

www.twinmask.com

Twin Mask

Twin Mask

Logistics Policy & Process Guidebook

Site Rulebook version 1.1

© John Basset 2022

This work is produced by Twin Mask LARP and is provided, under license, for use by Twin Mask LARP members and their guests. Members of Twin Mask LARP may make copies of this work for their personal use only. All other rights are reserved.

For ease of use, this document will be marked as each update occurs to denote the changes from the previous version. As each update occurs, the table of contents will mark each section with a “◆” to denote a change has occurred since the last published version. This is completed manually, and as a courtesy to help out our players. It is still the players responsibility for ensuring they are familiar with all changes, regardless of whether they are marked as each update occurs (in case there is an error, or the mark is missed).

A NOTE TO OUR PLAYERS:

THIS DOCUMENT IS A WORK IN PROGRESS AND ALREADY REPRESENTS WEEKS OF EFFORT IN AN ATTEMPT TO TAKE EVERYTHING WE HAVE LEARNED OVER THE PAST FEW YEARS AND GO THAT EXTRA MILE.

DUE TO THE “RAW” NATURE OF THIS DOCUMENT AS IT CURRENTLY STANDS, ALL RULES ARE SUBJECT TO CHANGE AND INTERPRETATION. WE CHOSE TO PUBLISH THIS SITE GUIDEBOOK AS-IS IN A PURPOSEFUL AND “GOOD FAITH” ATTEMPT TO PROVIDE THE MOST CURRENT AND UP-TO-DATE INFORMATION ON SITE RULES, LOGISTICS PROCEDURES, AND TWIN MASK POLICIES TO OUR PLAYER BASE. THIS WILL ALSO GIVE US AN HONEST LOOK AT WHAT PARTS OF THIS GUIDEBOOK NEED IMPROVEMENT OVER THE COMING ITERATIONS.

IN THE INTEREST OF TRANSPARENCY, THE SENIOR LOGISTICS STAFF ASSUMES THE RIGHT TO ADJUST THESE RULES REAL-TIME AS NEED DICTATES, BUT WE WILL ALSO CONTINUE TO WORK DILIGENTLY TO IMPROVE ON THE FOUNDATION THIS DOCUMENT NOW PROVIDES.

THANK YOU FOR YOUR CONTINUED PATIENCE AND UNDERSTANDING AS WE STRIVE TO IMPROVE THE OVERALL LOGISTICS EXPERIENCE AT TWIN MASK.

*RESPECTFULLY,
—TWIN MASK LOGISTICS SENIOR STAFF TEAM*

Table of Contents

<i>Part 1:</i>	6
<i>Quick Reference Items</i>	6
<i>Websites</i>	6
<i>Emails</i>	6
<i>CMS (Community Management Services)</i>	7
<i>Part 2:</i>	8
<i>Site-Specific Rules (Koroneburg)</i>	8
<i>Drug/Alcohol Policy</i>	8
<i>Smoking Policy</i>	8
<i>IMAGE 1 - THE DESIGNATED SMOKING "HORSE BENCH"</i>	9
<i>IMAGE 2 - ALLOWED SMOKING AT KORONEBURG</i>	9
♦Vehicles on Site / Parking	10
<i>IMAGE 3 - KORONEBURG SITE MAIN GATE</i>	11
<i>Gate Code</i>	11
<i>IMAGE 4 - LOCKING THE FRONT GATE</i>	12
<i>IMAGE 5 - PARKING ON KORONEBURG</i>	15
<i>IMAGE 6 - DRIVING DIAGRAM OF SITE (KORONEBURG)</i>	16
<i>IMAGE 7: PARKING ON "EXTERIOR" SIDE OF ROAD</i>	17
<i>Site Speed Limit</i>	17
<i>IMAGE 8: SPEED LIMIT SIGN (KORONEBURG)</i>	18
<i>Driving Privileges</i>	18
<i>General Camping Rules</i>	19
<i>IMAGE 9: WOODEN PLATFORMS (EXAMPLE 1)</i>	19
<i>IMAGE 10: WOODEN PLATFORMS (EXAMPLE 2)</i>	20
<i>IMAGE 11: INCORRECTLY AFFIXING ITEMS TO STRUCTURES</i>	21
<i>IMAGE 12: PLAYERS/ATTENDEE GENERAL PARKING</i>	22
<i>IMAGE 13: STAFF-ONLY PARKING LOT</i>	22
<i>Out-of-Character Camping Specific Rules</i>	23
♦IMAGE 14: NO CAMPING ALLOWED: DIRECTLY BEHIND ARENA (WHAT NOT TO DO)	24
<i>In-Character Camping Specific Rules</i>	24
♦Power Usage & Availability	25
♦Heaters and Weather Amenities	25
<i>Site Amenities</i>	25
<i>IMAGE 15: MAP OF TOILETS & PORTA-POTTIES AT SITE</i>	26

<i>IMAGE 16: PORTA-POTTIES AT “FRONT OF TOWN”</i>	26
<i>IMAGE 17: PORTA-POTTIES OUTSIDE OF “NPC CAMP”</i>	27
<i>IMAGE 18: TOILET FACILITIES OUTSIDE OF “NPC CAMP”</i>	27
<i>Part 3:</i>	29
<i>Logistics Rules, Policies, & Procedures</i>	29
<i>Twin Mask Logistics—A Team Built on Mutual Trust & Respect</i>	29
<i>IMAGE 19: MAP OF LOGISTICS LOCATIONS ON SITE (KORONEBURG)</i>	30
<i>IMAGE 20: LOGISTICS WINDOW (YELLOW BUILDING) (IN-CHARACTER: TOWN HALL)</i>	31
<i>IMAGE 21: FIRST-AID BUILDING & FIRST-AID KIT LOCATION</i>	31
<i>Logistics Hours of Operations</i>	32
♦In-Character Times	32
<i>First-Aid Team</i>	32
<i>IMAGE 22: FIRST-AID TEAM ARMBANDS</i>	33
<i>IMAGE 23: FIRST-AID TEAM – HEAT PREPAREDNESS</i>	36
<i>IMAGE 24: FIRST-AID TEAM – HYDRATION</i>	37
<i>IMAGE 25: FIRST-AID TEAM – EXAMPLE OF ABBREVIATED ARMOR</i>	38
<i>Logistics Lines & Processes</i>	39
<i>IMAGE 26: LOGISTICS LINES</i>	40
<i>Lost & Found</i>	40
<i>Theft Rules</i>	41
<i>Before The Game</i>	42
<i>New Player Re-Spec</i>	42
<i>Check-In</i>	42
<i>IMAGE 27: CHECK-IN LINES & LOGISTICS SETUP</i>	43
<i>IMAGE 28: NPC-ONLY EVENT SHEET (EXAMPLE)</i>	47
<i>IMAGE 29: ENTRANCE TO “NPC CAMP” (PORTA-POTTIES INSIDE ON RIGHT)</i>	48
<i>IMAGE 30: MAP OF ENTRANCE(S) TO NPC CAMP</i>	49
<i>Listen Up</i>	50
<i>During The Game</i>	51
♦Breakdown Sunday	52
<i>Safety Team</i>	52
<i>IMAGE 31: SAFETY TEAM (GREEN) ARMBANDS</i>	53
<i>IMAGE 32: SAFETY EXAMPLE - ARMOR WITH UNROLLED EDGES</i>	58
<i>IMAGE 33: SAFETY EXAMPLE - ARMOR WITH FABRIC EDGE COVER</i>	59
<i>IMAGE 34: SAFETY EXAMPLE - ARMOR WITH ROLLED EDGES</i>	60
<i>Earning IP at a Twin Mask Event</i>	62
<i>IMAGE 35: LOCATION OF ADDITIONAL SERVICING SUPPLIES</i>	64
<i>Between Events</i>	64

<i>Food</i>	66
<i>Photography</i>	68
<i>Part 4:</i>	69
<i>Become Part of the Twin Mask Team</i>	69
Full List of Advocacy Teams	69
Applying to Become an Advocate	69
Applying to Become Staff	69
<i>Appendix I:</i>	70
♦Servicing Instructions	70
<i>Hand Wash Stations</i>	70
<i>Toilet Paper (Toilet Facilities)</i>	71
<i>Toilet Paper (Porta-Potties)</i>	71
<i>Toilet Service & Unclog / Mop Supply Locations</i>	71
<i>Water Stations</i>	71

Part 1:

Quick Reference Items

Websites

OFFICIAL LINKS

Twin Mask Homepage: <https://www.twinmask.com>

Twin Mask Rulebooks: <https://www.twinmask.com/rule-book>

Twin Mask Merchandise Store: <https://www.twinmask.com/shop>

Twin Mask General (OOC) Facebook Page: <https://www.facebook.com/groups/twinmaskchat>

Photos of Twin Mask Facebook Page: <https://www.facebook.com/groups/549098169886809>

Twin Mask Discord <https://bit.ly/twinmaskdiscord>

OTHER SUGGESTED LINKS

Twin Mask Memepocalypse and Out Of Character Corner (Community-Run):
<https://www.facebook.com/groups/1555652951146305>

Twin Mask, Legends, Character Fiction and Hype Stories of The Returned (Community-Run): <https://www.facebook.com/groups/twinmaskhype>

Koroneburg Website: <https://renfestcorona.com>

California Department of Fish and Wildlife (Riverside & Surrounding Counties):
<https://wildlife.ca.gov/Regions/6>

Emails

General Twin Mask Questions: info@twinmask.com

Character Creation, Lore, Respecs, & Questions characters@twinmask.com

Safety: safety@twinmask.com

First Aid (previously referred to as the “Medical”) Team: medical@twinmask.com

Twin Mask Props & Wardrobe (see section for instructions): TM.Props.Wardrobe@gmail.com

CMS (Community Management Services)

Twin Mask Community Reporting Policy:

https://www.twinmask.com/_files/ugd/538626_7f8d20fcad2a41ad8968a1e922c9ac5d.pdf

Twin Mask CMS Reporting Form Available Here:

https://docs.google.com/forms/d/1QYKFVZT0Ezi5aFMHGswPig8Q-mx1zmm80pusr_5LHug/viewform?edit_requested=true&fbclid=IwAR3o_QQ7iN1pGMYi_1PMykuHQjhwtsJQtAqJrLIeb0LLxkxYi-wjqvUBg_U&pli=1

Part 2:

Site-Specific Rules (Koroneburg)

Drug/Alcohol Policy

All official Twin Mask events are drug-free events. This policy exists to create a safe environment for all participants. In addition to Twin Mask's own policies, Koroneburg is physically located on government property and leased by private citizens, from whom the organizers of this event rent the site. Twin Mask, as a tenant on this site, is subject to federal laws that impose the same no-drug restrictions.

Additionally, Twin Mask's policy specifically dictates an alcohol-free event. Drug (include Marijuana) or alcohol use of any kind will not be permitted on site before, during, or after a Twin Mask event (including set-up and tear-down). Violators will be subject to immediate dismissal and possible legal action, as determined by Twin Mask and/or Koroneburg site managers.

Smoking Policy

Tobacco use by individuals of legal age, as determined by law, is only permitted at Twin Mask events at the designated smoking location. No other location (including the parking lot, Out-of-Character camping areas, and any other location on the Koroneburg site) allows tobacco use at any time. This rule applies both before and after events (set-up and tear-down). The designated smoking location at Koroneburg is on and immediately around the "horse bench" (shown below), which is located just beside/behind the arena where "Listen Up" occurs.

IMAGE 1 - THE DESIGNATED SMOKING “HORSE BENCH”



IMAGE 2 - ALLOWED SMOKING AT KORONEBURG



◆ Vehicles on Site / Parking

Admittance onto site property is per rental agreement between Twin Mask Staff and Koroneburg staff. All Twin Mask attendees (Staff/Advocate/Players) will adhere to the following guidelines appropriately.

- Staff Admittance onto site: 1:00 PM, Day of Game (Must confirm either John or Angela Basset are on site. No one is allowed on site before they are present.)
- Advocate admittance onto site: 2:00 PM, Day of Game
- Player/NPC/Other admittance onto site: 3:00 PM, Day of Game

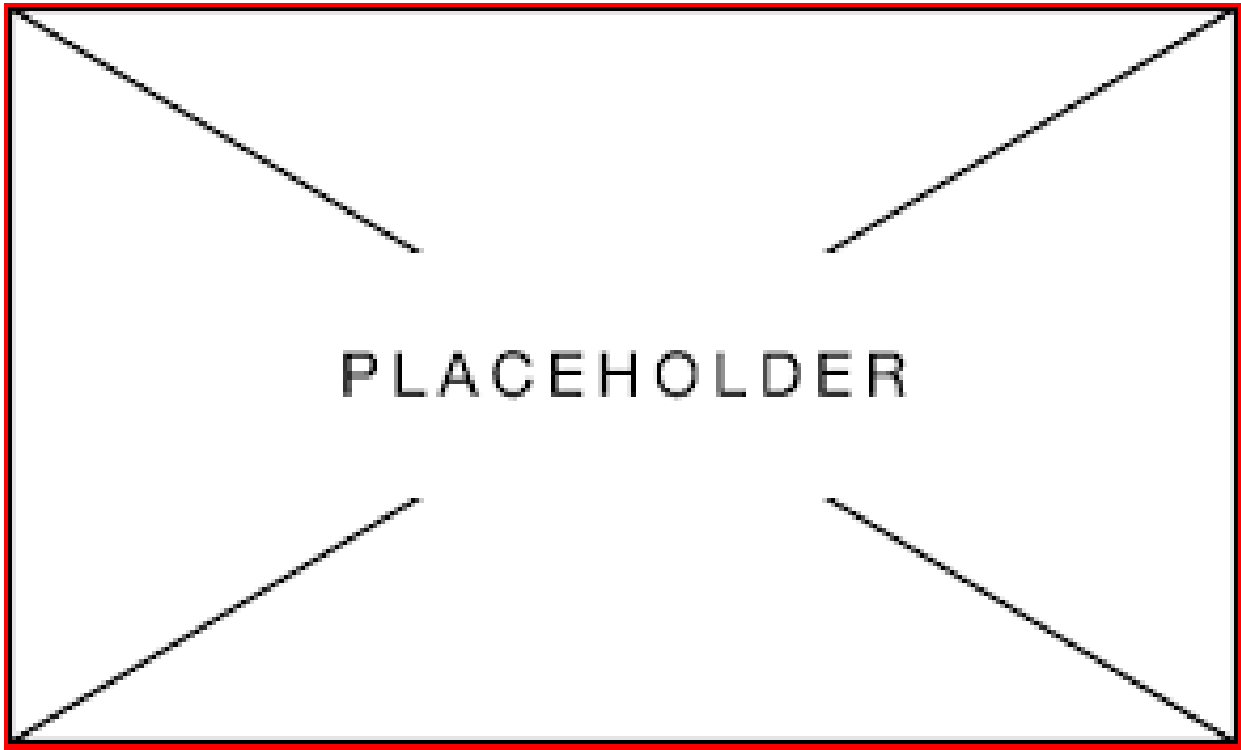
No vehicles are allowed to line up at the gate or on Baron Drive awaiting entry onto site property. Players should not arrive at the gate to Koroneburg until the designated time.

◆ After **5am** on Sunday, players may still be in light roleplay or character, but cars are allowed back onto site after 5am. No cars are allowed on site before this time during the weekend (With emergency exceptions).

The Koroneburg gate is a chain-link double gate, locked with a chain and padlock(s). The last lock on the chain, labeled “LARP” (see below, *IMAGE 1 - LOCKING THE FRONT GATE*), is for Twin Mask use. Please note the following procedures:

- The lock should be replaced in the same way as shown.
- The gate **MUST** be **CLOSED** and **LOCKED** after use. It is the responsibility of the individual who unlocks the gate to ensure it is locked again upon leaving. Although players are welcome to assist others in closing the gate to expedite throughput when there are multiple vehicles, ultimately it is the responsibility of the individual who opens the gate to ensure it is closed and locked again. Failure to do so may result in site driving-privilege restriction at future events.
- If the gate is open when an individual arrives at the gate, it then becomes that individual's responsibility to ensure it is closed and locked once they pass through.
- These rules exist for both the safety of the attendees at the Twin Mask event, and to continue a safe and healthy relationship of trust and respect with the managers of the site.

IMAGE 3 - KORONEBURG SITE MAIN GATE



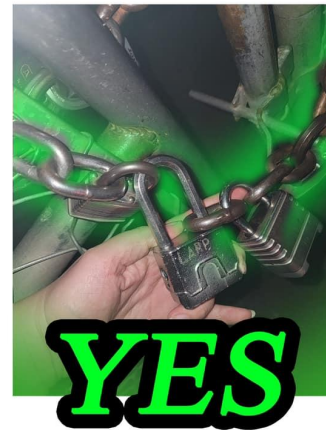
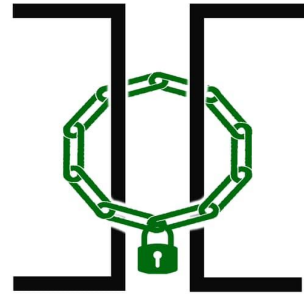
Gate Code

The gate code for the “LARP” lock to enter the site is **2627** (this number is posted in Discord Announcement channel as well). Please make sure to spin all of the digits when you re-lock the gate upon entry/exit, as discussed above—if you do not spin the numbers, the padlock will not engage properly when you try to close it.

IMAGE 4 - LOCKING THE FRONT GATE

WHEN LOCKING THE FRONT GATE,
**THE CHAIN LOOPS THROUGH
BOTH GATE DOORS.**

THE PADLOCK **LOCKS THE CHAIN
IN A CIRCLE.**



Parking is available in the marked area between the In-Character Town and the Koroneburg Front Gate (see below, *IMAGE 2 - PARKING ON KORONEBURG*). There are a few specific rules to note as you come onto site and find parking for the event. Do not park in areas designated as off-limits for parking. Twin Mask is subject to the rules of both the site managers (Koroneburg) and the county (land ownership). The rules on parking come from the direction of both parties.

In addition to refraining from using areas marked on the map below as no-parking areas, attendees must also avoid parking in tall grass, under large trees, or along the side of the actual road on/off site. There are specific safety reasons for each of these rules and locations; they require the removal of vehicles should these rules be violated. Twin Mask may also suspend driving privileges of individuals who repeatedly disregard traffic rules on site (see “Driving Privileges” section below). There is no parking behind town, or outside of the areas specifically marked on the map below. You might see other vehicles behind town—site management has vehicles on/around site for work purposes—but no attendee is authorized to park their vehicle (other than onload/offload as described in the next paragraph) outside of the specified areas.

Vehicles may be driven into town for offloading/pickup by attendees before and after the event, but no vehicles will be allowed in town during the event itself (8:00 PM Friday through 4:00 AM Sunday) with the exception of emergency vehicles. All vehicles must be off site BEFORE Listen Up at 8:00 PM (see Listen Up section for details)—*no exceptions*.

If an attendee arrives on site after 8:00 PM (Listen Up) on Friday, they will need to park in the designated parking space and hand-carry their items to their camping location. (It is permitted to use a small wheeled cart to help carry objects, as long as it does not disrupt game space.) Please be respectful, courteous, and as inconspicuous as possible in doing so for the benefit of the players already in the game. To reiterate: no vehicles are permitted on site after Listen Up begins.

The fire lanes must remain clear at all times. (This includes BOTH entrances to the side alleyway between the gazebo and check-in. Do not park your vehicle to load or unload in either area: you will be asked to move **immediately**.) There should be no cars in fire lanes both during set-up and tear-down, and no tents or structures should be placed to obstruct access to those lanes. This also applies to both the in-character and out-of-character spaces equally. Koroneburg has two main thoroughfares for emergency vehicles, both of which are fairly narrow by nature. When considering setup of tents or any other objects not “easily” movable (within 30 seconds or so), attendees must consider the ability of emergency vehicles to traverse the area if required. If site management or Twin Mask Senior Staff determine the placement of one of these items is unacceptable, the owner will be required to move it regardless of any of the following:

- Prior event policies/decisions/usage
- Any individual “agreements with site”
- Personal opinions on its placement
- Level of effort required to move the item

Logistics Staff asks attendees to understand that these rules are to ensure the safety of all players and volunteers at the event, and are never made lightly or without consideration. If a Logistics Staff member asks a player to move a structure, they do so with the full backing and support of the Logistics Staff Site Lead. If there are concerns to be addressed, first you should understand that the item or structure will *still* be required to be moved as requested... and *then* you are encouraged to utilize the appropriate resources for arranging a discussion with the Logistics Staff Site Lead or CMS team.

There is a specified driving pattern that should be observed by all drivers. As shown in “*IMAGE 3 - DRIVING DIAGRAM OF SITE (KORONEBURG)*” below, all traffic around the Tavern/Town Hall (Logistics) circle should travel in a counter-clockwise direction of travel. This is to safely avoid potential collisions around the various blind spots and ensure pedestrians can also stay aware of expected traffic patterns during set-up and tear-down. This direction is mandatory, REGARDLESS of

distance to be traveled. Putting your vehicle in Reverse is not an alternative for driving the correct direction of travel (use common sense).

Finally, pedestrians ALWAYS have the right of way on Koroneburg, regardless of time of day, game-on status, etc. The only exception to this rule is emergency services, to which all others must yield.

IMAGE 5 - PARKING ON KORONEBURG



IMAGE 6 - DRIVING DIAGRAM OF SITE (KORONEBURG)



IMAGE 7: PARKING ON “EXTERIOR” SIDE OF ROAD



Site Speed Limit

The posted speed limit on Koroneburg is 4 MPH. Vehicles are expected to obey this posted speed limit at all times while on-site, to include the drive between the (In-Character) “Town Front Gate” and the (Out-of-Character) “Site Front Gate.” Any individual who is unable to follow these traffic rules (including those listed above) or any other traffic signs posted at site will be subject to driving-privilege restrictions (see next section, “Driving Privileges.”)

IMAGE 8: SPEED LIMIT SIGN (KORONEBURG)



Driving Privileges

Driving on site is a privilege, and not necessarily a required service provided as part of Twin Mask ticket sales. Although Twin Mask does not believe in punishment of individuals as the primary recourse when handling any form of conflict with its players, as an organization, Twin Mask takes the safety of its attendees very seriously. As such, Twin Mask Staff will use their best judgment to ensure drivers are operating their vehicles safely and in accordance with these restrictions. To ensure the safety of all Twin Mask attendees, Twin Mask Staff/Advocates, Koroneburg Staff, and general public who may be present, Twin Mask Staff will implement the following restrictions as necessary to ensure posted speed limits and driving rules on site are obeyed:

- Verbal Warning / Correction
- Driving Restriction, within In-Character town area, for the remainder of the event
- Driving Suspension, to include the next event (can only be assigned by Senior Staff)
- Driving Revocation for a an amount of time up to 1 year (can only be assigned by Senior Staff)

Reckless driving, unsafe operations of vehicles/equipment (to include stoves/grills/etc.), or any form of unnecessary endangerment which could result in injury to other players or damage to site will not be tolerated.

If there are any questions or concerns regarding this or any other Twin Mask Logistics policy outlined in this document—or for potential grievances regarding implementation of restrictions imposed at an event—please contact Twin Mask CMS using the contact links in the “Quick Reference” section of this guidebook.

General Camping Rules

Whether in-character or out-of-character, there is no “authorized” camping within any of the following areas without PRIOR WRITTEN CONSENT from the individual building/site owner or Koroneburg Site Management (through email, etc.). Verbal consent will not be honored as it encourages potential “hassling” of these parties at the last minute due to inadequate planning. Those without prior consent at the time it is requested will be directed to move to an authorized area without delay. This specifically applies to any area with an enclosed boundary, such as a fence, and includes a hinged gate (open, closed, or otherwise), inside a walled building, or in any area obviously part of Koroneburg Renaissance Faire.

Moreover, no structures (tents, pop-ups, etc) of any kind will be placed on any wooden platform on site. These platforms are not tested for structural security, and Koroneburg has designated them as OFF LIMITS with the specific exception of the various “shrines or similar” that are set up around the grounds in-character; those small set-ups may utilize these platforms because they are primarily decorative rather than intended for shelter.

IMAGE 9: WOODEN PLATFORMS (EXAMPLE 1)

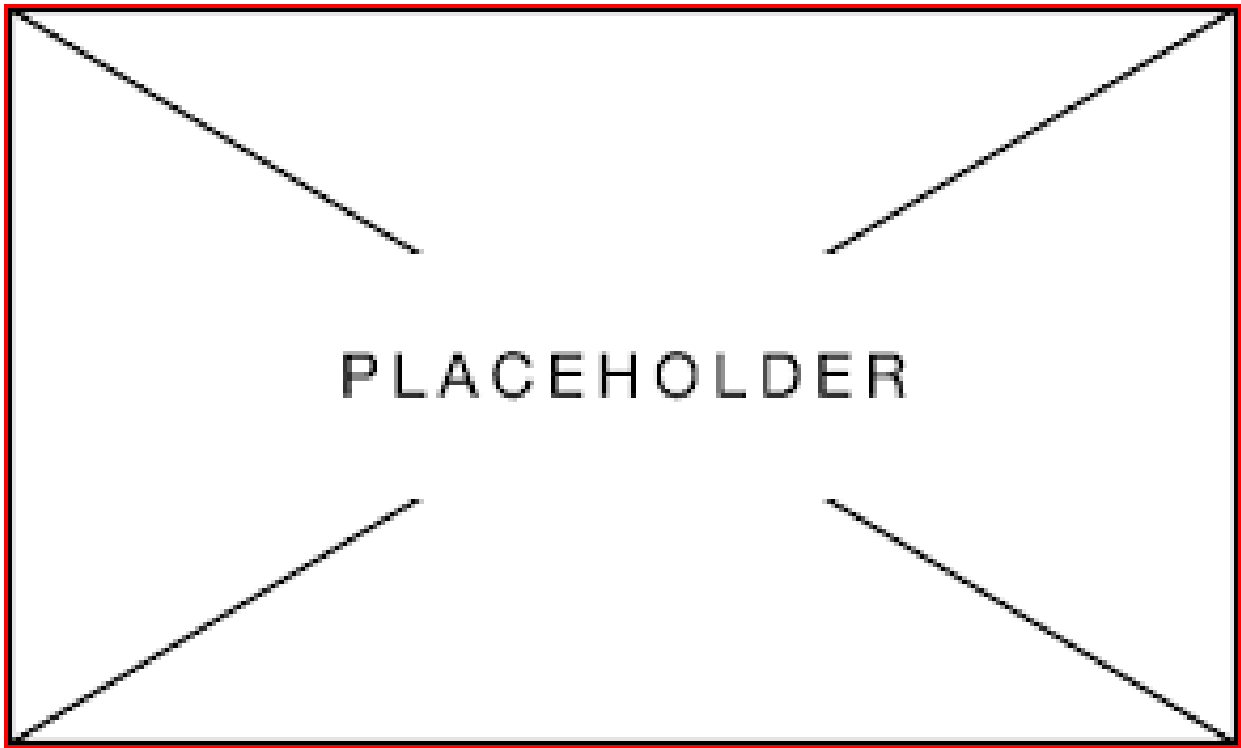


IMAGE 10: WOODEN PLATFORMS (EXAMPLE 2)



Furthermore, attendees will not affix anything to permanent structures at site by any means which may leave any residual marks or damage. This includes (but is not limited to) nails, screws, glue, or heavy-duty (duct) tape on any painted surfaces. Damage done to to any structures at site as a result of negligence or failure to follow any of these rules will be handled accordingly.

IMAGE 11: INCORRECTLY AFFIXING ITEMS TO STRUCTURES



Lastly, although camping in the parking area is not prohibited, the Staff and Handicapped lots are still reserved for their specific uses, and they will not be used for trailer or parking-lot campers. Exceptions will not be made; attendees should plan accordingly, as there is an almost absolute lack of flat ground available in the parking area. Additionally, remember that nothing should be set up or parked under any trees in the parking area, as they are prone to limb breakage in windy conditions.

IMAGE 12: PLAYERS/ATTENDEE GENERAL PARKING

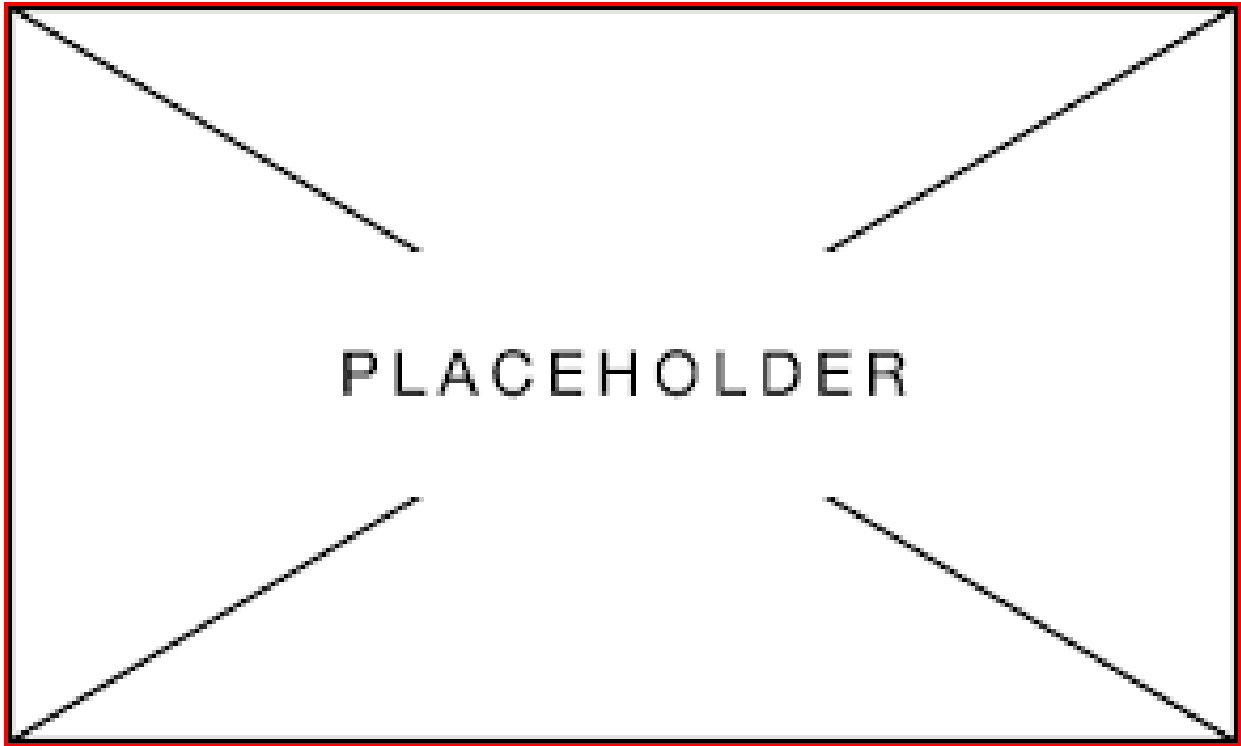
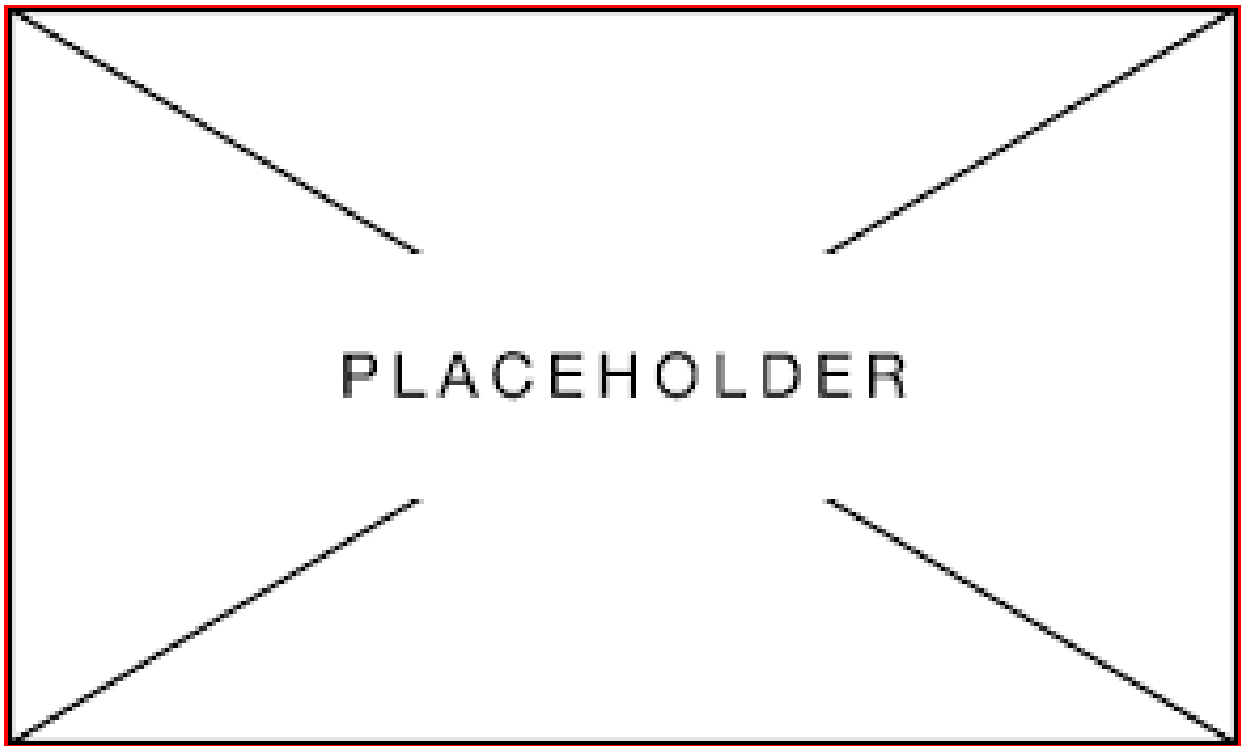


IMAGE 13: STAFF-ONLY PARKING LOT



As stated earlier, the fire lanes must remain clear at all times. This fact applies during both set-up and tear-down, and it especially applies when considering the placement of any tents/structures/etc. It is applicable to both in-character and out-of-character spaces equally.

Out-of-Character Camping Specific Rules

Any out-of-genre or out-of-character camping accommodations should be set up in the area as designated in IMAGE 3 - DRIVING DIAGRAM OF SITE (KORONEBURG), above. It should be noted that the specific confines of this area are subject to change without notice and can be subject to both Logistics Staff and Koroneburg interpretation.

Players who decide to camp at the “limits” of the designated out-of-character camping area do so at their own potential risk of being instructed to move. No exceptions will be made if a camp is deemed as set up in an inappropriate or off-limits area; players will be instructed to move **PRIOR** to entering/returning to play. If in doubt—ask a Logistics Staff member PRIOR to setting up camp.

There is no camping directly behind the arena. PREviously, there were a few spots available where tents would be setup around the trees near the smoking area. This policy has been changed, and no tents are allowed to be set up anywhere directly behind the arena. This is to both 1. ensure the safety of setup camps due to the large (and growing) number of vehicles transiting that area both during setup and teardown, and 2. remove any confusion from the rules regarding the area, that usually resulting in staff determination regarding a particular setup (at least) once each event.

◆ **IMAGE 14: NO CAMPING ALLOWED: DIRECTLY BEHIND ARENA (WHAT NOT TO DO)**



All tents and similar must have some kind of lighting affixed to their stability lines and placed at those guidelines' stake points for visibility and safety at night. A combination of glow sticks and electric "tea lights" work best (players must ensure they are changed nightly and/or have operable batteries, as required). Poor visibility during the hours of darkness around site can make such stability lines a serious tripping hazard, which has resulted in significant injury in earlier years. This specific rule has been implemented to prevent further injury along similar lines.

In-Character Camping Specific Rules

Any in-genre camping accommodations must meet specific guidelines (listed below) to ensure immersion is preserved as much as possible throughout the in-character areas. The same general rules/restrictions apply regarding site locations as described in the general camping rules above. In order to be considered "non-immersion breaking" (cleared for use in-character), a tent (or similar):

- Must be made of fabric or have the appearance of fabric.
- Must have all its logos be covered or otherwise not visible.
- Must, if it is not specifically manufactured to appear in-genre (such as a renaissance-style tent), have additional decorations to make it fit into the genre. Examples include hanging fabric covers, fake plants, etc. Every effort should be made to help it appear to fit the aesthetic of a fantasy-genre town.

- Ultimately, Staff will use their best judgment to ensure that priority is given to maintaining the aesthetics of in-game spaces. Players should make every attempt to meet the desired standards, but they should also be understanding if they are given instructions to relocate (based on these guidelines not being satisfactorily met).

◆Power Usage & Availability

Outlets and general electrical power are not available for player use at Koroneburg, with specific exceptions made for medical devices (CPAP devices, etc.). Contact the First Aid team with any questions regarding use of medical devices at a Twin Mask event. Contact Logistics with any questions regarding general electrical power policies. Note that these policies are directed by site management and generally are not controlled by Twin Mask as an organization.

Generators are not allowed on site during a twin mask game. Portable batteries are allowed.

◆Heaters and Weather Amenities

When temperatures get cold please be mindful of the following rules regarding heaters and heated blankets around site or in your tents.

Heated blankets powered by a power bank are allowed. However, they must be rated for camping/outdoor use ONLY and can never be left on unattended. It is always a good habit to unplug them when you leave just in case.

Indoor electric heaters are Ok to use inside of a tent as long as they are rated as being camping and indoor safe. Never use the heater while asleep or unattended.

Outdoor propane heaters are ok to use as long as they are attended at all times, and are 10 feet away from anything that could catch fire.

Good sleeping bags and chemical hand/foot warmers are best to promote when people need to sleep. There are almost no other options that are safe when people are sleeping.

Site Amenities

Restrooms are available on site in the form of both porta-potties and toilet facilities. The bathrooms have flushing toilets/urinals but lack running sinks. Both the bathrooms and toilets are supplemented with handwashing stations directly outside of each. Porta-potties are located at the “front of town” and just inside the entrance to “NPC camp.” The toilet facilities are located just outside “NPC camp.”

IMAGE 15: MAP OF TOILETS & PORTA-POTTIES AT SITE

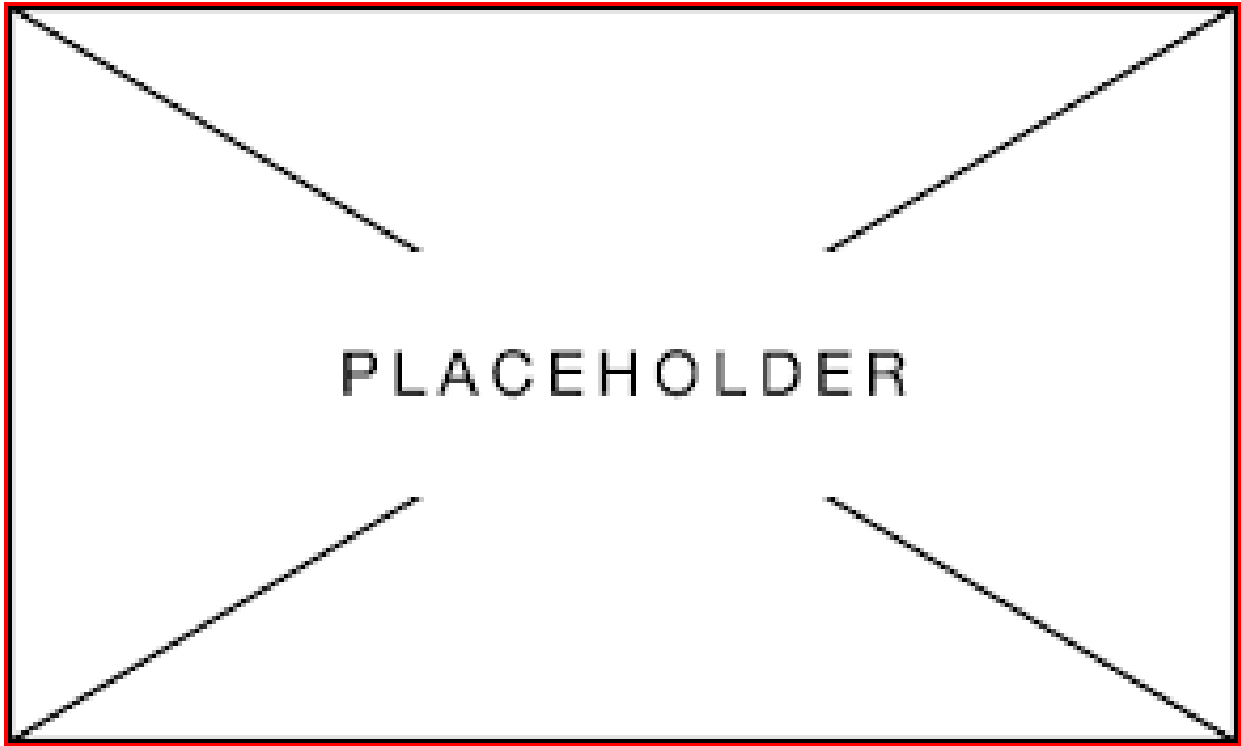


IMAGE 16: PORTA-POTTIES AT “FRONT OF TOWN”



IMAGE 17: PORTA-POTTIES OUTSIDE OF “NPC CAMP”



IMAGE 18: TOILET FACILITIES OUTSIDE OF “NPC CAMP”



There is no lodging available at Koroneburg. All attendees must provide their own accommodations (tents, etc.). Details can be found in Part 3 of this document.

There are no shower facilities available at Koroneburg.

For legal reasons, there are no official food services available at Twin Mask events. Although players cannot sell food at any Twin Mask event, *characters* who prepare food and drinks within the game space can share/trade those items with other *characters* within the game space. Food sales between players or any other party are not allowed at Twin Mask events. This is discussed in further detail in Part 3 of this document.

Ice is not available at Koroneburg, and all Twin Mask attendees should bring any ice they may need for the event (this includes ice storage). Water is available freely in the form of bottled water (donated by the player base for the event) and filled with water buffaloes located around the site in various locations. The stockpile of water, which is free to use, is available to the left of the Logistics window.

Part 3:

Logistics Rules, Policies, & Procedures

Twin Mask Logistics—A Team Built on Mutual Trust & Respect

The Logistics side of Twin Mask is a large undertaking. Each event is estimated to touch tens of thousands of tags, influence cards, character sheets, coins, and currency notes. As is true with the entire Staff team at Twin Mask, the management of this enormous endeavor is completely a volunteer effort. Those who work tirelessly both between and during each event do so for their love of the community and the story this organization produces. Moreover, the Staff of Twin Mask would not be able to function nor operate a successful event without the efforts of the advocate team that directly executes individual tasks throughout the event. Again—there are entire teams of volunteers on both the Logistics and Story sides, and these individuals dedicate countless hours to each successful event, scene, and—most importantly—each interaction with every singular player.

The Twin Mask Logistics Staff operates on an expectation of mutual trust and respect with our players. Our staff and advocates are expected to treat each and every one of our players respectfully, erring on the side of trust and “good faith” in one another regarding decision-making whenever possible. In return, it is expected that the players treat our Staff and advocates the same. Failure to do so, by either side, is considered unprofessional, unkind, and generally unacceptable. The Senior Logistics Staff team asks that in the unlikely event that this occurs (in either direction), the situation should be brought to Staff’s attention. This can be done either at the event (via the Site Logistics Lead) or after the event (via the Community Management Service, CMS). Please understand, though, that this policy does not dictate that a decision must be made in favor of one party over another; rather, it specifies that the baseline upon which we will build our conduct will be one of mutual trust and respect.

The bottom line: be kind, be courteous, and be excellent to one another.

IMAGE 19: MAP OF LOGISTICS LOCATIONS ON SITE (KORONEBURG)

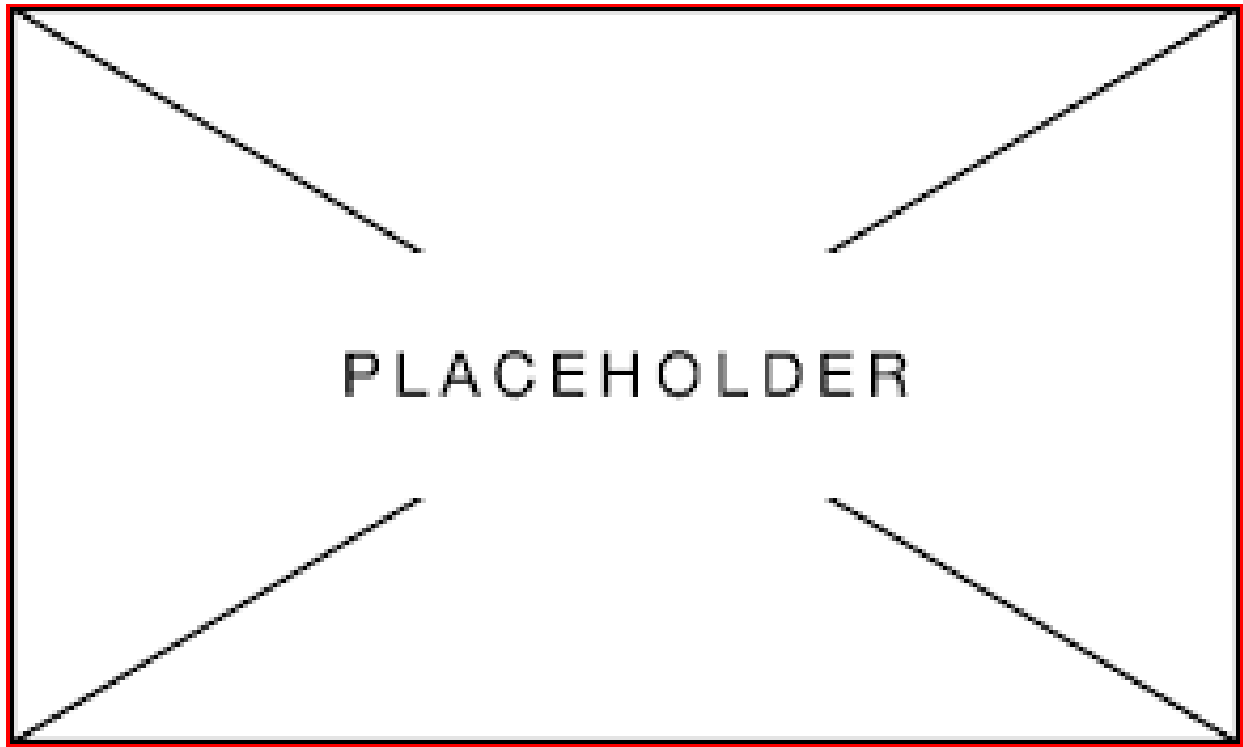


IMAGE 20: LOGISTICS WINDOW (YELLOW BUILDING) (IN-CHARACTER: TOWN HALL)



IMAGE 21: FIRST-AID BUILDING & FIRST-AID KIT LOCATION



Logistics Hours of Operations

Logistics (the yellow building) operates during the following hours at each Twin Mask event unless specific exceptions dictate otherwise. Any such exceptions will be noted and broadcast to the community if required.

- Logistics Setup: Friday 3:00 PM – 4:00 PM
- Pre-Registration Check-In opens: 4:00 PM – 7:50 PM
- General Check-In opens: 5:00 PM – 7:50 PM
- Listen Up (Logistics Closed): 8:00 PM – 8:30 PM
- Post-Listen Up Check-In: 8:30 PM – 10:00 PM
- General Logistics Hours of Operation:
 - Friday 10:00 PM – Saturday 2:00 AM
 - Saturday 8:00 AM – Sunday 2:00 AM
- Post Event (Check-Out): Sunday 9:00 AM – 1:00 PM

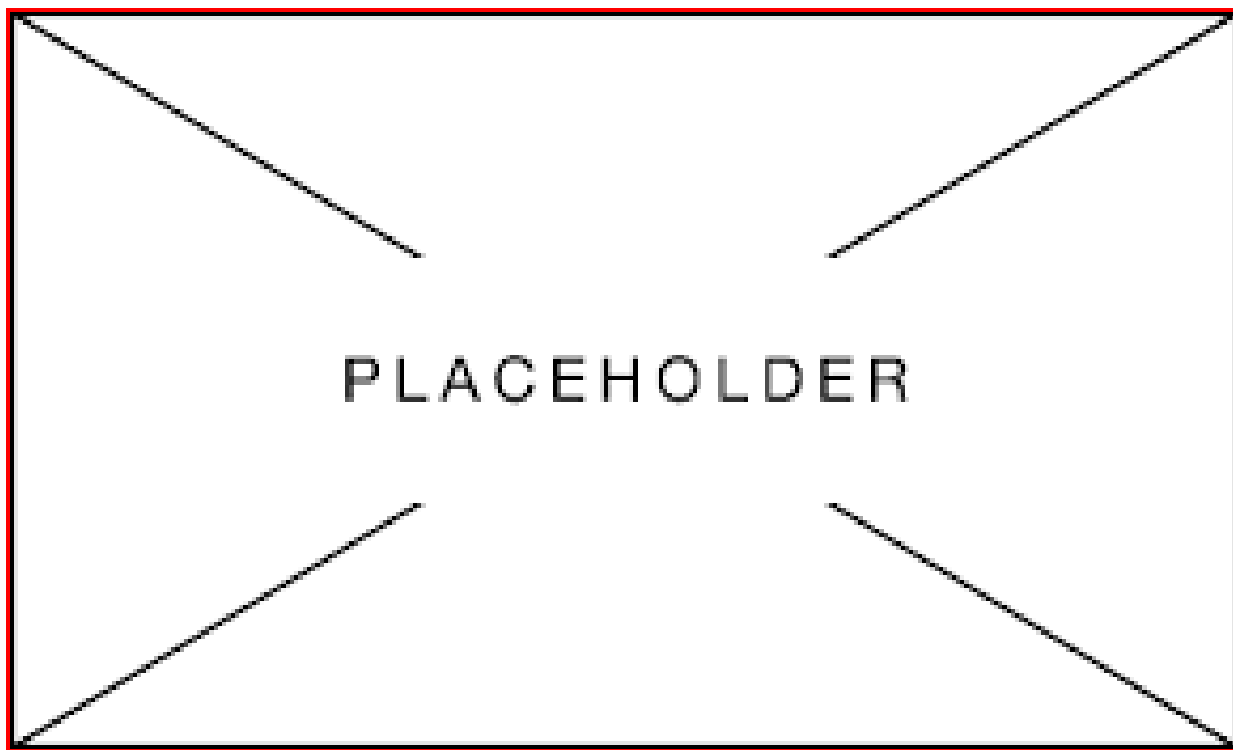
◆In-Character Times

- **8pm+ Friday**
 - After listen-up finishes, Game-on commences Immediately and the site is considered 'In-Character'
- **5am on Sunday**
 - No mechanical calls can be made unless a story staff member is present. You may continue to roleplay and stay in character if you wish.
 - Cars are allowed back on site for load-out (please be cautious of traffic happening)

First-Aid Team

*If there is ever a real-world emergency, players **should immediately call 9-1-1** and contact local emergency services. The First-Aid team, although capable of assisting in non-emergency situations, is not a substitute for any critical, professional, or life-saving medical care. Players should seek professional care whenever appropriate.*

IMAGE 22: FIRST-AID TEAM ARMBANDS



Though it is already stated in Twin Mask’s core rulebook, it is worth echoing here that the following verbal calls should be utilized whenever necessary and will be respected by all Twin Mask attendees and Staff:

- “HOLD”—It is possible for situations to accidentally expose players to imminent out-of-character danger. For example, a player may have tripped onto the ground near the feet of other players in a line-combat formation. In such cases, players should immediately call “*Hold!*” All players who hear this call must immediately pause, go out of character, take a knee (if capable/able), and place their weapon (if they have one) or their hand over their head to signify they are out of character. These actions, if done with appropriate swiftness, allow responding Staff members to quickly identify if anyone is hurt, incapacitated, or in need of assistance. All players should remain silent and still unless directed otherwise by Staff. Once a Staff member has determined the situation is safely resolved, they will ask: “Does anyone have a reason this Hold should continue?” Players should remain silent unless they do indeed need to continue the Hold for a particular reason. If nobody responds that the Hold should continue, Staff will resume the game.
- “CAUTION”—It is possible for intense combat or rapid movement to accidentally expose players to potential out-of-character danger. In such cases, players should

call “*Caution!*” and go Out-of-Character for as long as it takes to end the dangerous situation. If, for instance, combat has moved to an area with unsafe footing, players who notice the danger should call “Caution!” and the entire group should remain OOC while the calling players quickly identify the danger... and then shift the scene far enough away from the unsafe footing to reduce its potential threat. One might say, “caution—loose gravel behind you! Let’s move this fight back into the main road!” At that point, everyone in danger can cease attacking one another, move to safety, and then resume combat.

- “MEDIC”—This is an Out-of-Character call **ONLY**. Players should refrain from using the term “Medic” unless they are requesting actual assistance from Twin Mask’s First-Aid team or Staff members. Any in-character calls for healing should use terms like “Healer.” Any use of the term “Medic” will be assumed to represent a real-world need for medical attention by staff and addressed as such.

A first-aid kit is available, containing many different supplies, for player usage. It is mounted on the wall between Logistics and the First-Aid Building (where initial player check-in occurs before Game On). The kit includes basic items such as bandaids, ointments, and other supplies for simple first-aid needs. Players are welcome to use the supplies at any time as required. If there are needs beyond those the first-aid kit can address, or additional assistance is required, please let the First-Aid team (and/or Logistics) know so we can address the concern in a way that is both timely and appropriate.

Special headbands for non-combat PCs (“non-coms”) are available at Logistics. These headbands are orange in color and must be worn (and visible) at all times while the non-combat PC is in the play area. For night use, there are orange glow-stick headbands available as well. Players may chose to declare themselves non-combatants at any point during a Twin Mask event, but they cannot revert back to being combat-participating players during that event. They may chose to participate in combat starting with the next Twin Mask event they attend.

Nutrition is one of the biggest medical factors facing the Twin Mask community at each event. Players should plan accordingly for nutritional needs rather than relying solely on in-game food options, as availability may be limited.

The other major issue facing players is hydration/heat exposure. Below are a few examples of medical posts from past events discussing heat preparedness, heat stroke, hydration, heat exhaustion, and sun exposure. Time of year and weather conditions play a significantly less impactful role in these issues than players realize. Regardless of the season, the cloud cover, or the temperature, players must ensure they are taking care of their individual needs. Water stations are provided around the site, but players are responsible for ensuring their own self-care and use of those water stations.

There are 7 water stations placed around the site at each Twin Mask event. Look for them in the following locations; feel free to ask fellow players if you are new and do not know where each of these in-character areas is located:

- Nadine Camp
- Effendal Camp
- Masked Koi Theater
- Bronze Leaf Tavern
- Between Logistics and the Arena
- Between the Celestine Shrine and the Arena
- NPC camp

Additionally, the First-Aid team may elect to dismiss a player from an event if the team feels there is a legitimate concern that the player's well-being will be negatively impacted by being allowed to stay on site. This decision is viewed as a last resort; it generally is based on an evaluation of a player's failure to maintain sufficient self-care. This can include malnutrition, hydration, or any other health concern that could be prevented through simple planning and self-care. Caloric intake, as it relates to individual safety, is treated with the same respect and importance as combat mechanics are. The First-Aid team, as volunteer members of Staff, are generally available to aid and assist the Twin Mask community, but Twin Mask staff must also insist that attendees take personal responsibility for their personal health and well-being in equal measure.

In summer months, the First-Aid team may implement "abbreviated armor" rules. An example of these rules can be seen below. Note that these rules will be announced at Listen Up for that event and posted on the official social media pages for that event, to ensure that players understand the specifics applied to each game event. In the absence of such an announcement, normal rules apply as stated in the Twin Mask Official Rulebook.

IMAGE 23: FIRST-AID TEAM – HEAT PREPAREDNESS

Hey Twin Maskers!

Your friendly **Medic Team** here wanting to give y'all a few notes on how to prepare for this weekend's gathering. This will be the first of several posts Medical Team will be doing this week to make sure everyone has a fun and safe weekend. Today's topic is **HEAT PREPAREDNESS!** I know there has been a lot of talk lately on this topic as I'm sure everyone has looked at the forecast (it's going to be hot in case you didn't know) and I wanted to make sure everyone is aware of what to look out for and how to properly care for themselves. I apologize in advance for the long-winded posts, but I assure you it's worth the read!

Firstly, I want to start off with the most important warning which is **Heat Stroke can be Fatal!** Now while that is the most extreme end of heat illness, there are many other ways the heat can affect your body. So please take care of yourselves and your friends, this is no joke. We all know the most obvious which is a **Sunburn**. They can be extremely painful and even make you sick, so **PUT ON THAT SUNSCREEN EVERY 3 HOURS**. UV rays can even penetrate the clouds, so no matter whether you're in direct sunlight or not, put it on!

Another common reaction to heat is **Heat Cramps**. This happens from Excessive sweating during strenuous activities (like LARPing). Sweating depletes the body's salt and fluids. Low salt levels in your muscles can cause painful cramps. So make sure you are not only drinking water, but also consuming enough salt and electrolytes to help you retain that water and keep you moving. Now I'm not telling you to go eat a package of salt on its own, but make sure you are eating regular snacks throughout the day that have a little salt.

Heat Exhaustion is a more serious condition that occurs when heat builds up in the body. It is caused by a lack of fluids in the body from either improper intake or loss of fluids from sweating. Symptoms include but are not limited to: *Headache, Cool or clammy skin, Weakness, Fatigue, Nausea, Vomiting, and Dizziness*. If you think you are experiencing heat exhaustion you should immediately remove yourself from play and seek a cooler location. Often times even a shady area will suffice as there can be upwards of a 20 degree difference to the radiant heat of the sun. Remove restrictive wardrobe around your core, and get airflow to the back of the neck. Consider putting a cold damp cloth or even ice on the back of the neck as rapid cooling is the key. **YOU CANNOT INDUCE SHOCK BY RAPID COOLING**, so use all means necessary to cool off as quick as possible. When possible, notify Medical staff so we can monitor your condition. *Avoid going back to your tent to sleep in the middle of the day as a tent in the sun acts as a solar oven.*

If allowed to progress, heat exhaustion can become **Heat Stroke**. Heat stroke is a life-threatening emergency that occurs when the body overheats to a point where its temperature control system shuts down and heat builds up internally. Please take care of yourselves and do not let this happen to you. I do not want to see any of this at game! The signs of impending heat stroke are *lack of sweating, altered behavior, convulsions, and even loss of consciousness*. If someone is found in this instance you need to **SEEK MEDICAL ATTENTION IMMEDIATELY!!**

Hydration is key!!! Drink lots of water frequently... I will go more into this in tomorrow's post, but it is the foundation for thwarting many heat related illnesses. Don't just drink when you're thirsty, because at that point you're already way behind. Drink small amounts of water frequently throughout the day. If you do not have adequate water in your body, you will not be able to fight the heat properly. Above all else use common sense. Know your body and recognize your limits. We have the odds stacked against us with heavy wardrobe, and continual strenuous activity in direct sun exposure. Take rests frequently, eat snacks regularly, and drink lots of water.

IMAGE 24: FIRST-AID TEAM – HYDRATION

Hey y'all

Another message from your friendly neighborhood **Medic Team** here. Today's topic is **HYDRATION!** As I said in yesterday's post, proper hydration is key to surviving the heat. On any given day the average person should be consuming 3-4 liters of water a day. That's 15 Cups or 4 full sized Nalgene water bottles! That's a lot more water than most people actually consume, which means many of us are chronically dehydrated and don't even know it. So start getting hydrated now to give you a fighting chance at game.

3-4 Liters a day is a baseline for an average day with minimal activity and moderated temperatures. This number greatly increases with activity level and heat. Temps are going to be in the high eighties to low Nineties this weekend with 50% humidity. That means if you spend much of your day running around, you should be drinking upwards of **1 Liter per hour just to stay safely hydrated!** You also should be sure to take frequent rests from the action and get out of the sun. If you are running around at high energy for 30 minutes you should take a minimum of a 30 min rest before getting back out there. This will allow your body to catch up and not over exhaust your resources in the heat.

Another huge factor in proper hydration is **electrolytes and salt**. Electrolytes are minerals that help balance the amount of water in your body. *Sodium, potassium, calcium, magnesium and phosphate* just to name a few. Without proper electrolytes, your body will not utilize the water you are drinking and it will pass right through you. Good sources of Electrolytes are *bananas, avocados, coconut water, pickles, watermelon, milk, yogurt, and of course fortified sports drinks such as Gatorade*. Though be weary of overly sugary drinks as they will actually dehydrate you. (I'll get more into that in a moment).

Salt is important because not only is it an electrolyte, it also helps regulate your muscle contraction and avoid painful cramps. So consuming foods that contain salt are extra important for staying hydrated and moving in the heat. Small frequent snacking throughout the day is the best way to eat when it's hot out. Eating only a few large meals a day taxes your body heavily with a spike in blood sugar followed by that post-meal sleepiness. Digestion also uses a lot of fluids in your body and a heavy meal can dehydrate you quicker.

Now as I said before, **avoid sugary drinks** as they will actually make you more thirsty. This is especially true for energy drinks and soda. I know we all get tired while battling the big bads into the wee hours of the morning, but avoid that Rockstar, Monster, and Red Bull at all costs (that means you too John!). If you are consuming Gatorade for the electrolytes, try diluting it with 50/50 water or buying the sugar free version. Finally, if you are a coffee drinker, know that is a diuretic and will actually pull water out of your body, so make sure you counter that with extra water consumption. Signs of dehydration include but are not limited to: *chapped lips, tight muscles, swollen fingers, dry eyes, cramps, headache, and fatigue*. Another great baseline is the color of your urine. If you're properly hydrated your pee will be clear.

We will be handing out waters as much as possible throughout the heat of the day from a rickshaw that will be wandering around town. Extra water can be found next to the medical building behind the kitchen. Medical staff also carries electrolyte packs if you feel that you are not retaining water no matter how much you drink.

With all of this being said, I would like to remind everyone that as with every game, we are looking for **water donations in exchange for IP**. *1 flat of water bottles or 1 Gallon jug of water will get you 1 IP*. We have put the cap back on at 5 IP total for water. If you would like to earn an additional IP beyond the 5 offered for water, we are looking for ice donations as well. One 5lb bag of ice is 1 IP. Please leave all donated water next to the Medical building behind the kitchen. If you are bringing ice, please coordinate with Phil Newman so it can be put in the freezer ASAP. Thank you all for reading this and being the rock-star's that you are, love you all!

IMAGE 25: FIRST-AID TEAM – EXAMPLE OF ABBREVIATED ARMOR

Hey Everyone!

This is the third and final post from **Medical Team** on tips for the heat. Today's installment is brought to you by the letter W... that is for WARDROBE. I know these notes are a lot to read, but THIS ONE IS IMPORTANT as at the end of the post I will be mentioning a **special exception to the rules** for wardrobe this game.

So at this point I'm hoping y'all have read the 2 other installments on how to help beat the heat and stay safe this weekend. By far the biggest factor for avoiding heat illness' beyond hydration is having appropriate wardrobe. Many of you may want to consider modifying your costumes for the summer or just wearing abbreviated versions.

Try to wear light breathable fabrics. **Avoid black** and other dark colored layers whenever possible as they absorb heat. Light colors reflect the sun and will help reduce the radiation. For your base layers try to wear synthetic materials and **avoid cotton** at all cost. Cotton absorbs sweat and will ultimately increase your body temp. Synthetic layers such as Nylon and polyester are great for wicking away sweat. This avoids chaffing, heat rash, and keeps you cooler. This is especially helpful for Underwear. I know this post is a bit last minute for big changes, but consider running by REI on your way to site. If there is one thing to buy that will help make your weekend easier, it's nice sports underwear!

While less layers overall are helpful for airflow and temperature reduction, skin exposed to direct sunlight is subject to the radiant heat of the sun. Radiant heat can be upwards of 15 degrees higher than the ambient air temp. Keep key areas such as your head, neck, and ankles covered. If your character doesn't wear a hat, consider using a balaclava or a buff.

Another important factor to consider in the heat is how long it takes you to take off your wardrobe. If you find yourself in the unfortunate position of overheating, it is *imperative* that you are able to remove layers and rapidly cool off. If your costume takes 10 minutes to remove, you run the risk of progressing to a more critical condition in that time. This is especially true for heavy armor wearers and those wearing corsets. If Medical team has to treat a player in a heat related illness *emergency* and we cannot assist you in removing your extra layers, we will have to cut off your costume. (Obviously with consent of course). No one wants to be in this position. So PLEASE modify your costumes to go on and off easier in the heat.

Finally, for armor wearers you will be the most at risk. Leather is not breathable, and Metal transmits heat more efficiently than many other materials. Though the temperature may only be in the eighties, the radiant heat from the sun can heat your metal to well over 100 degrees! (So bring some eggs and make breakfast on those padrones in the sun)

SO... *For this game only*, During the daylight hours on Saturday **we will be allowing armor wearers to wear abbreviated versions of their armor**, but still get the boons of their full armor. You must have at least some portion of the phys-rep armor on, but you don't have to wear it all. This will work on the honor system, please don't abuse this rule. It is an exception we are making for the safety of our players on a weather-permitting basis.

Thank you all for taking the time to read our very long-winded posts. I love all of you and cannot wait for another exciting and fun filled weekend!

Logistics Lines & Processes

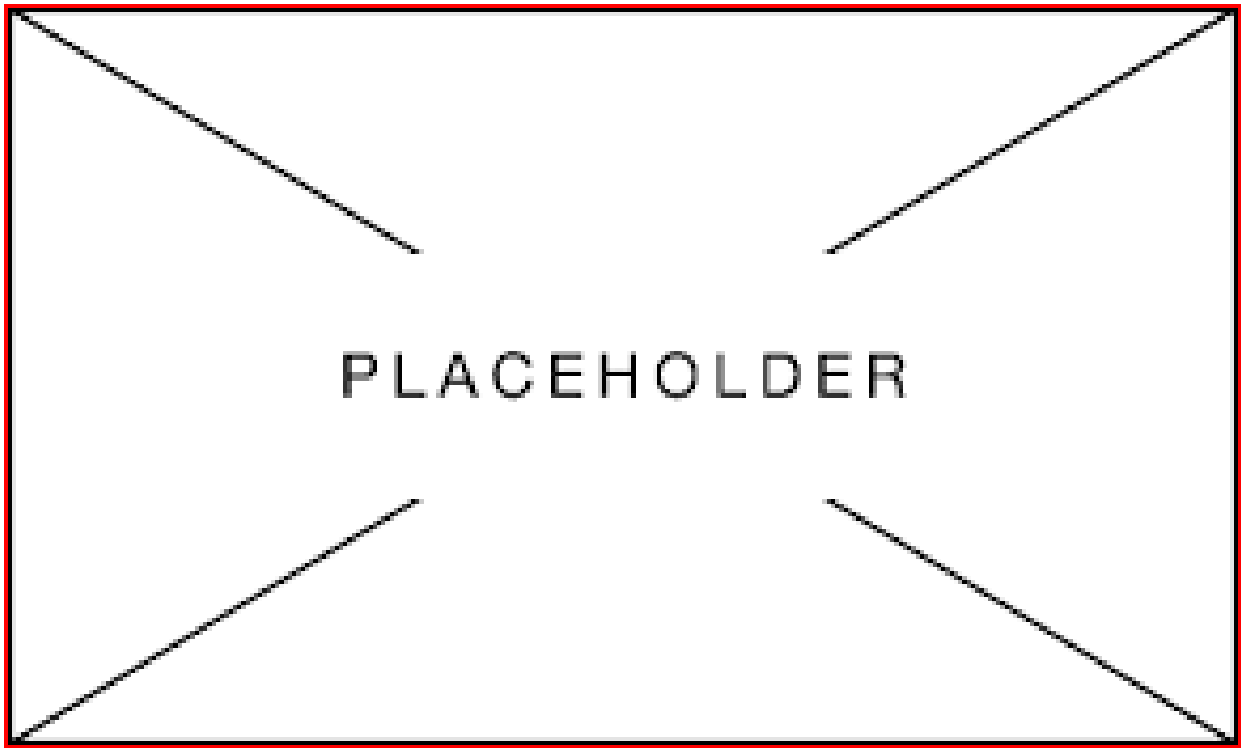
During normal operation, there are three main lines at the logistics window. With two advocates working per shift at the window, the general procedure is for each advocate to alternate between their respective line (line 1 or line 3) and line 2. This ensures line 2, which covers most normal logistical items, receives the most attention on average, while also expediting those in line 1 (quick items) and ensuring line 3 (longer-process items) also moves at a consistent pace.

For all lines, please go into the line matching your longest request. For example, if you have an item from line 1 and line 3, go to line 3. For any items not listed, please use your best judgment or simply ask.

Below, you can see a breakdown of the items associated with each logistics line:

- Line 1: Quick Items
 - First-Aid, Site, or Safety Issues
 - Early Character Checkout – Sheet Turn-ins (for extended questions, please go to Line 2)
 - Very Quick Questions or Drop-offs
 - Odyssey Check-in
 - IC Letter Mail Drop
- Line 2: Normal Items
 - Gathering / Check-in Skills
 - IP Conversions, Ambassador business, and Guild Pacts
 - Gathering Node Turn-ins
 - Early Checkout Extended Questions
 - Guild Requisitions, Disease Check-in, and Theft reports
 - Ambassador Item Pickups
 - New-Player Referral-Bonus Questions
 - Scroll Scribing for 1 or 2 Scrolls
- Line 3: Longer-Process Items
 - New Registration / Pre-Registered Check-in
 - Influence Spends
 - Research Actions
 - Crafting Actions
 - Spell Scribing for 3 or More Scrolls

IMAGE 26: LOGISTICS LINES



The Logistics Team is always working to streamline and improve its processes. As such, these line designations are subject to change; appropriate notice of these changes will be posted at the logistics window and announced as applicable by the Staff member on shift. Any questions or requests for clarification should be directed to that Staff member.

Lost & Found

There is a table located between Logistics and the First-Aid building designated for Lost and Found collection. Any items left at Lost and Found at the end of an event will be placed there again for the following event, extending for as long as possible. Twin Mask and its Staff, however, are not responsible for items in Lost in Found or items left there either during or between events. The table is provided for player convenience, but Twin Mask does not have the resources to ensure accountability and security for any items left in Lost and Found. Players are responsible for any items they bring to site (in character or otherwise) at all times. Any items lost, broken, subjected to in-character theft, or otherwise are the responsibility of the player who brought them. This includes items in tents, cars, bags, etc.

Theft Rules

In-Character Theft

Theft is a real and present threat to all characters within the game. As such, there are many specific rules which must be obeyed by any PC or NPC who participates in such actions:

- All in-character theft **MUST** be reported to Logistics. This includes theft against (or performed by) PCs, NPCs, Merchants, and any other character in play. Theft is recorded in the appropriate theft log at the Logistics window (Town Hall). Once collected, these theft logs will be periodically provided to the Story team, who will handle any attempts to track or otherwise pursue stolen goods, along with any story-specific ramifications that follow.
- Questions/concerns regarding any in-character theft should be addressed to Story Staff located in the NPC area.
- Questions/concerns regarding any out-of-character missing items should be addressed to the Logistics Staff on duty in Logistics.
- Only tagged items should be stolen: no phys-reps, no personal props, and so on. If it doesn't have a tag, you cannot steal it... and, importantly, whoever has that tag—the physical paper card naming the item—has the actual, in-game item. Possession of the associated “phys-rep” (physical representation) does count. If you lose the tag or have it taken from you, you have lost the associated item.
- If a personal item is accidentally taken, it should **IMMEDIATELY** either be returned to the owner or placed in the specified personal-item bin at Lost and Found. This bin is specifically for personal items accidentally taken, so players looking to find these items know where to look for them. With occasional exceptions (such as ID cards, etc.) no items are held at Logistics. There should be minimal/no delay in returning non-tagged items accidentally taken from an in character space. All effort should be made to avoid taking non-tagged items whenever possible.

Out-of-Character Theft

Out-of-character theft (aka “actual, illegal theft”) is not tolerated under any circumstances at Twin Mask. Since such an action violates the Code of Conduct, at a minimum it will be handled as such.

Twin Mask Directorial Staff reserves the right to pursue all potential legal recourses if blatant criminal actions occur at any Twin Mask event.

Before The Game

Work In Progress

New Player Re-Spec

Due to the size and scope of the Twin Mask game as a whole, players with new characters have special dispensation to make adjustments to those character sheets between games without undergoing the normal, in-game Teaching process. (Teaching is explained in the Twin Mask Official Rulebook.) “New characters,” for this purpose, are defined as any character whose Character Sheet has not yet been returned at the end of their their 3rd game session. The current re-spec process involves contacting the “respec team” directly or using the “Major Respec” option in the Character-Creation Form on the Twin Mask website.

Any such player wishing to make changes to their sheet should leave a comment on their Character Sheet using the “comment” function within Google Sheets. The format of this comment should be simply “Add: xxxxx” and/or “Remove: yyyy.” Please try to keep all skill changes within one comment. Keeping such skill changes as simple as possible allows for clarity and eliminates mistakes. Backstory changes will need approval of the appropriate NPL (New Player Liaison) prior to being updated. Once you have left a comment on the Character Sheet, you should reach out to the New Player Respec Staff member, politely asking them to implement your indicated changes and/or answer questions you may have. If you are using the “Major Respec” option on the website, contacting Staff directly is not needed. Respec Staff are available for individual questions and assistance if needed, but likely only by appointment. Please remember that if you haven’t reached out to Respec Staff, your indicated changes may not be implemented in a timely manner. The deadline for all respec submissions is the Sunday before a Twin Mask event, at 11:59 PM.

Note—If respec changes result in entire schools or levels of magic being changed, it is the player’s responsibility to return scrolls from forgotten schools before requesting new scrolls for newly learned magics.

Check-In

All players/attendees must check-in at each Twin Mask event. This includes all PCs and NPC-only players. Normal check-in occurs between 4:00 PM and 7:50 PM on Friday. Attendees may check in at other times—but, realistically, players should expect potential delays if checking in at times other than the scheduled time on Friday. (Both the Logistics and Story teams strive for the most efficient check-in experience, regardless of a player’s arrival time, but game often gets hectic and complicated.)

IMAGE 27: CHECK-IN LINES & LOGISTICS SETUP



During the check-in process, each player should expect the following experience based on which particular case they fall into:

New Player

New-Player Check-In opens at 5:00 PM on Friday, at the table between Logistics and the regular Check-In building. If a new player comes after that table shuts down operation (around 10:00 PM), they should instead go to Logistics to get checked in.

Payment—

- Your first game as a PC is free. New players do not need to purchase tickets; they can just show up to the event.

CoC & Waiver—

- All players must sign the [Code of Conduct and Release Waiver](#) in order to participate. Players will also need to sign in and have their vaccination card checked (a digital copy or picture of the card is also fine).
- New players will select their NPC shift at check-in. Please note that new players cannot select Friday-night NPC shifts.

- Attendee Check-In Sheet: Logistics will have a sheet that each attendee will need to fill out immediately prior to receiving their character sheet. The information must be completed in its entirety, as this will ensure the optimal chances of contacting a specific player in the unlikely event of a non-emergency (but time-critical) problem requiring such contact (e.g. an issue with the player's vehicle or campsite). Players will not receive their character sheet without completing this form. The required information will include:
 - Player Name
 - All PC names & planned (approximate) times during which you will be playing those PCs (in the case of multiple PCs)
 - Selected NPC Shift
 - Number of brought weapons (to undergo safety check)
 - If the player drove to site:
 - Make, Model, Color, and License Plate of Vehicle
 - If the player rode with another person to site:
 - First & Last name of the driver
 - Camping details:
 - Location of Setup (Saek Camp, OOC "Tent City", etc.)
 - Type of Setup (pup tent, standing tent, etc.)
 - Color of Setup
 - Details (2, 3, or 4-person tent, brand of tent, etc.)
 - Contact phone number

- Character Sheet: If a new character has been submitted and approved before the cutoff for that game (usually about a week or so prior), the new player's character sheet will be available at new-player check-in. If not, there are a set of pre-generated character sheets available: the example characters at the end of the rulebook. Please note that respects and skill changes should be done between games and will not be done at check-in, with the exception of clerical errors. New Player liaisons will be able to provide the actual cutoff date for each event. Players should ask early to avoid potential missed deadlines.

- Starting Items: Every new player, as part of their starting items, will get to select one of five items. Everything but the Tears of Life are soul-bound (so they cannot be stolen), expire after one year, and cannot be modified or upgraded. The options are:
 - Neophyte Wand
 - +1 spell damage; need to hold phys-rep wand to use. Good for sorcerers.
 - Neophyte Weapon

- +1 weapon damage; this quality is applied to one weapon phys-rep. Good for fighters or anyone with a weapon.
 - Tears of Life (3 uses)
 - Can bring someone dead back to life; if the corpse suffered a decapitating or mutilating “deathblow,” Surgery must be administered before potion can be. [Note that, since this potion is not soul-bound, you could also sell it in-game.]
 - Traveling Spellbook
 - Can be filled with up to 10 spell scrolls; they cannot be stolen, given away, or damaged once inside unless you choose to break the item. When a scroll is added, you immediately attune to it. Good for magic users in general.
 - Levitating Object
 - You can “levitate” for 30 seconds by putting your hands over your head and repeating “I’m floating” every few seconds. You can call out for help between those. Good to enable a temporary way out of danger and give a moment to call for help. Can be used once per day and once per night.
- Starting Scrolls: Characters that start with circles of magic (i.e. Apprentice, Journeyman, etc) will get a set of starting scrolls they can use according to the following schema:
 - Apprentice – 4 scrolls
 - Journeyman – 3 scrolls
 - Master – 2 scrolls
 - Grandmaster – 1 scroll

These are cumulative, up to the rank of magic you have. (For instance, a Master spellcaster would enter game with a total of 9 scrolls.)

- Loaner Weapons: For a new player’s first game **ONLY**, loaner weapons are available to borrow. Only one-handed swords and daggers are available, and only one can be borrowed per player. Loaner weapons should be returned at check-out, either to their box on Sunday morning—or, if you must leave before that, to NPC camp. Please treat our loaner weapons kindly! This means you should not lean on them, push the tips into the ground, hit them on hard surfaces, or bend them.
- New-Player Training: Every player must check in and go through New-Player Training in order to start playing the game. New-Player Training happens at set intervals in the Bronze Leaf tavern at the center of town; from check-in, you will be directed where to go (and when). If you miss this pre-game training session, there will be another training session right after Listen Up before you come into the game. No player may enter game without having first undergone New-Player Training once.

Returning Player (Pre-Registered) **WIP**
Work-In-Progress

Returning Player (Not Pre-Registered) **WIP**
Work-In-Progress

NPC-Only Events (New or Returning Players)
Attendee Check-In Sheet (see above)

IMAGE 28: NPC-ONLY EVENT SHEET (EXAMPLE)



Twin Mask

NPC SHEET

(Please make sure to write legibly so we can make sure you get the points added to your character.)

Event Date: _____

Player Name: _____

Email: _____

Character: (to add IP to, if you have an existing character) _____

IP Amount:

Note: NPCing earns 1IP per hour. If you NPC for the entire weekend, you get a total of 30IP. Please specify if you received any additional IP, and what it was for. Make sure to attach any IP gain tickets to your sheet (if you received any), and that you turn in this sheet with character sheets at check-out.

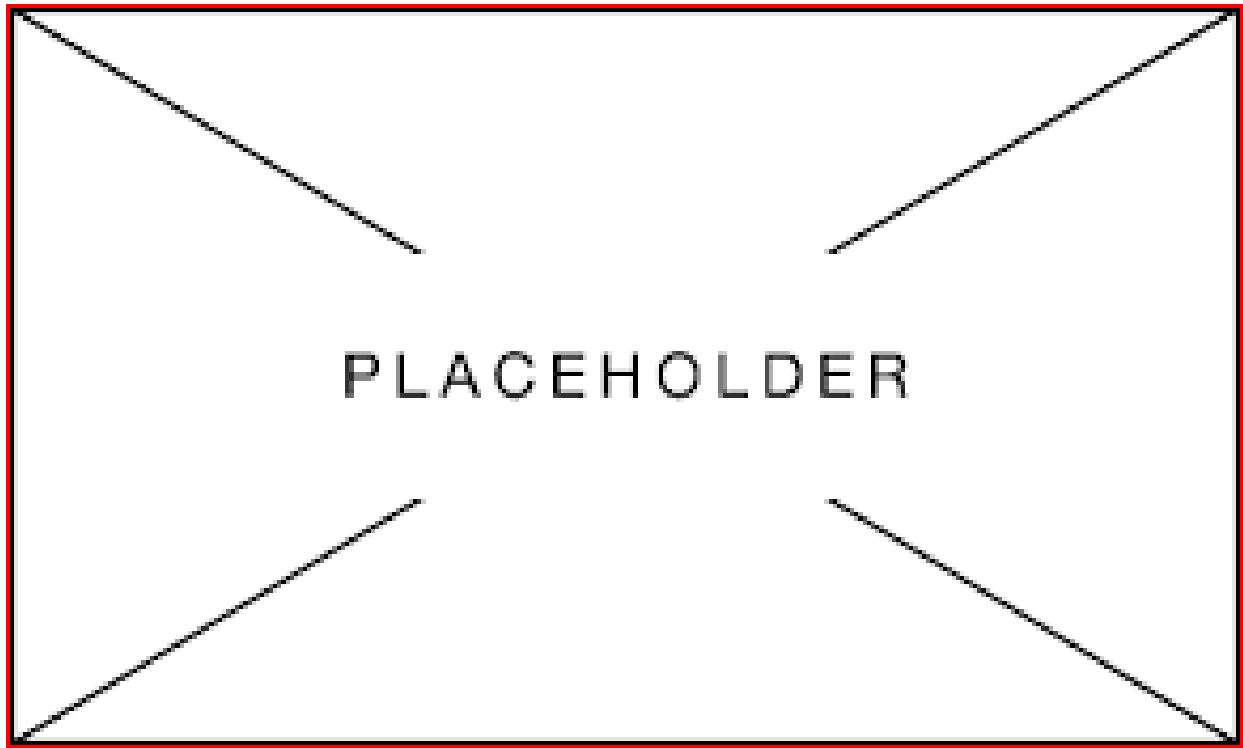
Staff Signature: _____
(must be signed to get points)

NOTE: NPC-Only Weekends consist of participating only as an NPC (no PC play at the event) on both Friday and Saturday. Hours of participation are compensated at 1 IP per hour unless committed to the full weekend, which provides 30 IP for the weekend. Full-weekend NPC's will be allowed time for meals and sleep, as well as any necessary breaks.

IMAGE 29: ENTRANCE TO “NPC CAMP” (PORTA-POTTIES INSIDE ON RIGHT)



IMAGE 30: MAP OF ENTRANCE(S) TO NPC CAMP



*NOTE: All weapons (swords, daggers, bows, thrown weapons, etc.), spell packets (random selection from inventory), arrows, and other items which qualify as offensive “weapons” per the core rulebook for Twin Mask **MUST** undergo a complete weapon safety check **PRIOR TO USE AT EACH EVENT**. There is **NO EXCEPTION** to this rule. Details on how these safety checks are to be completed, and what criteria are evaluated, can be found in the section below that is titled “Safety Team.”*

“Loaner” Weapons

Loaner weapons (a sword or dagger) are available to players under specific conditions. As these weapons must be removed from the NPC stock (which is used throughout the event) to be offered for loan, they are only available at a player’s first game unless approved otherwise by a Senior Staff member. Each such weapon should be treated with the same respect and care as if it are your personal weapon while it is in your possession. Loaner weapons can be signed out at Check-In (or from the NPC area if you are checking in after the normal check-in period) and must be returned and signed back into the appropriate location (NPC area during the event; Logistics post-event) before your departure. Players may not retain these weapons between events.

“Check-In” Items

“Check-in items” are Gathering item tags (for Mining, Entrepreneur, Herbalism, etc.) that players can receive once per game. Players may elect to receive their check-in items at any point during the event, but all such items must be collected at the same time. If the player chooses to collect their Stipend (for example), they must collect all of their remaining items for that event along with the Silver pieces that Stiped provides. The Logistics Staff member or advocate who supplies these items will mark the character sheet as “complete” for item collection, so any items the player chooses not to collect at that time will be forfeit.

Listen Up

After check-in, but prior to the official start of the event, Twin Mask Staff holds a mandatory “Listen Up” for all attendees. Listen Up is Staff’s opportunity to address any logistics, safety, and community-outreach concerns for the player base. In the past, many of the rules listed in this rulebook were covered at Listen Up, which resulted in longer than preferred times for Listen Up. In an effort to reduce delays in starting the game—while still ensuring these important points are addressed and respected appropriately—Logistics Staff has developed *this document* to reduce the overall load of information at Listen Up. Finally, once all Logistics concerns have been addressed, the Head of Logistics hands off to the Head of Story to “set the scene” for that event, along with pertinent story-related rules, mechanical changes, and clarifications. This explanation will then culminate in the “3...2...1...GAME ON!” call.

Listen Up occurs at the arena (see map below) at 8:00 PM on Friday. This is a **mandatory** event; all attendees are REQUIRED to attend. If you arrive at site after Game On, you can inquire with Logistics for any announcements you may have missed prior to going into character (or starting New-Player Training, if required). A hand bell will be rung as Staff make their way from Logistics to the arena, as a way of signifying that Listen Up is about to start. You may not hear the bell from the far end of town, so ensure you are present at 8:00 PM!

Following Listen Up, new players will follow the designated individual (who will bear a light) to be taken for any final training that needs to be accomplished, and then to a “mod” (a term that the Twin Mask community uses for a “side-quest”) to allow your character to enter play. Your character has *died*, after all, and cannot simply walk into town (*insert your preferred LOTR meme here*). Additionally any new archers who have not had archery training will follow the designated individual to receive this training prior to going into character as well. If you are a new player who needs both new-player training AND archery training, you should follow the individual who has been designated for general-purpose new-player training.

Immediately after the conclusion of Listen Up, the event will have started. Unless you are one of the new players or archers listed above, or you have not completed

check-in to receive your character sheet from Logistics, you are now in play and subject to any/all rules covered in the core Twin Mask rulebook.

During The Game

Twin Mask's Honor System

Work In Progress

Game Specific Items

Work In Progress

Water Availability

Work In Progress

Trash Disposal

Trash cans are available throughout Koroneburg. Logistics Staff works with player-base volunteers to keep these trash bins available for use. It is the responsibility of all players to help keep Koroneburg, a site on which Twin Mask resides as a tenant and guest, clean and safe for our future use. Food, trash, and debris, when not disposed of properly, can lead to injury and potentially attract wildlife. Please help our team, and the Twin Mask community as a whole, keep Koroneburg a future site we can rely on and call home.

Lighting

Once the game has begun, light usage around the site should be limited to non-artificial-style lighting (electric tea lights, etc.). In general, your lights should be fairly dim and not break others' fantasy / medieval immersion. Although it may be tempting to use a cell phone to quickly read an item tag, or use a flashlight to look around your tent, please be respectful of other players who are still in character and may see you from a distance. Unless safety is a concern, it is usually best to "go the extra mile" as an individual in trying to maintain immersion, to help the entire game around you be that much more magical.

Glass or Fire on Site

Glass and actual flames, in props and heating/lighting elements, both pose a serious risk to people on site, so they will not be permitted. Lanterns, props, or any other items on site (with the exception of propane-based cooking setups for food preparation) must not use glass or flame.

◆Breakdown Sunday

Game play has a soft-end at **5am on Sunday morning**. Players may still be in-character at this time but no mechanical calls are allowed unless a story staff member is present. Additionally, cars are allowed on site starting at 5am so everyone (drivers and players) need to be mindful of incoming vehicles.

All players and staff must clear everything off of site on Sunday. Nothing can remain on site with the exception of staff storage.

Players responsibilities on Sunday include (but may not be limited to)

- Removing flyers from boards around town that you put up by Sunday. Please do so before you break down your camp or by noon at the latest.
- Breaking down your camp. **Leave no trace**. Please check for waylaid props/costumes and ALL trash.
- Bringing your trash bags to the trash horse (by Logistics)
- Turning in your character sheets to Logistics
- Locking the gate when you leave. If you open it you are responsible for closing it, even if there are other vehicles behind you.

We know that there are many camps with large setups, but Senior Staff cannot leave site until all the players have left and site has been OK'd for cleanup. **Please aim to be completely off-site by 2pm on Sunday so staff is not there until nightfall**. We are not making this a hard-out at this time, but if staff is continuously waiting on players to be able to do final site check, this is likely to change.

Safety Team

Attendee and player safety is of the utmost concern at Twin Mask. As we continue to grow and adapt to changing needs, larger participant counts, and greater complexities facing both the Logistics and Story teams, we need to ensure that all of our attendees are aware and considerate of Twin Mask's safety standards. Throughout the event, you may see individuals in- or out-of-character wearing green armbands. These armbands, as shown in the image below, denote a member of our safety team, whose sole responsibility as part of our Logistics team is to stay alert for and identify potential hazards or threats to these standards.

IMAGE 31: SAFETY TEAM (GREEN) ARMBANDS



Weapon Checks

All weapons must be checked before every game/event before they can be used. Ideally, weapons should be examined as part of the check-in process, immediately after the player has received their character sheet. Players should bring any weapons they need checked to the Logistics check-in lines in order to do so. Should this step be forgotten until later, you should bring unchecked weapons to a Logistics staff member on shift before you take them into game. Under no circumstances should a weapon that has not undergone a safety check by a designated/trained member of the safety team (or Logistics Staff) be taken into game. Violations of this rule are subject to provisions under the Twin Mask Code of Conduct.

The weapons-check station is located to the left of the Logistics window (when looking at that window from the outside). This desk is set up during normal check-in hours. Trained staff are available throughout the event as necessary for any players who arrive outside of these times, but there may be some slight delays as a result, so players should plan accordingly (see the “Check-In” heading in this section). A member of the safety team will review each weapon, sign off on the character sheet in the ‘weapons check’ section of the individual's character sheet, and tag each approved weapon with an event-specific band. At any time during a Twin Mask event, a member of the safety team may ask to see your weapon bands or character sheet, and you must provide that safety-team member with them without delay.

A member of the safety team may always ask another safety member (or Staff) for a second opinion—note, however, that there is no dispute process for a player who wishes to contest any decisions that led to a weapon not receiving approval. A weapon that does not pass a safety check may not be used during the game. There are **NO EXCEPTIONS**.

Weapon checks generally use the guidelines listed below. Note, however, that in the interest of the safety of others, those performing these checks or inspections may deviate or investigate further as required to ensure the weapon is safe for use in game. The safety team is encouraged and expected to err on the side of caution and safety when a weapon is “borderline” or if there are nuanced concerns not fully detailed or discussed in this general guide.

Boffer Weapon Check Criteria

- Weapons must be checked every game even if they have passed before.
- “Flail, nunchaku, whip, or other flexible boffers” are not allowed.
- Testers should not be able to feel the tip of the weapon’s core while applying moderate levels of force from any dimension. (This is known as a “pinch test.”)
- A weapon must have no major, permanent compressions or “dead spots,” especially near the tip.
- The foam of the blade should not be delaminated from the core, especially near the tip or where most strikes occur.
- The weapon must have a smoothed, sufficiently padded striking surface. It should not leave a lasting, stinging impression when swung at skin.
- Crossguards must not present a hazard. Crossguards with hard, sharp points will not pass.
- Core—
 - You may be asked what the weapon’s core or foam is made of (for homemade weapons).
 - Commonly used core materials—
 - Fiberglass
 - Carbon Fiber
 - Bamboo (w/ tape) (ex: packing tape/fiberglass tape/strapping tape)
 - Wood cores are not allowed.
 - Excessively thick/heavy cores may not be allowed.
 - Cores must have a stop on the end to prevent punching through the foam of the tip.
 - The safety team will inspect for signs of a damaged core.
- Padding—
 - The safety team member should not be able to feel a defined, hard edge of the core, with a medium amount of force applied to the foam.
 - At least $\frac{3}{4}$ of an inch of foam padding is necessary in most cases to protect the striking surface. This assumes a fairly light core and high-quality foam.
- Testing Procedure—

- Safety team will squeeze and twist the blade gently, checking near the tip in particular.
- Safety team will check for various types of delamination, permanent compression, or dead spots in the foam.
- Safety team may strike their own limbs or the bodies of others to determine a weapon's safety.

Shields Check Criteria

- Players must have shields checked every game, even if they have passed before.
- “To pass Twin Mask Safety inspections, a shield CANNOT have a metal core.”
- Wooden-core shields are discouraged.
- The shield must be “no longer in *any one dimension* than the distance from its wielder's navel to the ground.”
- The edges of a shield should be slightly supple, smooth, and not rough. This is especially important if the shield features a plasti-dip or latex surface.
- Excessive flex in a shield should not occur.

Thrown Weapons Check Criteria

- Players must have their thrown weapons checked every game, even if they have passed before.
- “Thrown weapons must be coreless.”
- When throwing a weapon, you should never use a baseball-style delivery. Toss from the elbow, not the shoulder.
- Thrown weapons will often be tested by throwing them at safety team members.

Packets Check Criteria

- Players must have packets checked every game, even if they have passed before.
- These “spell packets” consist of fabric securely wrapped around birdseed. They are meant to be safe for the target being hit, as well as to the environment if/when they are disposed of.
- For details about packet construction, please refer to the Packet Guide: <https://tinyurl.com/mwmhuma5>
- The safety-inspection test will look for the following:
 - Size—
 - Not smaller than a person's eye socket
 - No overly large packets (see information below)
 - Shape—
 - Shaped as a bulb with a tail (similar to a bulb of garlic), no baseball-style or spherical shapes
 - Cloth covering—

- Packets should be made of approximately 8x8 or 9x9 squares of soft or stretchy fabric
 - Avoid patterns with recognizable modern text or logos
 - Binding—
 - Rubberbands (for hair braids and braces), string, and yarn are all acceptable
 - Should be secure, to keep all filling from escaping
 - Should not be so tight that the packet becomes rock hard; it should hold its general shape but also be able to “shift” internal material
 - Filling—
 - Volume is roughly 1.5 shot-glasses worth: ¼ cup or 2 fluid ounces
 - Biodegradable, organic material only
 - **Baked** bird seed is strongly recommended, to avoid accidentally planting non-native viable plants when packets break apart
 - Smaller seeds are preferred (like millet); no sunflower seeds should be used (they are too large and pointy)
 - You can bake seeds at 250 degrees for 30-45 minutes, or microwave them for long enough to get them very hot
 - Crushed cob and dried lentils (baked) are also acceptable
 - Other materials are subject to review
- Preliminary Testing
 - All packets must be presented to Weapons Safety at Check In
 - Tester will ask about construction material
 - They will handle packets to check if they follow recommended construction
 - Packets should not be dirty/dusty/full of briars. Shake off and clean packets every time before throwing
- More Thorough Testing (If Required)
 - If anything seems questionable, the tester will move on to “throw testing”
 - The packets will be thrown at tester’s back from 10-15 feet away, at medium power
 - The safety team reserves the right to open up a packet before testing, if doing a throw test seems like it could be unsafe
 - Hits should not hurt excessively or cause a lingering, stinging sensation
 - Failed packets will be thrown away if they cannot be fixed
- Common Reasons for Rejection
 - Packets are too tightly bound, packing the filling too strongly into a very hard surface

- Other objects, such as LEDs, have been put into the filling
- Filling materials that are hard, dangerous, or bad for the environment have been used (e.g. salt, cat litter, or rocks)

Note: Baked bird seed has been used in spell packet construction at LARPs for decades. There is a reason for this: usually because it is safe, reliable, and not dangerous for the site we use. Save yourself a lot of needless effort, and help us keep everyone safe by using this simple method rather than trying “something new.”

- Safety In Combat
 - Do not aim for head or groin when throwing packets
 - Do not use excessive force when throwing
 - The suggested method for tossing is very similar to how one skips rocks or throws a dart
 - Toss directly at your opponent; do not arch throws over people to hit opponents behind them
 - After picking up thrown packets, check them for dirt and particles, and brush off any before throwing again

Archery

- Players must have Bows and Arrows checked every game, even if they have passed before. Refer to the archery document: <https://tinyurl.com/2p8mxuzb>
- Bows will be tested for draw strength
- Arrows must be inspected

Armor

- At this time there is no check-in required for armor, but the safety team may spot-check armor to determine if it is safe.
- Metal Armor should have rolled edges or cloth edges to prevent cuts and/or damage to weapons.
 - Armor with exposed sharp edges or spikes that can damage boffers and other players will need to be made secure before it can be used in game.
 - Metal armor with a non-rolled edge is a cutting hazard to the wearer and others around them (e.g. gorgets with sharp edges could jam up into the neck of the wearer). To avoid this, use and buy armor with rolled edges. The edge may be covered with thick cloth/felt/leather if no other option is available.
- A safety team member may reach out with recommendations and provide some supplies for adjusting the fit of your armor. This is for your own safety, as ill-fitting armor can be an unexpected hazard. In LARP environments where physical roleplay or otherwise close contact is common, jostling or otherwise poorly secured pieces of armor can negatively affect everyone’s experience.

- Armor does not need to go through the standard safety-check line. (This policy is subject to change if Twin Mask Staff determines there is an overall need to alter it down the road) If the safety team sees unsafe armor in use, though, they will direct the wearer to remove it from play until it can be made safe again.

IMAGE 32: SAFETY EXAMPLE - ARMOR WITH UNROLLED EDGES



IMAGE 33: SAFETY EXAMPLE - ARMOR WITH FABRIC EDGE COVER

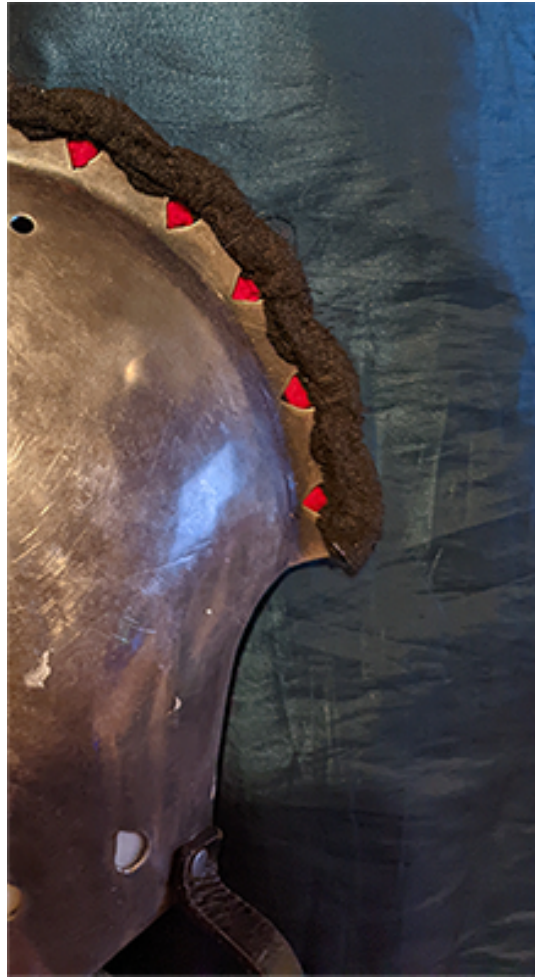
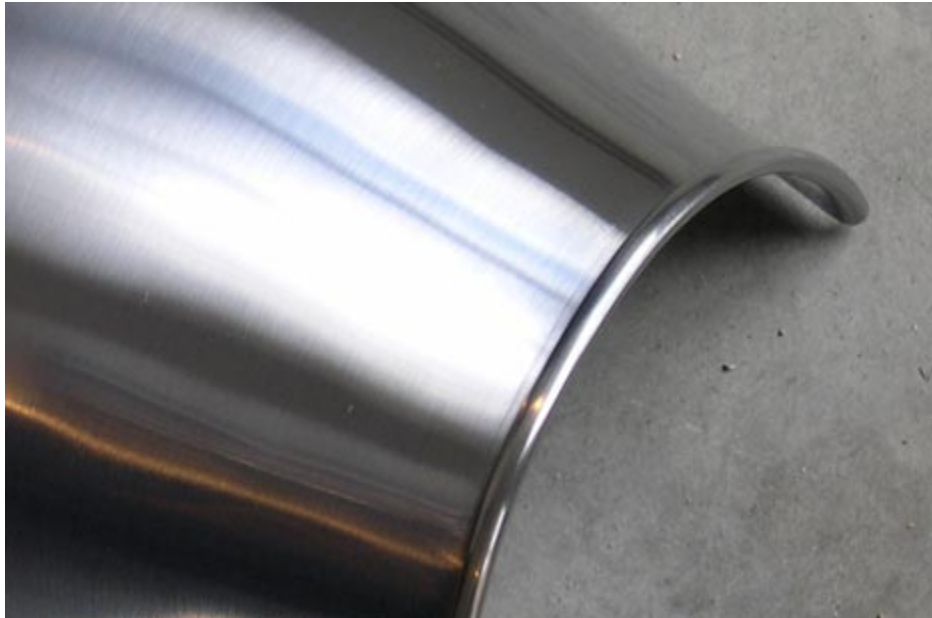


IMAGE 34: SAFETY EXAMPLE - ARMOR WITH ROLLED EDGES



When buying/bringing any weapons, combat items, or armor for use at Twin Mask, be considerate of the above guidelines. If you have any questions, concerns, or need recommendations and assistance, we are happy to help.

Charging

There is no charging in combat at Twin Mask.

Players in combat should never move closer than within arm's reach of another player. This is especially important when advancing. Do not directly advance at someone at high speed; advance to the side so that if you overshoot, or if they stop suddenly, there are no collisions. If they stop backing up, you cannot advance directly into their space past their arms' reach.

Be aware of the environment - if someone is backing away from you it is your responsibility to be aware of what is behind them. Do not run someone into a safety hazard. Stop forward movement, call "*Caution!*"—and, if necessary, then call a "*Hold!*" to prevent them from stepping into out-of-character danger. (See the section on "Cautions" and "Holds" in this guidebook). Do not charge between tight combat formations: that requires invading the space of others in an unsafe way.

Archery and Non-Coms

Under no circumstances are arrows allowed to be fired into an area which contains non-combatant players. As long as a non-com is in the area, you must "point-effect" your

bow damage (remembering that combatants should always be targeted before non-combatants). That is, as long as you are within 30 feet of a group containing at least one non-combatant player (generally marked with an orange headband), you should call “*Clarify—[name of target, if you know it]... X Damage, by arrow!*” rather than actually firing arrows.

Tent-Line Safety

Specific site requirements regarding tent lines and lighting are covered in the Site Rules and Camping Rules sections of this guidebook.

Animals on Site

Koroneburg is a wildlife refuge site. As such, it is likely you may encounter animals on site including (but not limited to) coyotes, boars, snakes, spiders, wasps, bees, and mosquitoes. Plan accordingly for any medical concerns you may have, and call 9-1-1 if a real world emergency occurs.

Specifically regarding snakes, if you encounter one, you should have 1 person stay in that nearby location and actively watch the snake. The second person should go to the Logistics office and inform the on-shift staff member there. Twin Mask has volunteer snake-handlers to safely remove and relocate the snake away from the player area. Keep your distance but keep your eye on the snake until it can be removed from the active play area.

Site Safety Reminders

Be aware that the site is large and contains many potential hazards including (but not limited to):

- Fences
- Uneven ground and holes in the ground
- Low visibility
- Sudden drop-offs
- Low walls
- Loose gravel and stones

Not all buildings and fences are capable of supporting a person’s weight—check before you sit or lean on things. Be careful to respect and care for the site we use. As we are merely tenants at site, respect of the owners’ property and care for our individual safety is vital for overall success at Twin Mask.

Please ensure you report any safety issues you discover to the head of on-site safety or another safety advocate.

Touching and Consent

Out of combat, there should be no physical contact between people unless you have established prior consent to physical roleplay. You must explicitly ask the individual you wish to engage with regarding the type of physical roleplay you wish to engage in. In combat, it is often necessary to touch someone to use an ability (like Channeling magic or Strength); in such cases, avoid touching skin to skin. Loose clothing, shoulders, forearms, or shins are the best places to make contact, if you must. Be respectful of each other's needs and comforts; try to communicate and work together if any contact is unwelcome.

Earning IP at a Twin Mask Event

How Do I Earn IP?

There are many ways to assist Twin Mask in making an event successful. In appreciation of those who choose to perform additional tasks throughout the event, IP is provided as a reward for any specific actions completed. (Staff may elect to offer additional opportunities as appropriate beyond those listed as well). There is a max of 30 IP earned per Twin Mask event. Here is a non-exhaustive list of IP opportunities:

- Performing additional hours as an NPC: 1 IP per hour
- Bringing your own garb (NPC) bag: 5 IP per game
- Spell packet donations: 5 IP for 20 packets
- Cleaning a bathroom: Sweeping is 2 IP, Mopping is 2 IP, and doing both is 5 IP
- Unclogging a toilet: 5 IP
- Servicing a hand-wash station: Emptying dirty water into a toilet is 2 IP, Refilling a station with clean water is 1 IP, and doing both is 4 IP
- Refill a paper-towel or toilet-paper dispenser: 1 IP each
- Trash management (removing a full bag and replacing it with a fresh one): 3 IP per can
- Refilling an empty water/hydration station: 2 IP each (see note in Water Donation section, below, on how to register your actions)
- Tavern management (picking up all the chairs and flipping them onto tables): 3 IP (post-game only, see Muscle Crew)

NOTE: INSTRUCTIONS ON HOW TO SERVICE THE HAND WASHING STATIONS IS LOCATED IN APPENDIX 1 OF THIS GUIDEBOOK.

Where are the supplies?

Supplies are located in the locations listed below. If a type of supply cannot be located, players should come to Logistics and inquire. Staff will likely be able to assist, as some supplies are kept in locations not accessible by the general player population.

- Fresh water is located at the water collection point, just to the left of the main Logistics window.
- Large (5-gallon) bottles of fresh water are generally lined up directly next to hand-wash stations.
- A general supply of toilet paper and paper towels are usually positioned outside of the Staff storage room, across from the main logistics window, just before one reaches the secondary entrance to the “NPC” area (see image/map below). These supplies are for resupply of the bathrooms and facilities on site, not for player-camp personal consumption. Additionally, players are not authorized to enter the Staff storage room without the specific direction/permission of Twin Mask Staff.
- Trash Bags are kept in Logistics and available upon request.

IMAGE 35: LOCATION OF ADDITIONAL SERVICING SUPPLIES



Between Events

During the week immediately following a Twin Mask event, all Staff and advocate members take a much-needed rest before re-engaging with the community. Since they are volunteers, it is critical that we allow our Staff members to recover from the mental, physical, and emotional “taxes” that they pay to make Twin Mask successful. We ask our players to be understanding and patient with the team, knowing we value all of the questions, stories, and enthusiasm you have to share. Once that week is over, we will get back to you as soon as we are able to, again asking for understanding that this process takes time: managing the 350-500 players that attend each Twin Mask event is a lot of work.

Water Donations

Notices will be posted on the official social media pages before each Twin Mask event, calling for water-donation signups. Donations provide the following IP benefits:

- 3 (1-Gallon) Jugs AND a flat (24-pack of water bottles): 6 IP
- 1 Flat (24-pack of water bottles): 3 IP
- 2 Flats: 6 IP
- 6 (1-Gallon) Jugs: 6 IP

Donations should be placed in an organized manner in the small alleyway to the left of the green building just on the left side of the Logistics window. When you drop off your donation, ensure you sign off your name on the clipboard provided, as this is the only way that IP will be provided in compensation for the donation.

Here are a few additional, important notes regarding water-donation sign-ups:

- Options are first come, first serve... and they do fill up. Additional donations are always welcome, but to earn IP, you must first receive a confirmation of your sign-up.
- Do not sign up for more than 6 Gallons total.

Furthermore, please inform Logistics if a water station is out of water or not brightly lit. We will ensure the correct advocates are notified. There are also opportunities to earn IP by refilling empty water stations (see “Earning IP” in this guidebook).

Note: Additional IP can be earned by refilling any of the water stations that you find empty throughout the event. To denote that you have done so, list the following on the BACK of the water donation clipboard (placed to the left of the logistics window):

- *Out-of-Character Name*
- *In-Character Name*
- *What water station(s) you refilled*
- *Approximate Day/Time you refilled each station noted*

Props & Costuming Donations

To donate costume pieces or props, please follow the steps below:

1. Photograph each piece you wish to donate. Please make sure that each piece has its own picture, for clarity's sake.
2. Number each of your images, starting at “01,” in ascending order. (That is, 01, 02, 03, 04, and so on.) This will help us to keep possible donations in proper order and respond clearly with reference numbers, rather than having to hazily describe which pieces we want and which we don't.
3. Compile the images into an email, with your name and your character's name at the top. Send that email to TM.Props.Wardrobe@gmail.com
4. The Props and Wardrobe Team will respond with numbers matching your images. We will specify which pieces we can accept as donations, along with an amount of IP you will receive for donating those items.

5. Pack your approved items and drop them off at NPC Wardrobe (preferably before game-on on Friday night), and find a member of the Props and Wardrobe team—Lindsay Hamilton or Jesse Thaxton—to sign off on your IP over the course of the weekend. If we are unable to meet up to sign off on your sheet at the game, please send us an email immediately after the game.

DO NOT bring unapproved items to the game: we will not take them and you will not receive IP for those items!

Community Management Service (CMS)

Work In Progress

Food

For the purposes of this guidebook, we will be using the following differentiations:

- ***Sales*** are the exchange of food for real-world (out-of-character) currency.
- ***Trade/Barter*** is the exchange of food for Twin Mask (in-character) items or in-character currency only.

Sales of food and drinks is not allowed at Twin Mask events. Individual group meal plans are allowed, but not general food sales. (Example: Your guild is running a meal plan for members of the guild. You make arrangements and collect money for the meal plan before or after the game. Out-of-Character transactions will not occur during the event.)

To clarify:

- General *trade* and *barter* for food and drinks—using in-character currency—is allowed.
- Sales or “meal plans” to individual players of food or drinks for out-of-character money is not allowed.
- Any “meal plans” (such as those discussed in the Example above) are allowed specifically to enable groups to buy ingredients/food together and share in the cost of feeding said group. These are not to generate any “Sales” amongst the general game population. Food sales are regulated by the State of California, and require both a permit and Twin Mask Staff permission to operate at the event. Although both Twin Mask Staff and Players at large appreciate the additional depth and ‘flavor’ that in-character chefs can provide, any players who barter food as part of their in-character persona do so at their own (out-of-character) cost.

On the subject of grills, ovens, etc.—appliances that use propane are *allowed*, but they must be actively monitored at all times. If there is combat in the immediate vicinity, such appliances must be turned off immediately; the ignition and/or fuel source must be off until the combat has ceased. Staff will do its best to keep combat from impacting food preparation, but as Twin Mask is a combat-focused event as much as a role-play focused event, specific exceptions will not be made and players should plan accordingly if they plan to cook within the game space.

Note: Any and all cleanup must be immediate. No food, dirty pots/pans, or any refuse should be left after food preparation, as they can attract wildlife to the site.

Cooking & Combat

If a player is doing Out-of-Character cooking (using a real heating element to make food for players, not just roleplaying or pantomiming “Cooking” for the skill) inside a building space, all of the normal rules regarding building combat and cooking apply. The heating element (if one is being used) must be safely turned off for the duration of combat. The cook and any players inside the building may be pulled outside to fight, per the building combat rules.

If a mod runner (Story Staff) allows a cook to continue cooking or otherwise extends a special privilege to the cook in the interest of health, courtesy, and/or safety for players to be fed, this privilege does not extend to any other players who may be sheltering inside the building with the cook unless otherwise specifically noted by the staff member or advocate who extended it.

Note: Such courtesies are an exception, not the rule, and will only apply to unique circumstances. These exceptions will be made by Staff members, not advocates, and solely based on circumstances determined to directly affect the health and well-being of the players. Players who choose to cook anywhere within the in-game spaces do so at this potential risk of loss of investment or resources, and they assume that risk themselves.

The act of cooking itself does not (in and of itself) constitute a protected act of health or safety. That is, “I need to feed players / people are hungry” is not on its own a sufficient reason to be exempted from any form of combat or in-character duress, except purely at Staff discretion.

If a non-combatant player is cooking inside a building, all of the above *plus* the normal rules regarding non-coms and “Diana’s Blessing” apply. Non-com cooks must still turn off their heating element when combat is present, but may do so immediately following the invocation of Diana’s Blessing, prior to exiting the combat space.

Photography

As per the Twin Mask Code of Conduct, Twin Mask has a dedicated photography and media team; as such, official photography and recording may happen at events. As such, by participating in the Event, you consent to event photography and recordings made by Twin Mask, and by attending, you signal that you fully understand that this media may be distributed at the discretion of Twin Mask for any legal use. For all other photography and filming, California is a two-party consent state, and therefore any non-consensual photography or recording is illegal. Players who wish to take their own photos or videos should coordinate with the Twin Mask media team first to seek permission, and they should otherwise seek explicit permission from the individuals they wish to record. Failure to do so may result in violation of the Code of Conduct and the application of appropriate disciplinary measures.

Part 4:

Become Part of the Twin Mask Team

– Work In Progress –

Full List of Advocacy Teams

- | | |
|---------------------|--------------------------------------|
| - Story | - Database |
| - General Logistics | - Community Management |
| - Makeup | - Site Management (Water/Trash/etc.) |
| - Safety | - Art Team |
| - Rules | - Medical |
| - Muscle Crew | - Props |
| - Photography | - Costumes |
| - Check In | - Social Media |
| - New Players | - Technical |

Applying to Become an Advocate

Applying to Become Staff

Appendix 1:

◆ Servicing Instructions

Hand Wash Stations

To refill empty water tanks (so that people can, y’know, wash their hands), you will need a funnel and a bottle of water. Although Twin Mask tries to provide nice funnels, they also go missing just as frequently... so you will often end up using an empty, 16-fluid-ounce plastic water bottle with the bottom cut off as a makeshift funnel. Fortunately, that works just fine! If you do not see any kind of funnel (even a janky water-bottle one) around, take a water bottle to Logistics and get them to help you use some scissors to make one.

You should be able to find large, 5-gallon jugs of water near each grouping of hand-wash stations. They are heavy enough that you will likely need to recruit a nearby helper to help hold a jug while you pour it in. If there are none of the big, 5-gallon jugs, you can look at the water stockpile (next to the Logistics building) for 1-gallon jugs.

To open the water tank, look for a turnable flat knob (that looks like a large cog-wheel) just under the lip of the hand-washing basin. Each hand-washing station has two such basins, so if you don’t see the knob, circle around to the other side and look there. Once you get the knob open, you just need to pour the water in there! An empty hand-wash station will hold at least 5 gallons at a time.

Once you have refilled the water, make sure to replace the caps of any 5-gallon jugs you emptied. Also, go to Logistics and make sure to get your IP for doing this job!

To refill the paper-towel holders, you will just need to grab a new pack of paper towels. They are kept on the small concrete “patio” outside the storage room. To get there, simply walk directly across the road from the Logistics window, then follow the large building’s wall around toward the “back gate” to the NPC area. Before you get to that gate, you will find the storage area on your right. Get a pack of paper towels, take off any wrapper or paper on it, and then lift open the top of the hand-wash station’s paper-towel holder. You should be able to plunk a pack of paper towels down into it, easy-peasy. Again, don’t forget to report to Logistics and get your IP for helping out!

To refill the liquid-soap holders, **Work In Progress**

Toilet Paper (Toilet Facilities)

Work In Progress

Toilet Paper (Porta-Potties)

Work In Progress

Toilet Service & Unclog / Mop Supply Locations

Work In Progress

Water Stations

Work In Progress