

# GM Volunteering Guidelines

If you are planning on running an event at GASPCon you must register in two places. First you need to register on our warhorn site. Second you must fill out the event registration form, on this website, to submit the events you plan to run. If this is the first time you are running an event for us or you are running for less than 8 hours we must receive registration payment conformation before your request to GM can be finalized. If you qualify for a refund, you will be reimbursed following your final event. If you have run an event for us before and you are running for 8 or more hours then your registration fee will be waved but we still need you to register on the warhorn site. Links to both registration forms can be found on the GASP website in the GASPCon section [www.gaspgamer.com](http://www.gaspgamer.com)

If for any reason you can not register online or need to pay with a check please contact Dan Cetorelli at [32rohoe@gmail.com](mailto:32rohoe@gmail.com)

1. The cut-off date for event registration is the 3<sup>rd</sup> Saturday in September
2. Due to limited space, GM-ing an event is NOT guaranteed.
3. We will make every attempt to honor your requested time slot; however, changes may have to be made to accommodate all requests. If there is a need to move your event to another slot you will be contacted.
4. Please complete all fields on the request form as described below. Incomplete forms may not be processed.
5. If your request is accepted, you will receive confirmation by email.
6. In the event that you must cancel, please contact us as soon as possible.

## Form Field Definitions

**EVENT NAME:** Please limit to 100 characters.

**GM NAME:** Your name. List the primary GM if there is more than one involved.

**GAME TYPE:** Please select one of the following: Board, Role Playing, CCG, Non-collectible Card Game, Miniature

**SYSTEM NAME:** i.e. D&D, 3<sup>rd</sup> edition; Mayfair Games

**REQUESTED START DAY:** Friday, Saturday or Sunday.

**REQUESTED START TIME:** 9AM, 2PM, or 7PM (9AM slot not available for Friday, 7PM Not avail for Sun)

**DURATION IN HOURS:** Time is allotted in two hour segments. The minimum run-time is 2 hours with no maximum time limit. If your event will be over 4 hours in total length, please allow for breaks.

**MAX NUMBER OF PLAYERS:** The maximum number of players your game will support. The role playing tables can accommodate 8 players comfortably.

**MATERIAL NEEDED:** Keep this brief. For example: Copy of the game, pre-generated 3<sup>rd</sup> level characters, etc.

**EXPERIENCE LEVEL:** Please make all efforts to allow new people to participate and be willing to explain the rules. Please select one of the following:

**0 - none**

**1 - limited** (general understanding of the genre of game.)

**2 - familiar** (may have read the rules but never have played, or played only once or twice.)

**3 - knowledgeable** (has played several times before and knows the rules.)

**4 - expert** (may have created the game and/or know the rules better than you.)

**PREREQUISITES:** Anything for which a player would need your approval, (i.e. character idea.)

**GAME DESCRIPTION:** A small blurb about your game. We want people to be excited about your game, so we recommend being as descriptive as possible without being too wordy.

**DONATE REFUND:** Please check this box if you earned a refund for volunteering your time and would like to donate it toward next year's convention.

## Convention Volunteering Guidelines

There are many ways in which you can volunteer to help with the convention without GM-ing an event. Those include, but are not limited to, registration and security. If this is something you are interested in doing, please email Dan at [32rohoe@gmail.com](mailto:32rohoe@gmail.com) Let us know what days you would like to work, what time of day, and for how many hours. Depending on the number of hours you work, you may be eligible for a partial or full refund of your convention registration fee. Please observe the following steps for volunteering:

1. You must pre-register to volunteer.
2. We can not guarantee a volunteer position will be available
4. You must volunteer a minimum of 1 hour.
5. We will try to give you your first choice of days and times; however, if this that is not possible, we will work with you to come to agreeable solution.
6. You may combine GM-ing with other volunteer opportunities in order to qualify for a convention refund.
7. Refunds will be made at the conclusion of your last scheduled hour of volunteer time.

## Registration Refund Policy

- 🕒 If you volunteer 8 or more hours of time you will receive a full refund.
- 🕒 If you volunteer 4 to 7.9 hours you will receive a 50% refund.
- 🕒 Volunteering for anything under 4 hours is appreciated, but will not qualify for a refund.

You have the option of waving your refund, which will go toward the operation of next years convention. Although your choice to do so would be appreciated, it is not expected, or required.