into 3 levels; International (Council), Regional (Regional Command), and Local (Clan/Squad).

The name Mandalorian Mercs was derived from two sources. First, the previously mentioned Star Wars Galaxies group and the second came from the **Star Wars Insider #80** article titled "*Mandalorians 101*" by Able Pena. In April of 2007, a small makeshift website was launched along with a small forum. By June of 2007, four of us would gather at AdventureCon in Knoxville, TN for our first "official invasion".

In *Star Wars* canon, Mandalorians do not have a legislative body and there were examples of issues in other *Star Wars*-based groups that steered me away from that ideal. I concluded that having a mid-level legislative body for Mercs was not in the best interest of the organization. However Mercs does have a "Clan Roundtable" and "Commander Conclave" for Clan, Regional and Command Officers to come together for discussion on various topics and policies that impact both the local and international levels.

In 2008 we began to notice that small pockets of Mandalorian costumers were popping up in places that either had very little population or very little interest in Mandalorian costuming. Due to the adaptive nature of the organization's structure, the Mercs were able to adopt a smaller local chapter concept for areas that had less than the required number for a full-fledged Clan. We called these Squads, and each Squad is a chapter unto itself. Many squads have grown to become full-fledged chapters.

2010 saw the new concept of "Brigades" launched in the Mercs. It was recognized that people had specific goals and ideals but had issues visualizing them or getting the "feeling" right. Brigades give up-coming members and official members a step-up and a set of goals for their armor building by defining a profession-specific look within the organization. Heavy Infantry/Assault, Medics, Pilots, Mechanics, and Snipers are just a few of the professions that can be found within the Brigades.

In late 2011 the first Regional Commanders and Freelancers Guild came online. Both of these new programs helped the organizational command Council spread out the work load, and support clans with more available PR, CRL compliance, and leadership support. Both of these programs also introduced an elected position within Mercs that sits above the Clan/Squad leader positions.

Lastly, in May of 2013 MMCC became a 501c(10) "Fraternal Organization" within the USA and the first Fraternal Organization based around "*Star Wars*" fandom.

Well, that about sums up the history of Mandalorian Mercs. If you've made it this far, I assure you that it only gets better. Mercs is an organization that gives back exactly what you put into it. Nothing is given here - everything is earned.

Tom Hutchens
A.K.A: Novall Talon
Mandalore the Uniter, Founder of the Mandalorian Mercs

Chapter 3: Mission

The Mandalorian Mercs Costume Club (a.k.a MMCC) is a 501c (10) Fraternal Organization based around Star Wars and Mandalorian fandoms. Our mission is to celebrate our love for *Star Wars* and Mandalorian character/culture through the wearing of costumes, the pursuit of personal growth through fellowship, and aiding the local, national, and international communities through charity and volunteer work.

Mandalorian Mercs Costume Club (and its members) recognizes that it holds no claim over the costumes and characters it portrays. The members of the MMCC acknowledge and accept that, while in costume, we represent the Star Wars™ brand and will do so professionally and responsibly at all times.

Chapter 4: Organizational Structure

Mandalorian Mercs is organized in the following manner:

- International (MMCC)
 - Mandalore
 - Command Council
 - Regional Conclave
- Local (Clan/Squad)
 - Clan Leader
 - Clan Officers
 - Squad Leader

4.1: Mercs Command Council

The Mercs Council is the chief administrative and management group of the Mandalorian Mercs. Its duties are encompassed by the members, elected by the Council to its offices:

- Mand'alor (Mandalore)- Permanent
- Alor – Appointed by the Mandalore
- Technology Officer (TechO) – Elected by the Council
- Personnel Officer (PersO) – Elected by the Council
- Clan Administration Officer (CAO) – Elected by the Council
- Public Relations Officer (PRO) – Elected by the Council
- Quartermaster (QM) – Elected by the Council

- Brigadier (BR) – Elected by the Council
- Archivist (AR)– Elected by the Council
- Conclave Minister (CM) – Elected by Clans
- Council Advisor (CA) - Appointed by the Mandalore

4.1.1: Council Offices Explained

Mand'alor (Mandalore) – The Mandalore is the Executive Chairman of the Mandalorian Mercs and approves or vetoes changes to global MMCC policy or budget. Mandalore is the global figurehead and is responsible for guiding the vision of the MMCC. Mandalore retains a seat on all MMCC committees either directly or by-proxy, and votes in General or Emergency Assemblies. Mandalore is responsible for appointing the “Alor” or MMCC President.

Alor – The Alor is the MMCC President and Chief of the MMCC Command Council. Alor oversees day-to-day Command Council business, the Judicial Office, and administrates Command Council voting (for policy/financial/Council Officer changes).

Technology Officer (TechO) – Coordinates, manages and maintains the Mercs website, forum, and internet presence.

Personnel Officer (PersO) – Responsible for all items membership related, including the approval of new members. The PersO is also tasked with periodically evaluating costume requirements and presenting changes in those requirements to the Command Council.

Clan Administration Officer (CAO) – Responsible for helping create new Clans and Squads in areas where the creation of such organizational entities are required. The CAO also administrates all Clan/Squad level statistics related to the Mercs and, when necessary, aids Clans/Squads in officer voting procedures.

Public Relations Officer (PRO) – Responsible for the public face of Mercs and oversees publications, media and art. The PRO is responsible for celebrity, charity, press, and fan group relations.

Quartermaster (QM) - Manages and maintains the Mandalorian Mercs brand as it relates to club merchandise, outside use of the Mercs images, logos, and material. The QM also approves, monitors, and oversees the creation, sale, or distribution of Mercs branded merchandise.

Brigadier (BR)– Responsible for coordinating and managing the Brigade program. Responsible for submitting new Brigade divisions to the Council for approval as necessary. Approves requirement lists for Brigade membership.

Archivist (AR) – Responsible for the MMCC’s day-to-day administrative duties. Also acts as MMCC Treasurer, and coordinates special committees within the MMCC.

Conclave Minister (CM) – Directly responsible for the Regional Conclave, communication between Council/Conclave, and aids Regional Commanders in administrative issues as-needed.

Council Advisor (CA) - Acts in an advisory role to the Council. (Non-voting)

4.2: Regional Commanders

The Regional Commanders are an elected position that serves both the Council and the Clans/Squads represented within their region of coverage. Region Commanders are responsible for aiding Clans and Squads in managing their members, ensuring CRL compliance and working alongside Public Relations on a regional level. Regional Commanders are responsible for annual Clan/ Squad leadership reviews for clans/ squads within their region and hold an election if necessary. Regional Commanders are elected and reviewed yearly by the Clan/Squad Leaders within their regions and have a vote on issues that pertain to Codex, Bylaw, and policy changes.

4.3: Clans and Squads

Clans are the local community units that group individual members by geographical location and are responsible for maintaining the Mercs’ reputation when attending events at the local level. Squads perform the same role, but on a smaller scale due to a fewer amount of members.

Clans and Squads are staffed by locally elected officers and their appointed staff. In the case of Squads, the elected officer performs all the duties assigned to the appointed officers.

- Alor’ad- Elected by clan members.
- Squad Leader –Elected by Squad members
- Ver’alor –Appointed by Alor’ad
- Ruus’alor –Appointed by Alor’ad

4.3.1: Clan and Squad Officers Explained

Alor'ad – Commanding officer and chief policy-maker within the Clan.

Squad Leader – Commanding officer and chief policy-maker within the Squad.

Ver'alor – Assists the Alor'ad, coordinates activities and members of the Clan and ensures that the clan's public image is in line with the organization's goals. Also is responsible for all clan merchandising.

Ruus'alor – Primary contact for new members at the Clan level. The Ruus'alor also ensures all Clan members' costumes are within current Mercs approved standards.

4.4: Freelancers Guild

The Freelancers Guild is a place for Official Members who are in areas that are not yet covered by a Clan or Squad. Freelancers are led by a member-elected individual called the "Guild Master" who is voted in yearly from the ranks of the Freelancers Guild. Once a Clan or Squad is formed in a Freelancers area, then those Freelancers leave the Guild and become an official chapter of the Mandalorian Mercs.

The Freelancers Guild gives every Mercs Member representation within the club and aids them in helping them create new clans and squads.

Members within a clan or squad's catchment area will not normally be accepted into the Freelancers guild.

4.5: Brigades

The Brigade system introduces groups based on popular profession-oriented costumes in Mercs. Only Official Members in good standing of Mercs can join a Brigade.

Members are not required to join a Brigade.

To join a Brigade, you must first be an Official Member with a Mercs-approved set of armor. Official Members can apply to any Brigade as long as they meet the requirements of the desired Brigade and are not presently members of another Brigade with the same armor. You can find out more about Brigades at the Mandalorian Mercs website:

www.mandalorianmercs.com

4.6: Honorary Members

Honorary Members are individuals who have helped create the *Star Wars* Universe, or individuals who have had a great influence on the *Star Wars* Universe. While Merccs is proud to honor all *Star Wars* personalities with honorary membership, it should be noted that Merccs primarily targets individuals whose *Star Wars* influence has been Mandalorian-centric. Honorary Members must be nominated by an Official Member of the MMCC.

4.6.1: MMCC Allies

MMCC Allies are individuals or organizations who may not have specifically worked for Lucasfilm, but who have shown tremendous support of the Mandalorian Merccs and *Star Wars* fandom. MMCC Allies must be nominated by an Official Member of the MMCC.

Chapter 5: Joining the Merccs

5.1: Membership Tiers

Because the MMCC is a tax-exempt Fraternal Organization, our levels of membership are determined by your personal investiture as a member. To accommodate this, we work on a “Membership Tier” system.

- **Tier 0 (Forum):** Free basic membership which gives limited access to MMCC website/forums and MMCC merchandise.
- **Tier 1 (Supporter):** Membership acquired through any small monetary donation to the MMCC . Opens up more website/forum areas, and increased access to MMCC merchandise.
- **Tier 2 (Auxiliary):** Membership acquired through annual subscription to the MMCC website/forum. Opens up all non-Tier 3 website/forum areas, access to special MMCC Auxiliary merchandise, and access to special offers/programs/benefits within the MMCC.
- **Tier 3 (Official Member):** Membership acquired through costume application/approval. Opens up all areas of MMCC website/forum. Confers rights to represent, vote, and hold office within MMCC. Grants access to all MMCC merchandise. Gives access to all offers/programs/benefits within the MMCC

5.2: How can I join?

If you own a high-quality costume that follows the Costume Requirement List (CRL) for that era of character, follow the steps below. There is no fee for joining the Mandalorian Mercs, and the only requirements pertain to age and costume quality. The Mandalorian Mercs is a fun, all-volunteer fraternal organization made up of fans honoring the Mandalorian characters and culture within the *Star Wars* Universe.

For information regarding our mission, please refer to [Section 1](#) of the Mandalorian Mercs Codex.

5.3: Becoming an Official Member

When joining the Mandalorian Mercs, your first step should be research.

Unlike other *Star Wars* costume groups, the Mercs offers a more creative and open approach to what is accepted as an approvable costume. There are many tools and references available to you in the various books, comics, films, television shows and web material that compromise the *Star Wars* Universe. The first two resources you should acquaint yourself with are the [Costume Requirement List](#) (CRL) and the Mandalorian Mercs Forum.

The Costume Requirement List (CRL) is a list of required parts, accessories, configurations and visual quality based on your armor's era (time-line in *Star Wars*).

The CRLs are maintained at the Mercs website (www.mandalorianmercs.com).

Please be aware that the CRLs cover an ever-evolving list of eras and characters, just because you don't see your favorite Expanded Universe or *The Clone Wars* cartoon series on the list doesn't mean your idea is not approvable. It merely means that no one has submitted that costume for approval, or the CRL for that costume is currently being compiled.

For the first-time costumer, it is recommended that you start with a "Modern Era" set of Mandalorian armor. This is the Mercs' staple style of armor, and one in which you will find an abundance of resources. If you are a more seasoned costumer, then try your hand at building a "Canon" set of armor such as Boba Fett or Bo Katan.

5.3.1: Do you qualify for Official Membership?

- Do you own a professional quality costume representing a Mandalorian warrior from the *Star Wars* Universe?
- Are you at least 18 years old, or have a parent who is an official Mercs member?

Note: Imperial/Villain costumers should join the 501st Legion (www.501st.com) and Rebel or Jedi costumers should join the Rebel Legion (www.rebellegion.com). Canon/Custom Sith characters can join The Dark Empire (www.the-dark-empire.forumotion.com).

Star Wars costumes that are commercially available may not be acceptable for membership! Please contact the Mandalorian Mercs Personnel Officer, or contact your Clan's Ruus'alor/Squad Leader before purchasing a retail costume.

Apply now by going to the Mandalorian Mercs website (www.mandalorianmercs.com).

Question: What are the "Eras" of Mandalorian costumes?

Answer: The "Eras" of Mandalorian costumes are the points throughout the Star Wars Universe time-line where visual references can be found for Mercs' Costume Requirement Lists. The "Eras" are as follows: Early Crusader, Late Crusader, Neo Crusader, Modern, and Canon

Question: Does Mercs accept costumes from the movies, television, and expanded universe?

Answer: Yes. Mercs accepts all Mandalorian costumes from the movies, television, and expanded universe provided that enough "canon" visual evidence exists to make the costume approved.

5.3.2: Applying for Official Membership:

Fill out the Mandalorian Mercs online membership application (English Only) found at www.mandalorianmercs.com . All information submitted will be kept confidential and will be used only by the Mandalorian Mercs for registration and communication purposes.

- Character Name
Your “Character name” is your identification within the Mercs. It will come to be your name while doing anything related specifically to Mandalorian Mercs. It is suggested that you choose a name that sounds as if it could be a name in the *Star Wars* Universe. Remember: Members of the Mercs will know you by this name, so choose carefully.
- Armor Type
Armor types are broken down into 3 groups: Light, Medium and Heavy. Light armor is armor that provides minimal coverage of your body. A good example of Light armor is Boba Fett. Medium armor is armor that covers roughly 50% of your body. Jango Fett is a great example of Medium armor. Heavy armor is armor that covers greater than 50% of your body. Good examples of Heavy armor can be found within the Forward Assault Brigade.
- Work in Progress
We strongly suggest that you use our forums to create a “Work in Progress” (WIP) thread within the armor building section to chronicle your armor build. This way, experienced Official Members of the Mercs can give you opinions, ideas and tips that can help you build your armor in a shorter amount of time and prevent potential mistakes that may prolong your application process or cost you more in materials. Your armor will be approved at the international level, not the local level, so a WIP will allow the applications team to monitor your progress, which will help you to pass application first time.
- Application Photographs
Your application photographs are the most important part of the application process. Good photographs can make the difference between getting approved as an Official Member and bad photographs will likely get you sent back for more work on your costume. Because Mercs approves ALL new members at the international level, there is no possible deviation in CRL or quality interpretation. It is suggested that your photos be taken against a neutral background and in good light so that all details can be seen during approval. Your application photographs will consist of 6

separate photos: Front, Back, Left side, Right side, Front with helmet off, and weapon(s). If necessary, have someone help take your application photographs.

5.3.3: Wait for communication from the Mandalorian Mercs Personnel Officer.

If your application is approved, you will receive a confirmation letter via email. Your character name will be added to the Member Catalogue as an active member of Mercs. You will also receive the Official Membership stamp on the Mercs website, as well as special access to “Members Only” areas on the website. Typically, applications take approximately 72 hours to complete the approval process. However we ask that you allow for a maximum of 5 days before contacting the Personnel Officer on the status of your application.

If your application is put into “pending” status, then the Applications Team has found enough errors in your costume to not approve you, but feels the errors are minor enough to be corrected within 10 days. If errors are not fixed within the 10 day time allotment, then your current application will be denied.

If your application is not approved for membership, the Personnel Officer and Applicant Team will be happy to assist with recommendations and resources for improving your costume to meet Mercs requirements.

Please be aware that in the process of fixing any found errors, it is possible to create new errors that may be found by the Applicant Team during further application attempts. You are urged to meet and overcome these obstacles, because Mandalorians never surrender!

Chapter 6: Membership

6.1: What the Mandalorian Mercs expects from you

- To take a positive, active role in the organization.
- To present yourself in a professional manner at all times during public and unit events.
- To remember that you are an ambassador of *Star Wars* the Mercs and your Clan/Squad.
- To always keep your Mandalorian Armor within the clubs Costume Requirement List.
- To stay in contact with your Clan/Squad Officers or immediate Commanding Officer.
- To take an active role in your local Clan/Squad.

6.2: What you can expect from the Mandalorian Mercs

- To be part of an elite, world-wide organization of fellow fans and enthusiasts.
- To be allowed access to special events and activities only official Mercs members partake in.
- To be eligible for officer and staff positions at the Clan/Squad, and International level.
- To be allowed to purchase special “member’s only” items unavailable to anyone else.
- To be treated as part of the “Mercs Family” of Star Wars fans.

Part of being in the Mercs family also means that at times you may be subjected to squabbles, disagreements, and tension. As a member of Mercs, you will need to remember that we are all “adults in costume, portraying a character we love for the public’s enjoyment”. You will always treat your fellow Mercs member with respect at all times, and Mercs expects no less of you as an official member. Sometimes it’s necessary to remind ourselves of why you joined the Mercs and that your reasons and goals may not be the same as everyone else’s. Respect, accountability, and integrity are “must have” qualities if you plan on enjoying your career in the Mercs.

Sometimes it’s necessary to remind ourselves of why you joined the Mercs and that your reasons and goals may not be the same as everyone else’s. Respect, accountability, and integrity are “must have” qualities if you plan on enjoying your time in the Mercs.

Chapter 7: Invasions

7.1: What are “Invasions”?

“Invasions” are the Mercs’ label for events, whilst, in the 501st Legion and Rebel Legion, events are labeled as “Troops”. An invasion can be any event ranging from a single member appearing at the local comic book store, to several clans and squads appearing for a parade. Invasions only differ in the nature of “Official” or “Unofficial”.

7.2: Official and Unofficial Invasions

There are two types of invasions in Mercs: Official and Unofficial.

Official invasions are classified as events where “Official Members” only are allowed to attend in their Mercs officially approved armor costume. These are normally events where

Official Members are **invited or requested** by a fellow costume group, charity entity, public/business entity or any event where mass-media coverage is possible.

Unofficial invasions are classified as events where “Official Members” and non-members (forum members) may attend in armor costumes that may not be approved by the Mandalorian Mercs (within reason). These events are normally limited to conventions and events where the members of the general public would be expected to also attend in costume.

If you are an Official Member and you attend an invasion, official or unofficial, in your approved Mandalorian costume you are entitled to have that event recorded by the CAO team to go towards maintaining your membership and earning awards. Your Clan Command staff should handle this reporting, but be aware that they can't report your events if they don't know that they happened.

Any event you attend as a member of the Mandalorian Mercs requires a professional attitude, and attention to detail. Remember that you're representing not only the Mercs, but also ***Star Wars***.

A detailed instruction guide on conducting and participating in Invasions is included within this manual as [“Training Manual Appendix 1.b: Invasion Preparedness Guide”](#).

7.3: Handlers

As with any invasion, a trooping force is only as good as its support corps. Handlers are Official Members and forum members who are unarmored during an event to support the Official Members who are armored for the event. Handlers make events much easier for the armored troops, and should be considered part of the invasion force at any event.

Below is a short list of duties commonly assumed by a Handler:

- Help Official Members into, and out of armor costumes.
- Help man a clan/squad event table.
- Help keep troops hydrated.
- Pick up dropped armor/props/items.
- Help ensure the safety of the troops.
- Take pictures for invasion reports.

As you can see just by the short list above, the job of a Handler is extraordinarily important to having a successful invasion. Always make sure to treat your handler(s) with the same respect that you would an Official Member in armor.

Remember that a Handler is also promoting the Mandalorian Mercs Costume Club and should take their role seriously; it is strongly recommended that Handlers wear official Mandalorian Mercs T-shirts (or, if available, clan/squad T-Shirts) to advertise the club and look “in uniform”.

Don't be afraid to offer prospective official members a taste of what life is like as a Mandalorian Merc in the form of working as a Handler. It is a positive experience that clans can offer, which can encourage prospective members to work towards their goal of becoming a member.

Chapter 8: Organizational Rules

As with any large group of people, rules must exist to manage the way people act while representing the group during events. While rules are not meant to be restrictive, they do illustrate the type of professional behavior we expect in our Official Members. Rules for Mercs consist of Organizational Rules set forth by our organizational Charter (“Codex”) and Bylaws, and Local Rules or “Bylaws” set forth by each Clan/Squad.

8.1: Codex/Bylaw Violations

While all rules are important within Mercs, the most important rules are set forth in the MMCC Codex/By-laws. These rules are here to protect both Mercs the organization, and the members. Codex or By-law Violations are serious offences, and require serious consequences if they are broken. Below are examples of rules that, if broken, may be considered “Codex/Bylaw Violations”.

1. Foul language, obscene gestures, and use of alcohol or tobacco are NOT ALLOWED while in costume in view of the public (ESPECIALLY CHILDREN) as they jeopardize the club's image. Any convention or gathering where adult content is prevalent can be considered a private venue and a non-Mercs event and behavioral standards are relaxed.
2. Acting in a threatening or violent manner, sexual harassment or misconduct, theft and illegal substance abuse are all prohibited as they are unacceptable behavior. This applies to members in or out of costume at Mercs events or otherwise.

3. Any misconduct not specifically covered by rule 1 or 2, but sets a bad example within the organization and could cause damage to the reputation of the organization either internally or externally.
4. Breaking of forum rules and policies, either numerous or grossly in nature could cause a member to be banned.
5. Creating and distributing unauthorized merchandise which contains the "Mandalorian Mercs" name or logo is forbidden.
6. Mandalorian Mercs is strongly against and prohibits the use of "Functional Projectile Weapons" of any variety at any event. The Mercs defines "Functional Projectile Weapons" as: Any toy, prop, costume part, or costume accessory that launches projectiles of any nature as well as any prop bladed weapons that use a spring and/or projectile mechanism to eject forward from housing. Members found using functional projectile weapons are subject to punishment up to/including dismissal from the organization.
7. Official Members must carry prop weapons considered "legal" within the country, state, or province to which they are taking part in events. Any official member asked to remove their prop weapon from an event MUST do so immediately and without question. Official Members who fail to do so may be punished up to and including removal from the Mandalorian Mercs.
8. Mandalorian Mercs officers and members will not discriminate based on race, nationality, creed, color, gender, disability, religion, or sexual orientation.

Members who engage in such conduct may be subject to disciplinary action, including expulsion from the Mandalorian Mercs. This code is meant to give fair warning and not restrict freedom. Out of costume, members are still required to observe reasonable behavioral standards towards fellow club members and the general public.

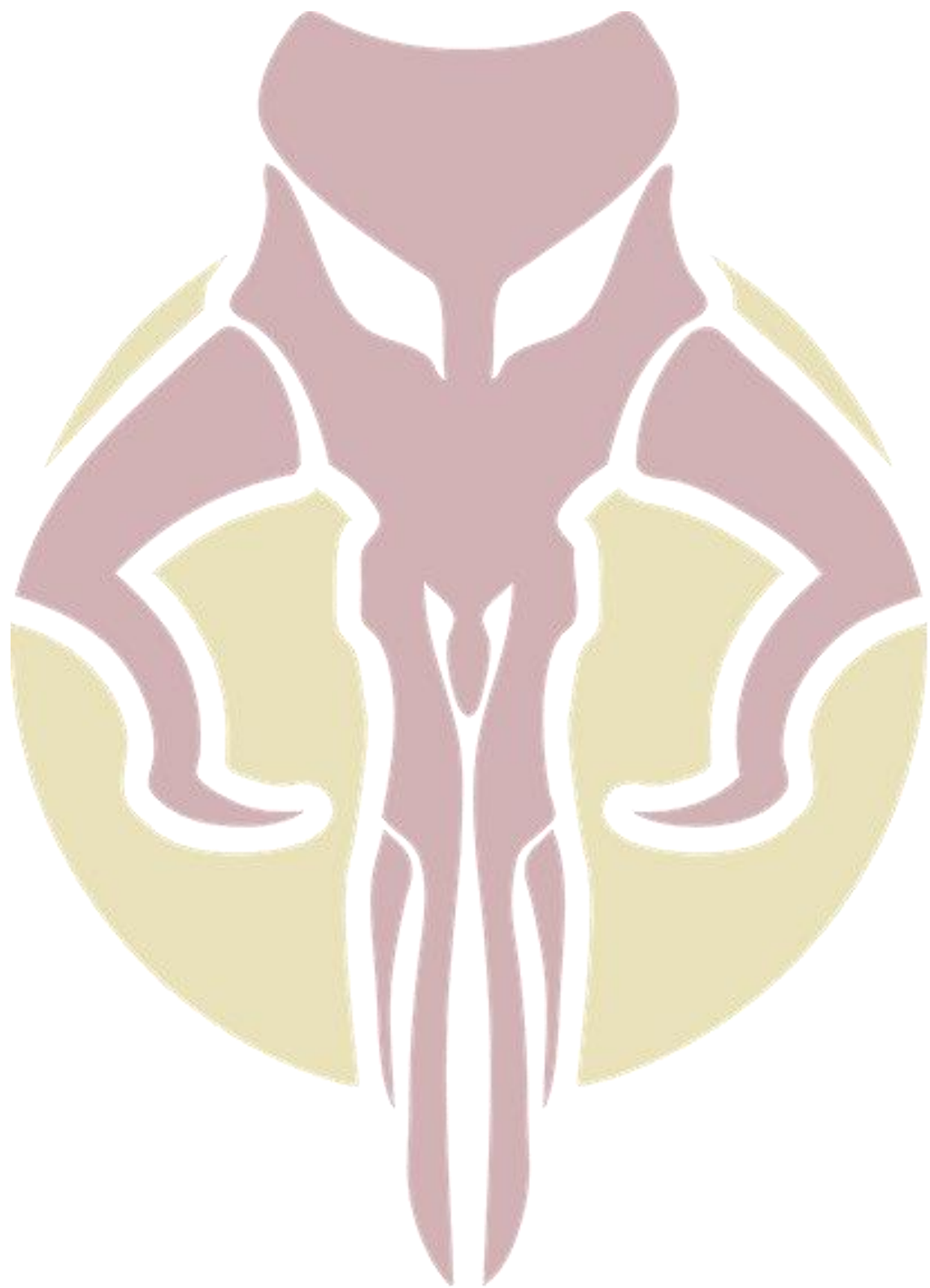
Punishment for violating the Codex/Bylaws can range from a short suspension from club events, to being terminated from the club. We hope that you, as a professional-minded member will always work towards being the best example of the Mercs.

Chapter 9: Final Orders

As you can tell after having gone through this guide, Mandalorian Mercs expects the very best out of our official members. We also expect our members to have fun, because at the end of the day we're all doing this because it's fun. We, here in the Mercs, hope that you will take the information you've read here and apply it to your life in the Mandalorian Mercs as an Official Member.

Remember to always use your Chain of Command, and always know that the chain is here to ensure you and every other member of Mercs is having fun, staying safe, and following the proper procedures.

OYA!!



Training Manual Appendix 1.a

Clan/Squad Officers Handbook

1. Clan/Squad Definition

- 1.1: [Clan](#)
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2. Clan/Squad Officers

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5. Clan/Squad Administration Procedures

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6. Public Relations

- 6.1: [The PR Role](#)
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Chapter 1: Clan and Squad Definition

1.1: Clans

A “Mandalorian Mercs Official Clan” is the local representative body of Mandalorian Mercs within the club’s regions and consists of a minimum of 5 official members. Clans are responsible for providing members with events, administering organization votes throughout their membership, and carrying out the policy proscribed in the Mandalorian Mercs Codex and those passed down by the Command Council and Mand'alor.

Clans are tasked with the following:

- 1.) Provide at least 2 yearly events for their membership.
- 2.) Administer Clan and Organizational votes when necessary (excepting that of Alor'ad).
- 3.) Create flags/Standards for the Clan.
- 4.) Help create or organize public events.
- 5.) Create local clan promotional media as approved by the Mercs PR officer.
- 6.) Provide assistance for any organizational level events in their area of coverage.
- 7.) Representation within the “Clan Roundtable”

1.2: Squads

A “Mandalorian Mercs Official Squad” is the local representative body of Mandalorian Mercs within the club’s regions when a 5 member minimum for clan creation cannot be met within a reasonable amount of time. Squads consist of 3 official members and are responsible for providing members with events, administering organization votes throughout their membership, and carrying out the policy proscribed in the Mandalorian Mercs Codex and those passed down by the Command Council and Mand'alor.

Squads are tasked with the following:

- 1.) Provide at least 2 yearly events for their membership.
- 2.) Administer Squad and Organizational votes (excepting that of Squad Leader).
- 3.) Create flags/Standards for the Squad.
- 4.) Help create or organize public events.
- 5.) Create squad promotional media as approves by the Mercs PR officer.
- 6.) Provide assistance for any organizational level events in their area of coverage.
- 7.) Representation within the “Clan Roundtable”

Chapter 2: Clan/Squad Officers

Clans and Squads cannot function without leadership, and it falls to the clan and squad officers to provide that leadership. The primary duties of all Clan/Squad Officers are to carry out the policies set forth by the Command Council, and insure that all members within the Clan/Squad abide by the Codex while present at events.

As a clan/squad officer, your primary goals should always revolve around providing a fun, inviting, and family-like atmosphere for your members. Unit events like armor parties, camp outs, and dinners are great ways to instill a certain attitude into your members, as well as giving you the ability to meet new members in a more controlled setting.

Along with Officer Rank, clan/squad officers have the right to wear OPTIONAL shoulder ropes to denote rank within the clan/squad:

1. Alor'ad = Black/Silver
2. Ver'alor = Green
3. Ruus'alor = Blue
4. Squad Leader = Blue

Rank ropes must be worn on the right shoulder, attached under the shoulder bell so the rope encircles the arm.

Clan/Squad officers also take part in the "Clan Roundtable"; an advisory body that aids the Command Council in critical decisions as well as discusses/debates organizational topics. Each clan reserves 3 seats (1 per officer) while squads reserve 1 (squad leader only). The following pages outline each rank of Clan/Squad Officers, and their responsibilities.

2.1: Alor'ad

The Alor'ad is the highest ranking person within an official Mandalorian Mercs clan, and is the chief decision-maker for the clan. The Alor'ad is typically elected by clan members, but can sometimes be chosen by the Council/Mand'alor if circumstances deem it necessary.

Responsibilities:

1. Ultimately responsible for ALL members of his/her clan, and their actions at Mercs events and related events, including unit events such as armor parties, picnics, ect.
2. Appointing a Ver'alor to aid him/her in administrative duties and clan governance.
3. Appointing a Ruus'alor to aid in administrative duties, and ensure clan member CRL compliance.
4. Reporting any/all Code of Conduct violations by clan members to the Alor.
5. Moderation of the clan's forum board(s).
6. Handling "Level 1" CoC violations and punishments.
7. Creating/maintaining a positive working relationship with other local clubs (501st/RL/TDE/JA/non-*Star Wars* costuming groups).
8. Ensures Clan officers are doing their jobs, both prescribed and delegated.

The Alor'ad is responsible for reporting the following on a regular basis:

1. Invasion reports/invasion attendance
2. Verd'ika Fundraising
3. "Level 1" infractions/punishments.

The Alor'ad is also responsible for reporting the following on a quarterly basis:

1. Official member count.
2. Official event count.
3. New member count
4. Members NOT in CRL compliance.

Alor'ad MAY delegate duties from the above list(s) to the Ver'alor and Ruus'alor as-needed.

2.2: Ver'alor

The Ver'alor is the second highest ranking member within an official Mandalorian Mercs clan, and is mainly tasked with aiding the Alor'ad in administrative duties and event coordination within the clan. The Ver'alor is typically appointed by the Alor'ad, but may also be elected if a clan so chooses. The Ver'alor may also act as an interim Alor'ad if circumstances deem it necessary.

Responsibilities:

1. Acting Alor'ad when actual Alor'ad is unavailable for an extended amount of time.

2. Aiding Alor'ad in administrative duties as delegated.
3. Helping promote the "family" atmosphere of Mercs.
4. Educating new members
5. Moderation of the clan's forum board(s)
6. Aiding the Alor'ad in maintaining positive relationships with other local clubs (501st/RL/TDE/JA/non-*Star Wars* costuming groups).
7. Aiding in the coordination of events.
8. Ensures clan members are following the Mandalorian Mercs Codex.
9. Responsible for Clan merchandising and liaising with the PR and Art teams.
10. Liaising with the Quartermaster on matters pertaining to Clan merchandise.

2.3: Ruus'alor

The Ruus'alor is the third highest ranking member within an official Mandalorian Mercs clan. The Ruus'alor is tasked with ensuring ALL official Clan members' costumes are within CRL requirements. The Ruus'alor is also responsible for reporting to the Alor'ad if any official Clan members have fallen out of compliance for a length of time that would place the member on "inactive" status. Typically, the Ruus'alor is appointed by the Alor'ad, but the position may also be elected if a clan so chooses.

The Ruus'alor may also be tasked with additional duties by the Alor'ad. It is also possible for a clan to have two Ruus'alor positions if the clan is of sufficient size in both members and geographical area.

The Ruus'alor position consumes 1 of the Clan's reserved seats on the Clan Roundtable.

2.4: Squad Leader

The Squad Leader is the highest ranking person within an official Mandalorian Mercs Squad. The Squad Leader is typically elected by the squad members, but can sometimes be chosen by the Council/Mand'alor if circumstances deem it necessary.

Responsibilities:

1. Ultimately responsible for ALL members of his/her squad, and their actions at Mercs events and related events.
2. Reporting any/all Code of Conduct violations by clan members to the Alor.
3. Helping promote the 'family' atmosphere of Mercs
4. Educating new members
5. Moderation of the squad's forum board(s).

6. Handling "Level 1" CoC violations and punishments.
7. Creating/maintaining a positive working relationship with other local clubs (501st/RL/TDE/JA/non-*Star Wars* costuming groups).
8. Ensure squad members are following the Mandalorian Mercs Codex.
9. Responsible for squad merchandising and liaising with the PR and Art Teams.
10. Liaising with the Quartermaster on matters pertaining to squad merchandise.

The Squad Leader is responsible for reporting the following on a regular basis:

1. Invasion reports/invasion attendance
2. Verd'ika Fundraising
3. "Level 1" infractions/punishments.

The Squad Leader is also responsible for reporting the following on a quarterly basis:

1. Official member count.
2. Official event count.
3. New member count
4. Members NOT in CRL compliance.

CHAPTER 3: CoC Infraction Reporting Procedures

Statement of intent

The intent of this chapter is to establish a method of reporting incidents that occur within a clan/ squad in a timely manner to the Alor that they may be documented for future actions if necessary. The council understands that many issues may be considered minor and there be no need to bring forward for our review but as already stated, the cumulative issues that may be considered minor and not documented could prove a much larger problem in the future.

3.1: Terms & Definitions

This section will cover the definition of terms used within this chapter.

- **Incident:** An incident for purposes of this chapter is defined as any issue that arises within a clan where disciplinary action is taken by the clan command staff beyond that of a single admonishment in passing.

- **Alor'ad/ Squad Leader Discretion:** The ability of the Alor'ad/ Squad Leader to handle issues within his/her clan without needing to report to the Council. This section may seem to hinder Alor'ad/ Squad Leader discretion but the council believed that there is still sufficient discretion given to minor incidents where a basic action taken by the Alor'ad/ Squad Leader or others of the clan command staff is sufficient to handle the incident. What is listed later in this chapter is above and beyond Alor'ad/ Squad Leader Discretion.
- **Scope of the Organization:** Scope of the Organization is defined as any activity or gathering where the main focus of the event is the Mandalorian Mercs. These would include armor parties, private parties where only or mostly Mercs members are invited or troops of an official or unofficial nature in which official armor is worn. While the council understands that there may be times when members of the clan will be together outside of the Scope of the Organization, any incidents while they can be noted for reference to behavior will not be allowed as direct evidence on transgressions due to their nature outside the group's scope of influence. Friendly gatherings of a non-Mercs focus are considered outside the Scope of the Organization, even if a majority of attendees are members.
- **Acceptable Time Frames:** Time frames used to report incidents to the Alor.

 - Immediate: 1-2 days after incident.
 - Reasonable: 1-2 Weeks after incident.
 - Acceptable: Up to 1 month after incident.
 - Unacceptable: any time frame beyond 1 month of incident unless a level 3 incident.
 - A report beyond the 3 month time frame may be considered depending on the circumstances of the incident.
 - Incidents reported in an Unacceptable time frame can be used as evidence of continuing issues however stand-alone reports will not be given as strong of priority.
- **Gag Order:** An order issued by the Judicial Officer to all parties involved in an incident that will require them to have no contact with each other until such time as a decision by the Judicial Officer is made on the incident in question. It also requires no conversations on the forums or other social media about the incident or members involved.

3.2: Levels of incidents and Examples

In this section, the levels of incidents and examples will be listed but will not be considered “set in stone”. All incidents reported may be amended by the Alor or Council at their discretion after looking into the incident in question. We understand that real life will always take precedence over costuming and the club in general, However as a leader within this organization, the council expects that incident reports be done as quickly as possible.

Level 1: For the purposes of this chapter, a Level 1 incident or Infraction will be defined as any action of a minor sort that would negatively impact the Clan/Squad. These infraction level offenses fall within Alor’ad discretion. Level 1 incident will be handled by the Clan/Squad command staff.

Level 1 incident should be reported within an acceptable time frame after the event.

Examples of Infraction Level offenses: Arriving intoxicated to an event. Foul language or lewd gestures within earshot of the public. Graphic or direct comments of a sexual nature to other members or members of the public. Arguing to an uncomfortable level within earshot of the public. Official Members showing up to an event in sub-par kit (missing pieces, looking shabby) without making proper attempts to fix themselves as soon as issues are spotted.

Level 2: Any actions of a moderate sort that would negatively impact the Clan/Squad, and Mercs organization OR continued level 1 incidents after warnings and punishments have been issued. Level 2 incidents will be handled by the Clan/ Squad unless circumstances arise that deem it necessary to include the Judicial Officer.

Examples: Badmouthing other clubs within earshot of members of that club. Performing any level 1 offense while manning the Mercs table at an event. Drinking alcoholic beverages while in costume at any event in which it is deemed to be a family environment i.e. not restricted to legal drinking age only. (See 4.2 for more)

Level 3: Any major action that would put member(s) of the Mercs or general public at risk or fearful of physical/psychological injury OR gross actions of a nature unbecoming an Official Mandalorian Mercs member OR multiple incidents of a level 1 or 2 nature after warnings have been issued. Level 3 punishments will be handled by the Judicial Officer with assistance with the investigation by the Regional/Clan/Squad command staff. Level 3 incidents must be reported immediately.

Examples: purposely attacking or acting in a violent manner towards another member or member of the public (including other costumers) while in costume. Threatening or intimidating other members into a course of action. Badmouthing other clubs on their own turf (forums, tables), and/or undermining Mercs or other club's activities. Overt and unwanted sexual actions towards other Mercs members or members of the general public (including other costumers) beyond comments.

3.3: Adult Only Events

Definition: Adult only events will be considered any event in which the scope of the event is aimed towards adults where children under the age of 18, or the legal drinking age for the location in question are not allowed to attend.

- A. Events include but not limited to, any event that may be held at a bar or club in which alcohol is sold or drank, Adult Oriented clubs, After Con evening activities focused on the 18 or 21+ crowd.
- B. While we cannot deny adult members of the Mandalorian Mercs the ability to attend and take part in Adult Only Events, the Council strongly suggests that it be up to the Clan/Squad command staff to regulate these activities through the Clan/Squad code of conduct and limit exposure to these events for the betterment of the club.
- C. Consumption of alcoholic beverages while in an officially sanctioned costume while not prohibited in an Adult Only Environment is frowned upon by the Council. While in armor, no matter where you are, you are representing the Mandalorian Mercs as well as Lucasfilm Ltd. property.
 - 1. Any incidents that occur during such activities must be reported immediately with a full report of the incident including location and any witnesses.
- D. The Council understands the desire by many adult members to partake of alcoholic beverages while at events. While acceptable to do so, it is strongly suggested that before drinking in a public setting no matter the age limit, those members remove armor or other items that would signify they are representing the Mercs in an official capacity. Mercs T-Shirts are fine for such events.

3.4: Reporting Procedures for Incidents

- A. While there are levels of time allowed within this chapter, it is requested by the Alor that any incidents reported be done so as soon as possible to facilitate a fast and efficient investigation and decision. Remember, the longer it takes to be reported, the less accurate memories will be and less weight will be placed on statements of a more vague or unclear nature.

- B. Once an incident occurs, a report must be filed as soon as possible after the event via MMCC website PM or MMCC email to the Judicial Officer and CC'd to the Regional Commander. This report should include a detailed review of the incident including date, time, location, event, names of all parties involved as well as non-involved witnesses, actions taken by the command staff to stop the issue at the time of the incident, and any statements made by the offending parties no matter how vulgar or graphic.
 - 1. The Alor'ad or reporting officer should also include a recommendation of punishments. And any and all circumstances that may have lead up to the incident. This recommendation should take into account the issue in question but should not be given to simply "Get Back At" or as a "wake up call" for a member. It is a serious recommendation by the leader of the clan/squad. If the Council determines there are ulterior motives to the recommendation, they will also be factored into the final decision.

- C. Once the report has been filed, the Judicial Officer will initiate an investigation and will issue a case number (CASE # 0000000). Any additional communication to the Judicial Officer concerning this incident should include the Case Number for reference.

- D. After a review of the report, the Judicial Officer will issue a statement of investigation that will be addressed to the Alor'ad and/or reporting Clan/Squad Officer/Regional Commander, and the offending party(s). At that time the Judicial Officer will deem if it is necessary that all parties involved will be required to cease communication with each other for the duration of the investigation.
 - 1. 1: If a gag order is issued to the members of the clan/ squad, any contact between members, made by offending or offended parties will be considered a level 1 incident in itself and proper documentation and punishment will be handed down.

- E. It will also be at the Judicial Officer's discretion if an order of temporary suspension will be issued to the offending party(s) that will suspend them from being involved in any Clan/Squad events for the course of the investigation. Failure to adhere to a suspension order will result in a level 2 or 3 incident on its own and will be factored into the final decision.

3.5: Investigation Phase

- A. Please be aware that the investigation process may be different for every case. The Judicial Officer wants to ensure complete fairness in all judgments, not to mention this organization is staffed by volunteers who are giving their time. We will be diligent in the investigation/deliberation process, but you must give us adequate time to process all issue requests.
- B. During the Investigation phase, it may be necessary to separate a clan member(s) from his/her home clan temporarily. **ONLY THE COMMAND COUNCIL/MAND'ALOR HAS THE POWER TO SEPARATE MEMBERS FROM CLAN/SQUAD AFFILIATION.** Such recommendations may be offered by the Clan/Squad command staff for the good of the clan but at no time will an Alor'ad or Squad Leader make such a decision.
- C. During the Investigation phase, the member(s) under investigation **WILL** still be treated as an Official Member with the proper and common official member privileges unless expressly limited by the Command Council/Mand'alor.
- D. Public discussion regarding an issue brought to the Judicial Officer will be frowned upon, all parties are informed by the Judicial Officer of the process and public discussion may harm or delay the investigation. It is the duty of the Alor'ad or presiding officer to make sure this is not an issue.
- E. The Mand'alor/Council reserves the right to increase or decrease the severity of the charge as they see fit after all information is submitted.

3.6: Incidents involving Clan/Squad Command Staff

There may come a time in which a member(s) of a Clan/Squad command staff are involved directly in an incident. These issues are very serious due to the leadership factor of the person in question and will be treated on a case by case basis depending on the incident at hand.

- A. If a member of the Clan/Squad command staff is involved as a party of interest but not the offending party of the incident, the Alor'ad will be responsible for reporting the incident as laid out in this chapter immediately.
- B. If the Alor'ad is involved directly but is not the offending party, the Ver'alor or Ruus'alor will be responsible for issuing this report as the Alor'ad will be deemed "too close" to the incident to render an accurate and impartial report. In a squad, a member in good standing shall issue the report.
- C. If a member of the Clan/Squad command staff is involved directly as the offending party, the next highest ranking member will be considered responsible for reporting the incident immediately.
 - 1. The Alor'ad will always be the reporting party unless they are involved. Then the Ver'alor will be responsible, followed by the Ruus'alor if the others are both involved. If the entire command staff is involved the issue must be reported by a member in good standing.
- D. In the case that a member of the command staff is involved directly as the offender in an incident, he/she will be temporarily placed on suspension of command until the investigation is complete and the issue resolved. The next person in line will be promoted to the position on a temporary basis until final action is taken or a leadership vote is required.
 - 1. If two (2) or more of the command staff are involved directly as offending parties in an incident. The clan/squad will be placed under the direct control of the Clan Administration Officer for the course of the investigation and elections for new leadership are held if necessary.

3.7: Falsifying Evidence

If a member is found to be falsifying evidence in any way that would benefit a specific side of an investigation, then that member will be punished accordingly as if they had committed a level 2 or level 3 infraction. If a clan/squad officer is found to be falsifying evidence, then that officer will be stripped of rank and a new officer appointed/elected. If more than one Clan/Squad officer is found to have falsified evidence in an investigation, the clan will be placed under the direct control of the Clan Administration Officer until proper elections can be held.

3.8: Tribunals/Council Hearings

Upon the conclusion of the Investigation Phase, the Judicial Officer will determine the need for escalation to Tribunal/Council Hearing. Once that determination is made, the Tribunal/Council Hearing process will be conducted as outlined in the MMCC Bylaws.

Chapter 4: Costume Requirements

4.1: Costume Requirement List (CRL's)

Although this reference is for use primarily as a printed medium, it is accessible via computer and online as well. Below is pertinent CRL information to help you with costume builds.

This link will take you to the “General Quality CRL’s”, which apply to all other CRL’s in addition to what is written specifically, a list of Do’s and Don’ts and the application for Official Membership itself...

<http://mercs.firespray.net/forum/index.php?action=eportal;sa=page;p=5>

CRL’s for Early Crusader/Sith Wars Crusader Mandalorians:

<http://mercs.firespray.net/forum/index.php?action=eportal;sa=page;p=11>

CRL’s for late/KOTOR Era Crusaders:

<http://mercs.firespray.net/forum/index.php?action=eportal;sa=page;p=12>

CRL’s for NeoCrusaders:

<http://mercs.firespray.net/forum/index.php?action=eportal;sa=page;p=13>

CRL’s for Modern Era Mandalorians (this is where the bulk of the members will be classed, at this time, this era encompasses Legacy Era Mandalorians as well):

<http://mercs.firespray.net/forum/index.php?action=eportal;sa=page;p=14>

CRL’s for accepted Canon Mandalorian Characters:

<http://mercs.firespray.net/forum/index.php?topic=11352.0>

Changes to CRL’s are always posted for the public to see. However, they are also posted in the **Clan Roundtable** forum prior to going active to give members of Squad/Clan Level Leadership (henceforth referred to as “S/CLL” in this chapter) the opportunity to receive clarification and gain understanding of changes prior to going public. This, in and of itself,

makes it imperative for S/CLL to check the Clan Roundtable frequently. When the changes are posted, the Clan Administration Officer (CAO) will notify S/CLL via PM/Email to report to the Clan Roundtable, and to read and acknowledge the changes.

CRL's will be open for Command Council review and potential addition, subtraction or other changes once per year at the Fall/Winter Council Meeting. When the time for the meeting comes near, the Personnel Officer will notify S/CLL via the Clan Roundtable where S/CLL may offer opinions on changes, or remaining unaltered, for the CRL's. Any opinions given will be considered as will the general feelings of the S/CLL. They will be weighed against the Command Council's feelings on needs and the desire to remain the MMCC's distinct atmosphere and inclusive ideals. Although all are considered, they may or may not be included in any future CRL changes.

4.2: Clan/ Squad Level Responsibility

The clan/ squad level is the forefront of quality control for the MMCC. Members of the Command Council, the Personnel Officer and members of the Application Approval Team be it individually or in unison cannot be at every event, all the time and cannot review every photo in detail of every event or photo shoot posted on the club website or various social networking sites. This is where S/CLL comes into play to maintain the quality of the members of the MMCC.

From this point on, the term Ruus'alor will refer to Squad Leaders as well. As Squads are smaller groups and have only 1 member in a leadership role, it is the Squad Leaders responsibility to perform these duties. Squad Leaders may assign an Official Member of the Squad to perform the duties however; the Squad Leader has full responsibility for the performance of the jobs. If the job is done improperly or goes derelict by the person assigned, the Squad Leader will be held accountable and may face disciplinary actions just as if they had done the duties themselves.

The Ruus'alor is the officer responsible for clan CRL compliance. This is the Ruus'alor's primary function within the clan and the club; all other duties are auxiliary to this. The Clan Alor'ad and Ver'alor will look to the Ruus'alor when CRL compliance questions arise, and if necessary defer judgment to the Ruus'alor on CRL issues.

Members elected/ appointed for Ruus'alor should have a strong working knowledge of the CRL's and the ability to quickly access them for review. The Ruus'alor needs to lead costuming by example and the answer "Do as I say, not as I do" will never be an acceptable answer for a Ruus'alor to give another member. This does not mean the Ruus'alor needs to

have the greatest costume in the clan but they should have a costume that meets all CRL's and is above average in appearance.

Good candidates for Ruus'alor, whether assigned or voted for, should have the following qualities...

1. A strong working understanding of the CRL's, a desire to learn more and the ability to access the CRL's for review.
2. While they don't have to be the clan member with the finest armor, their armor should be an embodiment of Mandalorian costuming. Their kit must meet CRL's and being beyond it would be preferred.
3. A member who is never content with their own armor and is always striving to improve it. Fearless, if they make a change to their own kit and it fails they should be willing to accept that and move on.
4. A member who is always striving to help other members of their clan and the forums to improve their own armor.

4.3: Ruus'alor compliance duties.

Ruus'alor will perform routine inspections of Clan/ Squad members' at all Official events. Inspections at unofficial events are perfectly acceptable as well. However, they must realize at these open events people can play around with their armor, try new things, be silly etc. The requirement for a CRL compliant costume at these events is lax. Any discrepancies with CRL's should be noted at Official Events and handled appropriately. Failure to comply should be reported directly to the Personnel Officer. This will be further explained in the next topic.

Although the MMCC has an open door policy and any member of the club may contact any member of the Council at any time for any reasons, the Ruus'alor should be the primary point of contact to the Personnel Officer for the clan. Questions about CRL's by clan members or the Ruus'alor themselves should be directed to the Personnel Officer by the Ruus'alor. In order to minimize redundancy in Q&A, the Ruus'alor should disseminate the information to the whole clan, not just the member with the question, in a manner where all the clan can see it, like the Clan/ Squad boards, for example. Intrapersonal communication skills are paramount for this position.

Clan and/or Squad Officers may NOT at any time put into place, supersede or enforce orders and regulations that go beyond the MMCC's CRL's, Forum Use requirements and CODEX. However, they are encouraged to expect and encourage their members to keep up with CRL changes and to strive for a costume that is screen worthy.

4.4: Reporting and Protocol

Upon finding discrepancies with CRL compliance upon clan/ squad mates, the Ruus'alor needs to begin the process of bringing said clan/ squad mates into compliance. Initially this should be done at the clan/ squad level and every effort to exhaust all reasonable time tables and methods should be used. If the member fails to comply, the Personnel Officer must be notified. If there is potential for disciplinary action towards these members (removal of Official Member status with the club) it will be handled as an investigation.

Reporting procedure:

1. A deficiency is noted at an Official event or armor party (open events are exempt)
2. The member SHALL be notified at that time of the problem(s) by the Ruus'alor. If it is at an event and can be fixed on site it SHALL be corrected prior to the event. If it cannot be corrected the member WILL be told to suit down and wrangle or go home.
3. The member is notified to have the CRL compliant issues corrected by the next Official Event.
4. At the next Official Event, the armor is reevaluated. If compliance has been met, then situation is resolved.
 - a. If compliance has not been met, photographs will be taken of the member and they will NOT be allowed to participate in costume.
5. The photos' along with a letter of explanation of how this came about is sent to the Personnel Officer by the Ruus'alor. Any efforts made to help or lack of efforts made by the offending member are to be notated. The members' catalog ID number must also be presented with this letter.
6. The Personnel Officer takes it to the Council as an Investigation and the member is given a reasonable time period to make said corrections. In the meantime, the member is not allowed to troop in armor at any official events.
7. Before the member can officially troop again, they MUST send photos to the Personnel Officer in full armor showing the corrections AND they must show it in person to their clan/ squad staff. They must receive approval from the Personnel Officer before they can troop at an Official Event again.
8. If the member complies, the situation is resolved. If the member fails or refuses to comply by their deadline, they will be placed in retired status and will no longer be an Official Member of the MMCC. If they wish to be a member again in the future, they must reapply for approval under the current CRL's at the time of application.

The Question may rise... what is a reasonable amount of time?

1. A reasonable amount of time will be variable and will be assigned at the discretion of the Personnel Officer.

2. A variety of factors will come into play when evaluating the period of time given to comply. The quantity, difficulty and potential cost of upgrades, the person's ability to remain in contact with the Personnel Officer during the repair period and whether they show "good faith" by continuing to working or by ignoring their directive.

Minimum time period to make corrections will be assigned as 30 days from notification by the Personnel Officer.

Maximum time period to make corrections will be assigned as 6 months from notification by the Personnel Officer.

And remember, the member is on probationary status and may NOT attend Official Events in costume until they are cleared by the Personnel Officer. That in and of itself should be a driving force for them to complete the upgrades ASAP.

4.5: Helpful tools

There are a couple of tools that may take a short time to start up but will help the Ruus'alor to perform their duties.

A clan photo catalog is a remarkable tool here. The catalog should include the members character name(s) and photographs of their costume(s) in its most current or/and CRL compliant state. This item should be in the clan boards on the forums. However, having a hard copy that can be taken too events would be very helpful during inspections. This could also help with the creation of a clan photo book for display at events.

If their costume does not meet current CRL's, they are out of compliance.

If you look in various clan boards, you will most likely see a thread labeled "Who is [Clan]" or "[Clan] Roster". In addition to telling about the clan's history, sigil etc., it is a photo catalog of the members of the clan. As clan members make CRL compliant upgrades to their costumes, the photographs are updated to showcase their current level of expectation.

In addition to a photo catalog, a list of the Official Clan Member including real name, character name(s) and catalog ID number should be kept. This may be kept in hardcopy format or may be posted in the Official Members Only child board in your clan boards. Since members need to know their catalog ID numbers for a variety of administrative

purposes within the club, posting it where only they can see it may be beneficial. **However, it should not be posted where the general public and unofficial members can view it.**

These two tools will give the Ruus'alor two quickly accessible tools for the performance of inspections and reporting to the Personnel Officer.

Chapter 5: Clan/Squad Administration Procedures

Administration procedures are necessary for successful operation of any MMCC Clan/Squad. As officers, your chapter may have local guidelines that your members have laid down during the creation of the chapter. However, there are certain organizational procedures that must be followed by each Clan/Squad.

5.1: Clan/Squad By-laws

Some MMCC chapters have opted to adopt by-laws to aid in the function of the local chapter. It is NOT a requirement by the Council for a clan/squad to adopt by-laws. However, if a clan/squad does elect to install by-laws then a final draft of the clan/squad's by-laws must be sent to the Clan Administration Officer (CAO) and Mand'alor for approval BEFORE the by-laws can be installed.

By-laws may be used to govern the actions and activities of your clan/squad membership, but they may not circumvent or supersede the Mandalorian Mercs Codex.

By-laws are useful for:

1. Re-affirming event conduct guidelines.
2. Explanation of clan/squad operations.
3. Re-affirming armor standards for events.
4. Public delegation of duties.
5. Other administrative information of a public nature that members and potential members need to know.

By-laws must be approved by all founding/ current Official Members of a clan/squad before they will be reviewed by the CAO. It is encourage that Clan/ Squad Leaders make every attempt to get all clan/ squad member's input during by-law creation.

5.2: Clan Officer Voting Procedures

Clan/Squad Officers are initially elected into positions during the submission stage of squad/clan formation. Mandalorian Mercs holds mandatory "Leadership Review/Leadership Elections" for all Clans/Squads who have held official status for greater

than 6 months. The review/elections process is fairly simple, and is the fairest way we can insure chapter leadership is adequate, with a minimal amount of drama involved. Review/Elections start in early January, and end in early February. Clans/Squads who have not been organized for a minimum of 6 months at the beginning of the review process will be rolled over to the following year's elections.

When a clan/squad is ready for review/elections, the following steps take place:

1. The CAO or Regional Commander (RC) will set up a poll in your clan/squad member's only forum. The poll will ask all clan/squad official members if they are happy with current leadership, or would like a leadership election.
2. After the proper time has passed, the poll will close and the CAO or RC will assess the outcome. Depending on the outcome, the clan/squad may move to leadership voting.
3. Before leadership voting takes place, the CAO or RC will ask all official members of the clan/squad to contact him if they are interested in being a leader or nominating a candidate.
4. After the proper time for nominations has passed, the CAO or RC will initiate a poll in the official member board of the clan/squad.
5. Once the proper time for leadership election for that clan/squad has passed, the votes will be assessed and the winner will be announced.
6. The new clan/squad leader will appoint his/her officers as necessary, and all rights/responsibilities of the position will transfer to the new clan/squad leader.

5.3: No Confidence Procedures

Sometimes it is necessary to remove Clan/Squad leaders for dereliction of duty, serious offences, or issues with a majority of clan/squad members that cannot be resolved. However before a clan or squad leader can be removed by the Council, certain steps must be taken.

1. If the no confidence call is NOT due to misbehavior, ill-conduct, or dereliction of duty; a request for moderation must be made.
 - a. Moderation requests involve the Mand'lor and Clan/Squad Officers. A statement of "No Confidence" must be submitted by a majority of the clan/squad members. This statement must include a summary of transgressions by the Clan/Squad leader, as well as supporting evidence. This statement must then be signed by a majority of clan/squad members.
 - b. Moderation will take place via phone conversation with the Clan/Squad Officers and the Mand'lor, to see if it is possible to

salvage the relationship between the clan/squad leader and their membership.

- c. If at the end of moderation it is found that there can be no repair of the officer/member relationship, the clan/squad leader is removed and the clan/squad will be placed in command of the Ver'alor, Ruus'alor, or next highest ranking clan/squad member.
- d. If Moderation has a successful outcome, then the clan/squad leader will remain at that post and officer elections will be scheduled for 6 months from the end-date of moderation.
- e. If within the 6 month time frame the clan/squad leader takes actions unbecoming to the office, or further strains relationships between them and the members, then they will be promptly removed from office and elections will be called.

5.4: Administrative reports

It is necessary for clans and squads to submit reports based on ongoing activities. These reports are used at the organizational level to help create new programs, and policies to better serve the members. Various offices such as the Archivist, CAO and PR use these reports. The reports and instructions on each are listed below.

1. Quarterly Report: Submitted by 2nd Friday in January due to the holidays and family. April, July, and October will be submitted by the 1st of the month.

The 1st quarter (the one due on April 1st) report must contain:

- The clan/squad name
- Alor'ad/Squad Leader
- Ver'alor
- Russ'alor
- Clan Member count (of active Official Members)
- Clan Members gained this quarter
- Clan Members lost or retired this quarter
- Clan Members not in compliance (close to one year with no invasion, CRL issues etc)
- Invasions attended this quarter
- Current projects
- New projects
- Completed projects
- New Issues

- Outstanding Issues
- Resolved Issues

Subsequent Quarterly Reports are only required to list changes to this information.

This report can be sent via PM to the Regional Commander. Clans/squads who have not sent in Quarterly Reports on time will receive a request by the Regional Commander for their report. If a clan/squad fails to submit a report at that time, then the offending clan/squad may be contacted by the Mand'alor or Archivist, and disciplinary actions against the clan/squad leadership may be taken.

2. Invasion Attendance reports. Submitted via the News Team's Invasion Reports method. This report should contain a list of the official members who participated in each event. Clan/squads who do not send in invasion attendance reports may cause their membership and clan/squad to miss out on bonuses such as reward programs, recognition, and any special incentives.

It is highly suggested that the Clan Officers report any trooped event within 2 weeks of said event to prevent a back log of events being sent all at once.

Chapter 6: Public Relations

6.1: The PR Role:

The PR team's role is to help the MMCC, as an organization, be seen the best possible public light.

The team consists of the PR team and the Art team, who work together to produce all the media and official productions including table materials, flyers and can also produce custom media based on the needs of your clan.

The team's role is also to support clans at the grass roots level, providing help where needed to ensure that a Clan/Squad is shown in the best light in its local community.

6.2: PR Team

The PR team is headed up by Public Relation Officer and supported by the News Team Lead and Art Team Lead.

6.3: Honorary Members/MMCC Ally

The PR Team is responsible for approving requests for Honorary Membership/MMCC Allies.

Honorary members must have an involvement or have contributed to the *Star Wars* Universe, it is preferred that they have a link to Mandalorians. MMCC Allies may not be tied to Lucasfilm LTD. but have contributed significantly to *Star Wars* or Mandalorian Mercs.

To request an Honorary Membership/MMCC Ally please PM the Public Relations Officer or email pr@mandalorianmerc.com with the following.

1. The name of the potential Honorary Member or MMCC Ally.
2. When you intend to award the potential Honorary Member/MMCC Ally.
3. The reason you feel the potential Honorary Member/MMCC Ally deserves to become a Mandalorian Mercs Costume Club Honorary Member/MMCC Ally.

You will receive a response with approval or disapproval, and instructions on how to order your HM/MMCC Ally plaque.

6.4: Special requests

The PR team can, if you wish attempt to contact the Star Wars Stars that appear at your local events, even if it is just to ask them to pop along to your table or to dinner after the show. We may not be able to get a response; however, you must always get permission from the event organizer if you choose to ask them “on the day”.

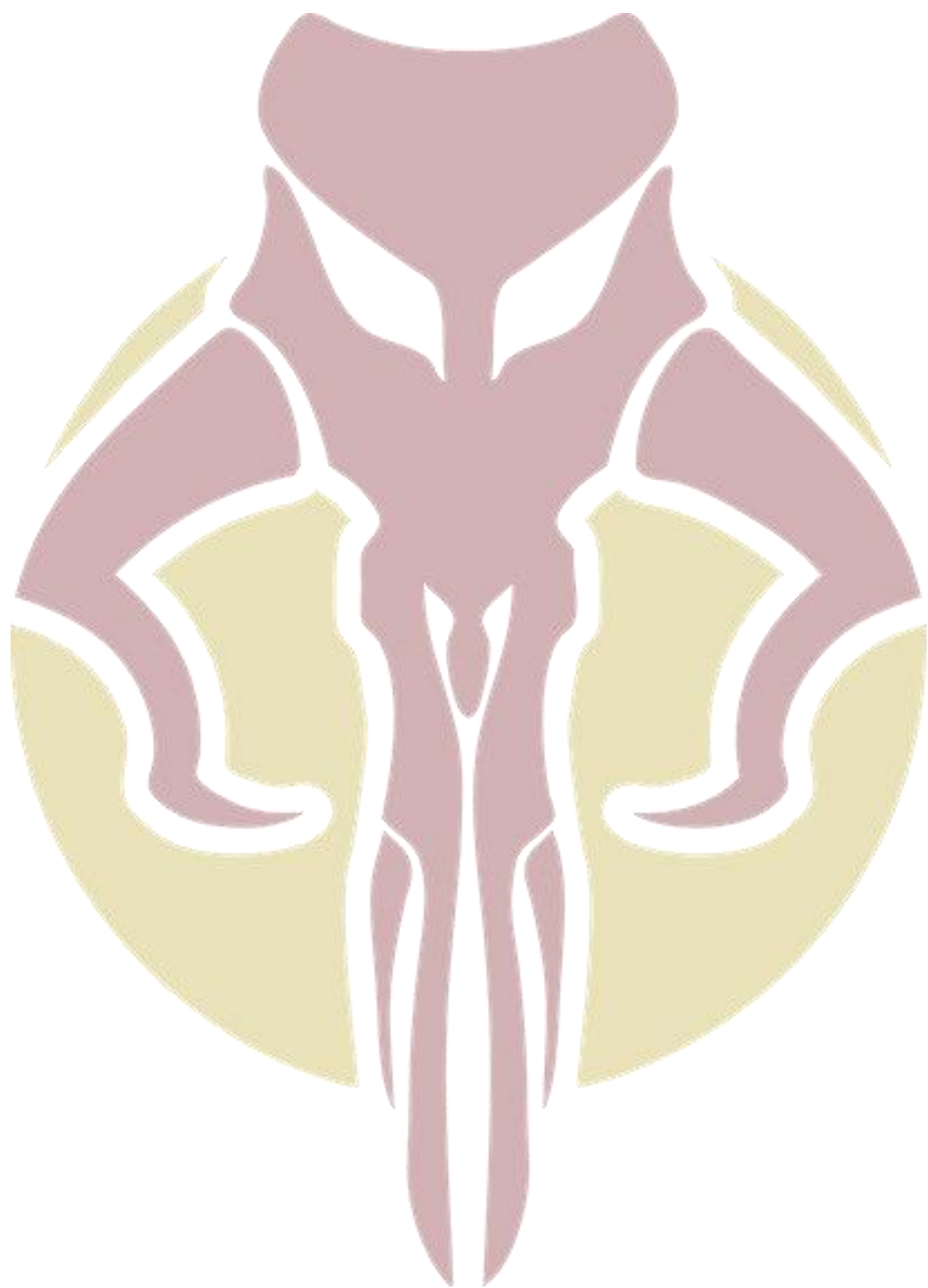
6.5: Art requests

Though the PR Team are there to ensure that the Mercs’ public image is the best it can be, we also help you at grass roots level. If there is a project that needs artwork at local level, please contact the Public Relation Officer by PM or email pr@mandalorianmerc.com.

We will do our best to help you.

6.6: Media

The PR Team continues to produce material for your use; they will be made available in the Clan Roundtable forum. If you have any suggestions or comments, please contact the team. Media will now be done in two formats, US letter/US English and International "A" size/UK English.



Training Manual Appendix 1.b

Invasion Preparedness Guide

1. **Planning an Invasion**
 - 1.1: [Requested Invasions](#)
 - 1.2: [Initiated Invasions](#)
2. **Pre-Invasion Communications**
 - 2.1: [Gathering the Troops](#)
 - 2.2: [Inviting Other Groups](#)
3. **Commencing Your Invasion**
 - 3.1: [Set-Up](#)
 - 3.2: [Kit-Up](#)
 - 3.3: [Acting the Part](#)
 - 3.4: [Promoting Mercs](#)
 - 3.5: [Invasion Events](#)
 - 3.6: [Situational Awareness](#)
4. **Invasion Break-Down**
 - 4.1: [Tear Down](#)
 - 4.2: [Exit Strategy](#)
5. **Invasion Report**

Pre-Invasion Checklists

Chapter 1: Planning Your Invasion

To have a successful invasion of any venue, planning is the first step in ensuring a fun and potentially recurring event. Large or small, invasions give Mercs members the ability to interact with the community, recruit new Mercs members and raise money/awareness for charity.

1.1: Requested Invasions

A requested invasion is defined as: An event where the presence of Official Mercs members has been requested by the event organizer and/or venue owner(s).

Requested events are considered to always be “Official Events” in nature, where Official Members of the Mandalorian Mercs may participate only in Mercs approved costumes. Invasion requests generally come through the Mandalorian Mercs website and are disseminated out to the Clan/Squad/Member stationed closest to the requested invasion location.

Invasion requests from fellow costuming groups (501st/Rebel Legion/TDE) are also very common and may come directly from the 501st/RL/TDE/JA command staff. These types of requested invasions are also considered “Official” in nature.

If there are local costuming groups in your area that also invite you to share in their events, consult with their command staff regarding requirements.

1.2: Initiated Invasions

An initiated invasion is defined as: Any event created by an Official Mercs member where Mercs presence may not have been initially requested, but has become requested by an event organizer and/or venue.

Initiated events are not always considered “Official Events” in nature. It is entirely up to the Clan/Squad officers to decide on the official validity of an initiated invasion. Initiated invasions generally are organized by Mercs members by communicating directly with event/venue staff. Examples of Initiated Invasions are (but not limited to) convention appearances and parades.

Initiated Invasions may benefit from the inclusion of the 501st, Rebel Legion, or other groups and it is suggested that any initiated invasion be followed by an invitation to your local Garrison, Base, or other group unit.

“Invasion” is not a term used in Mercs to describe the disruption of fellow costume organization events. “Invasion” is the Mercs label for all sanctioned events, official or unofficial in nature.

Chapter 2: Pre-Invasion Communications

Good communication is essential when planning a successful invasion. Communication between the organization, venue, Mercs contact, attending Mercs members and other attending costuming groups is paramount to making sure everything runs smoothly at your Invasion.

2.1: Gathering the Troops

It’s always a good idea to ask and gauge your clan/squad members’ interest before committing to any event, be it requested or initiated in nature. You’ll need enough Mercs members to make the event successful and fun. Any event can be draining and frustrating without enough hands willing to make it a success, so gauge interest first before committing.

Some things that make invasions more attractive to members are secure changing areas, prop weapon policies, having plenty of hydration on hand, food, and transportation. While these items are in no way required for a successful event, they do help your attending members feel like the venue/event cares about their attendance.

2.2: Inviting Other Groups

While not mandatory, it is suggested that invasion invitations to other costuming groups be given for Initiated Invasions. This suggestion is made in the hopes that in doing so, positive relationships may be built between organizations.

Requested Invasions are different in that, before an invitation is sent to another group, you must clear that group’s presence with the event organizer and/or venue. Never assume that an event wants more characters than requested. If space or resources are limited,

adding more groups to an attendance list without first communicating with the organizers could be disastrous.

You can invite the following groups by going to their prospective websites:

501st Legion: www.501st.com

Rebel Legion: www.rebellegion.com

The Dark Empire: www.the-dark-empire.forumotion.com

The Jedi Assembly: www.thejediassembly.com

Chapter 3: Commencing Your Invasion

You're about to participate in your first organized invasion! This is an exciting, but often stressful time for the organizing or "point-of-contact" Mercs member. Your ability to be a communicator, organizer, and diplomat are likely going to be tested. To help, this section is filled with tips and instruction based off years of event planning and execution.

3.1: Set Up

Setup should be the first hour in your pre-invasion schedule. This is when you will set up your Mercs table (if there is one), communicate vital event info with the event organizer or venue owner, and meet up with your fellow Mercs members participating in the invasion. Including 'armor up' time is also beneficial when presenting then event to your fellow members.

It is paramount that you communicate with the event organizer or venue owner over details like changing area(s), food/water, off-limits areas, and staging areas. Much of this should be communicated in the initial event planning phase, however it is always necessary to have the most up-to-date information in the event something has changed.

3.2: Kit Up

Once you've completed your table/area set up, communicated with the event staff and wrangled up your invasion participants, it's time to start kitting up. It's a good idea to have at least one handler on-hand for every two to three Mercs members. A handler is a person not in costume, participating in the invasion on Mercs behalf, whose duty is to support the invading members. While most members in costume can help each other, there's always a need for someone more mobile to lend a hand.

Take note of everything you leave behind in your changing area, in the event anything might be missing. Help your fellow members kit up and allow them to help you kit up. One thing for sure is that help getting into and out of armor should be valued. Once you've kitted up, make sure to marshal at the Mercs table or designated staging area.

3.3: Acting the Part

When kitted up for an event, remember that you're a character from the Star Wars Universe. You're representing Mandalorian Mercs, Lucasfilm Ltd and yourself. Always keep this in mind when trooping an invasion, because how you act reflects and resonates with Star Wars fans.

Unlike Stormtroopers or characters we see constantly helmeted in Star Wars, Mercs members may de-helmet in public view during any type of invasion. The exceptions to this rule are for official members portraying cannon characters (Boba Fett, Bo Katan, ect.) and events where it's been specifically requested/required that members remain helmeted in public during an invasion.

Don't be afraid to "get in character" or act like your Mandalorian character. This enhances the invasion experience for the fans and can be fun for you as well. Remember though that, even though your character is fictional, it doesn't give you license to misrepresent Mercs.

3.4: Promoting the Mercs

Make sure you stock up on the latest and greatest Mercs promotional items. Banners, business cards, leaflets and other promotional media can be acquired through the Mandalorian Mercs Art Team. It's a very painless process and can add a level of professionalism to your invasion.

Be sure to save an ammo pouch for business cards. When you pose for a picture with a fan, make sure to give them, or their parent(s), a Mercs business card. Not only will this help build interest for new invasion venues, but it also helps recruit new members to the Mercs and your local clan/squad.

When questioned by fans/public about whom or what you represent, make sure you give brief yet knowledgeable answers. You don't want to bore them to death, but you also want to answer the question as best you can. Be gracious and realize that not everyone is familiar with what a Mandalorian is.

3.5: Invasion Events

Depending on the venue, sometimes it's a good idea to plan and conduct events during an invasion.

Here is a short list of example events that have been run at invasions:

- Mandalorian Bounty Hunt (Mercs signature charity event)
- Mandalorian Training Camp (Mock "Mandalorian" training for children)
- Armor Building Instruction (Speaking about costume construction)
- Fan Group Panel (Talking about Mercs in a sit-down session at conventions)

You can let your imagination go wild when coming up with an invasion event. Just remember some basic points: 1. Keep it safe! 2. Keep it fun! 3. Keep it simple! 4. Keep it interesting!

3.6: Situational Awareness

Keeping a good sense of situational awareness at an invasion is another paramount duty that falls on the shoulders of ALL attending Mercs members and handlers. Remember that our costumes decrease mobility, vision, hearing and reaction time. Each member and handler should be constantly keeping their eyes on the fans/public around them, the ground/floor for trip hazards and the surrounding environment for potential hazards.

Any Mercs member exhibiting a change in behavior, or potential health issues of ANY KIND, should be treated with the utmost seriousness. Members in hot climates should monitor each other for heat stress/stroke at all events and always keep water on-hand for hydration. You can educate yourself on the symptoms and treatment of heat-related illness by going to the Oklahoma State University webpage on heat related illness:

<http://ehs.okstate.edu/kopykit/HEAT.HTM>

DO NOT ATTEMPT TO ADMINISTER FIRST AID OR CPR UNLESS YOU ARE CERTIFIED AND QUALIFIED TO DO SO. SEEK EMERGENCY ASSISTANCE FOR ANY LIFE-THREATENING INJURY.

When trooping large invasions such as conventions, or large public gatherings, it is advised that the "Buddy System" is used to ensure member safety while trooping. The "Buddy System" operates by grouping all members in pairs for excursions away from the general staging area. The "Buddy System" ensures that a member is always watching out for

another member and no member is alone at any time while in costume at the invasion. Member safety is the highest concern at any invasion and should be the highest concern of all members while attending an invasion.

Chapter 4: Invasion Break-Down

Your invasion is coming to a close. Now it's time to de-kit, and break down any and all tables or accessories you brought as part of the invasion set-up. Leaving the venue looking the way it did when you arrive will ensure future invasions happen.

4.1: Tear-Down

Tear-down should be done as quickly as possible. Get help from members/handlers, and make sure to clean up any bottles, wrappers, disposable set-up material, or trash from the Mercs staging area.

Look around the immediate area for stray promotional materials that patrons may have dropped or left lying around. While you may not have dropped it, the polite thing to do is pick up errant trash, especially if they are discarded Mercs items or table media.

Report any property damages to the event organizer/venue owner. Even if the damages aren't the result of Mercs members, often times the organizer will appreciate knowing about a problem before stumbling upon it.

4.2: Exit Strategy

Once the Mercs staging area is packed up and stored for transport, make sure to make one final pass both around the staging area, and the changing area to look for any items left behind. Do a final check with your fellow members, and inform the event organizer/venue owner of any final issues, as well as the group's departure.

Finally, gather the Mercs members and handlers together for a final thank-you. If after-invasion plans are to be made, then this would be the appropriate time to do so.

Chapter 5: Invasion Report

At the completion of your invasion, if you are the invasion organizer then you will need to submit an invasion debriefing to your clan officers that will become an "Invasion Report" featured on the Mercs website and throughout social-media sites around the world.

Your invasion debriefing should include the following:

1. Venue/Event name
2. Group picture (official Mercs members only. 501st/RL/TDE/JA members acceptable also)
3. Location
4. Date
5. Official members attending event
6. A third-person summary of the objective. Avoid words like "I" and "we". Also feel free to include links to other clubs or organizations that participated in the event.
7. Feel free to include two short paragraphs in your report, but put a space between the two of them. Include any smaller events or celebrities that the Mercs came in counter with, as well as any (family friendly) after hours activities the group took part in.

Pre-Invasion Checklists

Armor

- Unpack everything.
- Inspect armor, weapons and accessories for broken parts or cracked areas.
- Inspect soft parts for rips, tears or storage damage.
- Wash/Clean flight suit, neck seal and vest after every invasion.
- Inspect attachment points (Velcro, snaps, magnets, etc.) for breaks, loose areas or detachment.
- Inspect strapping for breaks, tears or frays.
- Inspect footwear for damage. Install after-market insoles for comfort.
- Repair any damage.
- Always double-check to make sure everything is fixed and repacked for the next invasion.
- There's no such thing as an unprepared Mandalorian!

Material Checklist

- Mobile Emergency Repair Kit (fully stocked and ready for emergency repairs).
- Water for hydration.
- Field rations (small snacks you can carry on your armor).
- Table for staging area (check with event organizer prior).
- Large table cloth (black preferred).
- Chairs for staging area (check with event organizer prior).
- Trash Receptacle/bin bags.
- Accessories for staging area table. (Props/extra armor/extra weapons for public to inspect).
- Electrical drop cord (for any electronic devices at the staging area table).
- Duct tape (for utility use), Orange tape (for blaster barrels).
- Plastic zip-ties to secure accessories.

Propaganda Checklist

- Current Mercs business cards (standard or personalized for clan/squad available).
- Current Mercs banner (standard or clan/squad specific available).
- *Optional* Current Mercs promo leaflet(s).
- *Optional* Current Mercs rack cards.
- *Optional* Photo book showing local Mercs events and official members.
- *Optional* Computer slide show and/or Mercs website.
- *Optional* Fun hand-out items (stickers, temp tattoos, coloring pages)