



## MANDO MERC'S COSTUME CLUB

A NORTH CAROLINA NONPROFIT

### EVENT GUIDELINES & PROCEDURES

#### **Table of Contents**

Glossary.....	Page 2
Types of Events Explained.....	Page 3
LFL & MMCC Requirements for Costumed Appearances.....	Page 4
Event Preparedness Guide.....	Page 5
Invasion Event Checklist.....	Page 11

## 1. Glossary

- a. Educational Event - Any MMCC event where information on MMCC costume construction, MMCC or Mandalorian culture, or Mandalorian language is being taught.
- b. Family Event - Any in or out of costume event initiated for fellowship between official, founding, supporting, and auxiliary members.
- c. Invasion Event - Any invited or initiated in-costume appearance of MMCC official members
- d. Virtual Event - Any live-streamed event organized by MMCC International, MMCC Region Command, MMCC Clan Command, MMCC Member, or outside event host, where MMCC members have attended for Educational, Family, or Invasion event purposes.
- e. Official Event - Any event reported as attended by MMCC members
- f. LFL Event - Any event where an invitation to attend has been sent by Lucasfilm LTD. or The Walt Disney Company.
- g. In-Costume Event - Any event where an MMCC member's presence is requested to be in a CRL compliant, MMCC approved Mandalorian armor costume.
- h. Out-of-Costume Event - Any event where an MMCC member's presence is requested to be in street-clothes and/or soft MMCC club attire (MMCC racing shirt, t-shirt, polo shirt, patch vest, etc)
- i. MMCC Rally Master - Administrative cabinet officer over international events and director of the Events Team.

## 2. Types of Events Explained

MMCC offers its members several different types of events to initiate and/or attend at all levels of the association. These events are designed with specific purposes in mind, in-costume events, fellowship building events, and teaching events. MMCC also receives special event invitations from Disney and Lucasfilm to appear at specific events in an either in-costume or out-of-costume capacity.

### A. Educational Event

Educational events are designed to teach and/or assist in the construction of Mandalorian costumes and props for the express purpose of attaining (or keeping) MMCC approval as an Official Member. Educational events may also be used to teach recruits about the

MMCC association, Mandalorian culture and language. Armor parties are traditionally considered an educational event.

## **B. Family Event**

Family events are designed to build camaraderie and fellowship within an MMCC region or clan. Typical family (but are not limited too) events are clan events such as dinners and parties, or regional virtual meet-ups.

## **C. Invasion Event**

Invasions are considered the flagship event for MMCC members, and in most cases require wearing a CRL compliant, MMCC approved Mandalorian costume. While primarily in-costume, some special invasions may also be out-of-costume events. An invasion event may be manning the clan's convention table in armor, raising awareness for a charitable cause through in-costume appearances at charity events, or attending a Disney/Lucasfilm LTD-sanctioned event promoting the *STAR WARS*<sup>™</sup> brand.

## **D. Virtual Event**

A virtual event can be any of the three types of events (Educational, Family, or Invasion) that are carried out via live-streaming across the internet.

## **E. LFL Event**

An LFL event is a special event (in-costume or out-of-costume) where the invitation comes directly from Lucasfilm LTD. Fan Relations dept, Lucasfilm LTD Publicity Dept, or a representative of the Walt Disney Company. These events may be red carpet premieres, national sporting league events, or special *STAR WARS*<sup>™</sup> branded events with a high media presence. In these cases the event invitation will always come from a Lucasfilm or Disney office.

## **F. Official Event**

An official event is classified as any event that is submitted to MMCC for recording during the calendar year. All of the aforementioned events can be considered as an official event if it is submitted to the Archives Team using the Invasion Report Form.

**Special Note:** Any in-costume invasion submitted as an Official Event must consist of Official Members wearing their fully CRL compliant, MMCC-approved costume. Members wearing partial costumes or non-CRL compliant costumes may not be counted as attending the official event without a sufficient reason. Such determinations and sufficient reasons will be at the discretion of the Archivist, unless it is the only event attended by the Official Member in the calendar year, in which case such determination will be at the discretion of the Mandalore as it could determine the member's membership standing within the association.

### **3. Lucasfilm LTD. & MMCC Requirements for Costumed Appearances.**

#### **A. General appearance preferences:**

When in public, remain 'in character' as much as possible, although there is room for a bit of latitude, when tasteful. "In character" refers to when a member is fully dressed in a club approved costume. Official Members that are wearing custom costumes are considered in character without their helmet on.

#### **B. Character appearances you typically don't need LFL permission for\*:**

- Local non-profit activities in non-commercial settings, such as community-level sporting events, charity walks, not-for-profit May the 4th events, libraries, K-12 schools, not-for-profit virtual events.
- Pop culture-type conventions, like comic conventions.
- Digital media requests, for example video requests specifically from The Public Relations Team.

Note: If asked for any promotional material to advertise that your region/clan/stronghold will be at an event, you are able to use your region/clan/stronghold name and logo when approved by the respective Ver'alor or Ver'sol. For club level usage of its name and logo, that must be requested through the Public Relations Officer. **NEVER say we, the MMCC, are licensed or endorsed by LFL.**

#### **C. Character appearances you should seek permission for:**

Any event that includes a ticketed entry or has a commercial component (the exception being pop culture conventions and official theatrical Star Wars releases). If paid entry is required by an event organization or venue host, permission should be requested to appear at that event or venue. These include museums, concerts\*\*, fairs, zoos\*\*\*\*, etc. Also, any large-scale unofficial event that would likely garner media coverage – at the very least, we'd like to be aware of these appearances.

#### **D. Appearances the club will NOT approve:**

- Appearances within a commercial setting (retail stores, shopping malls, etc.), unless it is during a retail moratorium lift\*\*\*\*
- Corporate events (even if private) and commercial trade shows.

- Restaurants, bars, banks, tattoo parlors, paintball courses, laser tag courses, and similar.
- Amusement parks, water parks, etc.
- Major/minor league sporting events that are not officially supported by LFL (if it's officially supported by LFL, the club will receive an open invitation from LFL).
- Non pop culture conventions and unsanctioned cons -- while pop culture conventions are typically ok, there are some unsanctioned, overtly-branded Star Wars conventions that we do not wish to support. If there is a question regarding an event like this, please reach out to the Public Relations Officer.
- Filmed commercials, programs, promotions, video games, etc. that are not licensed or approved by LFL (if it's licensed or approved, you will receive an invitation from LFL through your clan or region club-provided email).
- Birthdays and weddings – (friends and family are exempt), but if appearances do occur, any donated proceeds must go to charity and the appearance cannot be organized by a character casting agency (who work strictly for profit).
- Fan films of any type, whether for profit or not for profit.

If you have any concerns about an appearance or need further clarification for an appearance by LFL, contact the Public Relations Officer. **ALL TV appearances MUST be approved by LFL/Disney.**

*\*It should be made clear the characters are represented by club members and not provided by LFL/Disney.*

*\*\*Concerts – currently, LFL is only approving appearances for the official “Star Wars In Concert” series, for which the club will be sent open invites to the regional clubs that appear on our roster if the symphony is open to having a character appearance.*

*\*\*\*Please check with LFL before accepting an invitation to appear at a zoo.*

*\*\*\*\*During a moratorium lift, which LFL will alert the club leads to in the weeks/months prior, it is our preference that any commercial venues that host a character appearance have some kind of association with Star Wars, such as a toy store, department store that carries SW merch, etc.*

## 4. Event Preparedness Guide

Events are our most important asset, and allow us to fly the MMCC banner for public view. Whether it's a clan celebrating an annual milestone, members coming together to help a founding build a new kit, or official members donning helmets and armor to fulfill our glorious purpose, ensuring an event runs smoothly is paramount to success.

### A. Pre-Event Communications

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

1. Ensure that all events are posted to the appropriate clan or stronghold MMCC forum board. This includes cross-posting from sister clubs who are inviting MMCC members.
  - a. The Events Calendar on the MMCC forums provides a system for event communication and registration management. [Click here for the Event Calendar](#).
2. Ensure clear communication between the event host and region/clan/stronghold. If a clan has appointed a Tra'alor then they should be used at the event point-of-contact when possible.
3. Never forget to include important information such as:
  - a. Type of event
  - b. Location of event
  - c. Dates/times
  - d. Special requests (set-up/tear-down assistance, tools, refreshments, PR materials, merchandise, etc)

## **B. Gathering the Troops**

Before committing to an event you should always gauge the interest of the members in your region/, clan, or stronghold. You'll want enough MMCC members attending to make the event successful and fun. Any event can be draining and frustrating without enough hands willing to make it a success, and you never want to leave an event host with a bad impression.

## **C. Inviting Sister Organizations**

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

1. When MMCC has been specifically requested by an event host, before sending invitations to sister organizations you must get approval for that group's presence from the event organizer and/or host. 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.
2. You can invite the following sister organizations by going to their prospective websites:

**501<sup>st</sup> Legion:** [501st.com](http://501st.com)  
**Rebel Legion:** [rebellegion.com](http://rebellegion.com)  
**The Dark Empire:** [thedarkempire.org](http://thedarkempire.org)  
**Saber Guild:** [saberguild.com](http://saberguild.com)  
**Droid Builders:** [droidbuilders.info/](http://droidbuilders.info/)

## D. Directing Your First Event

You're about to direct your first event! This is an exciting, but often stressful time for the organizing or "point-of-contact" 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.

### 1. Setup Phase

Always give yourself enough time in the event schedule for a proper set-up period. This is when you will set up your region/clan/stronghold table (if there is one), communicate vital on-site info with the event organizer or venue owner, and meet up with your fellow participating MMCC members to give initial directions and information.

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.

In the case of hosting a virtual event, make sure you have access to a streaming platform such as Zoom, Discord, Dialpad, Skype and Slack. Reach out to the MMCC Rally Master for questions on Virtual Events.

### 2. Participation Phase

Once you've completed the setup phase, it's time to move into the participation phase. This phase will encompass the largest part of your time during the event, so having a good plan is key at this phase. For family events, make sure your program is engaging and supportive of team-building/fellowship. For educational events like Armor Parties, make sure to have plenty of tools, patterns, and OM assistance to help your foundlings. For invasion events it's a good idea to have at least one handler on-hand for every three to four costumed MMCC members. A handler is a person not in costume, participating in the invasion on the region/clan/stronghold's behalf, whose duty is to support the attending official members and organizing staff. While most members in costume can help each other, there's always a need for someone more mobile to lend a hand.

For invasion events 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 MMCC table or designated staging area.

It is also common for clans to run small events from their MMCC tables that encourage public interaction and immersion. Examples of such table-run events are:

- a. Mandalorian Bounty Hunt (a great way to raise charity money)
- b. Mandalorian Training Camp (Nerf guns and targets for kids to shoot at)
- c. Examples of costume building (Talk to interested fans about building Mandalorian costumes and invite them to the next armor party)
- d. Fan group panels (A must for introducing your clan and MMCC to the public)

### 3. Acting the Part while In Costume

When in costume for an event, remember that you're a character from the *STAR WARS™* Universe. You're representing MMCC, Disney, Lucasfilm Ltd, and yourself. Always keep this in mind when trooping an invasion, because how you act reflects and resonates with fans and event hosts.

Unlike Stormtroopers or characters we see constantly helmeted in Star Wars, MMCC members may de-helmet in public view during an invasion unless they are portraying a canon Mandalorian character who is always helmeted.

#### **Canon characters who must remain helmeted when in public:**

Din Djarin (The Mandalorian: S1, S2)

The Armorer (The Mandalorian: S1)

Paz Vizsla (The Mandalorian: S1)

Mandalorians from Navarro Covert (The Mandalorian: S1)

Live Action DeathWatch (The Mandalorian: S1)

Boba Fett (All pre-pro, movie, and holiday special versions)

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. However, DO NOT point weapons at public participants and do not intentionally scare children with intimidating behaviors. Remember that even though your character is fictional, it doesn't give you license to be publicly disruptive.

### 4. Situational Awareness

Keeping a good sense of situational awareness at an invasion is another paramount duty that falls on the shoulders of ALL attending MMCC 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 MMCC 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 clicking here for the Centers for Disease Control & Prevention webpage on heat related illness.](#)

**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 MMCC table and/or staging areas. 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.

#### **5. Promoting Region/Clan/Stronghold and the MMCC**

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 MMCC PR 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), an MMCC business card. Not only will this help build interest for new invasion venues, but it also helps recruit new members to your local Clan/Stronghold and the MMCC.

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.

#### **6. Tear Down & Exit Phase**

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

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 MMCC items or table media.

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

Once the MMCC 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.

For educational events like armor parties it is often a good idea to have everyone that brought tools do a personal inventory to ensure they are taking home the same tools they brought, and that any broken tools are addressed accordingly.

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.

## **7. Event Reporting**

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.

[Click here for the MMCC Invasion Report Form w/Photo submission form](#)

Or

[Click here for the MMCC Invasion Report Form w/o Photo submission form](#)

Each Clan and Stronghold must have a "Report Your Troops Here" thread, and it is the responsibility of each MMCC Official Member to ensure any Invasion is reported to their Clan Officers, and to the Regional Command Staff for Strongholds, in that thread.

Your invasion debriefing should include the following:

- Clan/Venue/Event name.

- Group picture.
  - Costumed Mandalorians must be Official Members in their fully approved, CRL compliant costumes.
  - Foundlings/Auxiliary Members must not be in costume but may wear official region, clan, or MMCC apparel/items. This includes handlers as well.
  - Members from other recognized sister organizations are welcome.
  
- Location
- Date
- Official members attending event (separated by clan or stronghold for multi-unit events)
- 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.
- Feel free to include two short paragraphs in your report, but put a space between the two of them. Include any pertinent events or celebrities that the MMCC members came in contact with, as well as any (family friendly) after-hours activities the group took part in.

## 4. Invasion Event Checklists

### A. Costume Checklist

- i. Unpack everything.
- ii. Inspect armor, weapons, and accessories for broken parts or cracked areas.
- iii. Inspect soft parts for rips, tears, or storage damage.
- iv. Inspect attachment points (Velcro, snaps, magnets, etc.) for breaks, loose areas, or detachment.
- v. Inspect strapping for breaks, tares, or frays.
- vi. Inspect footwear for damage. Install aftermarket insoles for comfort.
- vii. Repair any damage.
- viii. Wash/Clean flight suit, neck seal, and vest after every invasion.
- ix. Always double-check to make sure everything is fixed and repacked for the next invasion.

### B. Table/Staging Area Checklist

- i. Emergency Repair Kit, fully stocked.
- ii. Water for hydration.
- iii. Small snacks

- iv. Folding Table(s) (optional depending on venue
- v. Table Cloth & banner (MMCC region/clan tablecloth preferred)
- vi. 2 folding chairs (optional depending on venue)
- vii. Trash Receptacle/bin bags.
- viii. Weapons, props, armor pieces for table display
- ix. Electrical drop cord(s)
- x. Duct tape & zip ties (optional)
- xi. Current region/clan business cards
- xii. Optional PR materials: Clan photo book, Clan member trading cards, temporary tattoos, bookmarks, coloring pages. (IT IS SUGGESTED NOT TO USE STICKERS AS GIVE-AWAY ITEMS AS VENUES MAY CHARGE FOR DAMAGE IF THEY ARE STUCK TO WALLS)

For questions regarding events, please contact the MMCC Public Relations Office, Rally Master, or an Events Team member.