

# Clan Davidson Society

USA



Clan Tent Guidance

FOR

Tent Conveners

# SO... YOU WANT TO DO A CLAN TENT?

## **A Guide For Clan Davidson Society USA Tent Conveners**

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The Authors at Loch Norman 2004

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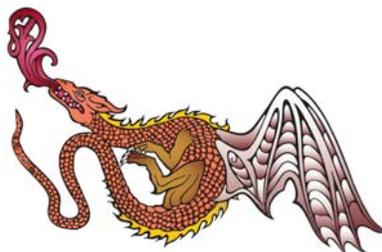
## INTRODUCTION

If you wish to become a Tent Convener for the Clan Davidson Society USA, GREAT! You are more than welcome. Please contact the Society President, John Dawson by email [viscc\_jd@yahoo.com] or telephone [603-443-0426] to discuss your decision with him. As President, he has the authority to appoint you to the position. He will also be your principal point of contact regarding your duties as a Tent Convener.

This is a guideline for Tent Conveners to help you get started. There are only a few hard fast rules. Mostly your tent will reflect your own interests and personality. However, this guide book should be an aid and reference for old and new Tent Conveners alike.

## ETIQUETTE

- 1 Be on time and have your tent set-up done before the games open for the day.
- 2 Be friendly, courteous and polite to all games attendees. Remember you are representing the Clan Davidson Society. We have an excellent reputation among the other clans for being friendly and helpful.
- 3 Remember the tent is **as much a source of hospitality for our members** as a place to recruit new members.
- 4 Do not leave the tent unattended at any time.
- 5 If your tent is in a secure area that is being supervised, or you have 2 or more people at your table, please try to have someone attend the Kirkin ( if it is held on site and in conjunction with the games) taking your clan tartan banner with you.
- 6 You need to have at least 1 representative in the tartan parade, carrying your name banner, and if you have others to march (this is a good way to get newly discovered Clansmen involved) take the tartan banner, other flags, swords, etc. This will let other attendees know that the Davidson Clan is active in the area.
- 7 Offer to help other clan tents, if needed. (it will come back to you). You are not in competition.
- 8 A kilt or kilt skirt is not necessary, but if you do have one please wear it. If not, try to have something with the Clan tartan or clan crest, i.e. Sash, pin etc. Please be appropriately dressed for the event.
- 9 If you attend a reception, please dress accordingly, as indicated by the games committee. Always remember, however, that overdressing is worse than under-dressing. Wearing formal evening wear to a daytime affair is generally not recommended. On the other hand, it's always ok to wear day-wear to an evening event, if that's the best Scottish attire you own.
- 10 Observe local liquor laws and customs.
- 11 Keep your table free of drinks, food, and trash.



**Regardless of how cute you think they are, leave your pets at home...**

**most Games venues do not allow pets on the field.**

## TABLE / TENT LAYOUTS

- 1 Do not be afraid to start small. Most beginning conveners have very little in the way of supplies and extras. We need you at the games, how much stuff you have is not important. As you gain experience, you will individualize your tent and acquire more things.
- 2 Pictures are a very big draw to all attendees. Try to have some on display, often people won't open a book, but will look at displays. So use pictures you are familiar with. If you need some, put out a request to the Sennachie, he's got a ton of them.
- 3 Please maintain political neutrality, per Clan Davidson policies - no political posters or symbols, no militia information, no confederate flags.
- 4 Displays must be Clan Davidson or Scottish culture/heritage oriented.
- 5 Try to display clan name banner at the front of your tent with maximum visibility.
- 6 Flags usually are at the front of the tent, these should be neutral, i.e., Scottish, American, Davidson, Canadian, New Zealand, Wales, or any of the Seven Celtic Nations. We advise against the Union Jack or Cross of St. George.
- 7 Have books on general names, septs and genealogy available. People often ask questions of anyone who seems friendly. Most games will have a society or genealogy tent to which you can direct in-depth questions.
- 8 Have applications, old copies of the sporan, a sign in sheet, Davidson historical information sheets, the Tulloch castle picture, membership benefits and other games flyers displayed on your table.



Larry Davidson, former Tent Convener for Region 14 (MO, KS, IA, NE) mans his Davidson Tent. Larry's act is simple yet very neat and complete. This is a good example of a tent set-up with a minimal amount of stuff which needs to be carried, packed, etc. Note the tent's side walls which offer protection from bad weather, hot sun or strong winds. Larry also has a small card table behind him under the Lion Rampant banner and a comfortable blue folding chair. While it's not shown, I suspect Larry has a cooler tucked up under the table.

## STYLES/ORGANIZATION

- 1 Reserve site at games as early as possible.
- 2 Try not to have your table be too cluttered.
- 3 Pictures of some society clan tents are included in this guide; some are simple, some are not. Develop your own style and work within your own comfort level, as well as available car and storage space. As you make your plans, remember you may be by yourself. You have to load, set up, take down and reload your car. Do not kill yourself. Bringing a wagon or some form of dolly can be a life-saver!
- 4 Some people set out candy or treats; others think this is too much trouble. This is strictly optional.
- 5 It is okay to "borrow" ideas from other clan tents, walk around and look at the other tents to help you determine your own style and get new ideas.
- 6 In general, sales of goods not specifically related to the Clan Davidson are discouraged. Remember, you are representing Clan Davidson, not Amway or Tupperware!
- 7 And, puh-leeze, leave the politicking and religious proselytizing at home. This is a violation of our Educational and Charitable 501 C 3 Charter.



This more complex set-up is the handiwork of Elaine Davidson. Elaine (in the Davidson Tartan skirt, above) is the Society's Secretary/Treasurer and Region 8 TC (NC & SC). Note the reverse crenulations on the Davidson Tartan over the table. The photos right show close-ups of this class act. Note the materials on the table in the far right photo. While this set-up is more complex than Larry's, it also takes a lot more work packing and setting up.



## SUPPLIES

- 1 Well before you will ever set up a clan tent, you will have been asked to sign a Memorandum of Understanding (MOU) and pay a modest deposit for a Tent Convener Starter Kit. Once the MOU and deposit issues have been finalized, you will have your Starter Kit sent to you.
- 2 Set may include:
  - A Membership applications
  - B Clan information sign
  - C Sept sign
  - D Treasurer's work sheets
  - E Sign in sheets (you may need to make copies; these are for your own records. Do not send to treasurer)
  - F Davidson Clan Badge stamp/ink pad (if required)
  - G Copies of old sporrans.
  - H Tee shirts
  - I Sweat shirts
  - J Clan books
  - K E-Z up style tent (this is covered in the Tent Conveners memorandum of understanding you must complete with the President before your first event)
- 3 You will also need to provide your own:
  - A One or more flagpoles (note: 8' sections of 1/2" or 3/4" aluminum conduit available from most hardware stores make dandy inexpensive flagpoles. Use shoe laces to attach the banners)
  - B Pens/pencils
  - C Reasonable quality scotch (if you don't know ask; to be used in conjunction with new members)
  - D At least 2 clipboards
  - E Lock box or some method of securing cash/checks and applications.
  - F Paper weights of some kind
  - G Cable ties and bungee cords/bungee balls for securing signs and banner
  - H Scissors or knife, safety pins also come in handy
  - I Trash bags
  - J Duct tape!!!



This is another fine example of a clean and workable clan tent set-up... this is courtesy of Pat & Peg Davis, TC R8.

- 4 The following items are extras, but may make your life easier.
  - A Display racks for flyers, Tulloch castle poster, and membership benefits sheet
  - B Stapler or paper clips
  - C Paper towels
  - D Label maker
  - E Chair pads or your own chairs that are more comfortable than metal folding chairs. Do not use lounge chairs they are too hard to get out of quickly.
  - F Cooler with drinks. You may not be close to vendors, and not all games have hospitality tents.
  - G If you choose to bring you own food, make it easy.
  - H Tool box (hammer, tent stakes, screwdrivers, etc.)
  - I Extra tables, even a card table may help.
  - J Plastic bins to store inventory and kit
  - K Dolly or wheeled cart.
  - L Items you wish to add to your kit
  - M Scottish weapons
  - N Scottish Memorabilia.
  - O Additional tartan style books
  - P Additional tartan banners
  - Q Tent sides
  - R More duct tape and bungee cords!

## AFTER THE GAMES

- 1 Store clan tent basic kit in clean dry location. If anything got wet, please dry before storing, especially your E-Z Up tent!
- 2 **Send completed applications with check/money order and worksheet to treasurer as soon as possible after the event ends... please do not hold membership/renewal applications for weeks on end!** This makes us look like a 3rd rate organization, and we are definitely not a 3rd rate organization!
- 3 **Send renewals with check/money order to treasurer include full name and address (we have quite a few John Davidsons) you can use the application form if it is easier, just write renewal at top. WRITE LEGIBLY!!!**
- 4 Send check or money order with itemized list of sales to treasurer, including # and size of tee shirts/sweatshirts.
- 5 Using "sign-in" sheet, send thank you emails to tent visitors (recommend 4 categories; 1. New members, 2. Existing members, 3. Nonmembers, 4. Personally known members) most of these can be generic blanket emails, just blind copy all the recipients. (examples available, contact President)
- 6 Send Sennachie a note with brief description of your games experience. Be creative... Remember, you are writing for your clan family. Include pictures if possible. Your article and pictures can be emailed to the Sennachie at [sennachie@earthlink.net](mailto:sennachie@earthlink.net)
- 7 If you put your name or the games and year on applications that you hand out, you may contact Sennachie if you are interested in the number of returned applications.
- 8 **PLAN AHEAD!!** If you need to restock your Memorabilia-For-Sale, Membership Applications, or newsletter copies, for example, let the President know and he will have supplies sent to you. Do **NOT** wait to the last minute!

## REIMBURSEMENT

- 1 You must have **pre-approval** for all clan tents at games that you wish to attend. Usually this just means notifying the President. Try to attend games that will have a good attendance. You may not know this in advance.
- 2 If you are an appointed clan tent convener, the society will reimburse you for some costs incurred.
- 3 The society will reimburse you for the cost of tent sponsorship, including the tent or space rental (if the event has their own tents that you must use), 1 table, 2 chairs, entry to the games and a personal sponsorship.
- 4 **Food, travel, and lodging are your own responsibility, but these costs are tax deductible as a charitable cash contribution.** For more information about tax deductions, contact the Sennachie.

## A FEW LAST BITS of WISDOM

Please remember, you are NOT alone. CDS-USA has had dozens of TCs over the course of the last nearly 4 decades. There's a wealth of experience available to you, all you have to do is reach out and ask. A quick phone call to the President may get you in touch with someone in your area who can give you some great advice, and perhaps some help for your initial outings. Read the book published by CDS-USA, *Clan Davidson - History, Symbols, Septs, Tartans, Clan Organizations & More*; it's THE best source of information you'll find for factual information about Clan Davidson. Remember that about 99% of everything you find on the Internet about Clan Davidson is either myth or pure bunkum.

And, one last thing... HAVE FUN! That's what this is all about!.



Here's a very atypical tent set up... this is the 40' x 40' Clan Tent we had for our International Gathering at Kansas City in 2011. Pam Davis was the Czarina of the Tent, and did a magnificent job!

# CHECK LIST

- Back Issues of Sporrans
- Bungee Cords/Balls
- Cable Ties
- Chair Pads/Chairs
- Clan Crest Stamp And Ink Pad, If Required
- Clip Boards
- Cooler
- Display Racks
- Dolly/Wheeled Cart
- Drinks
- Duct Tape
- Flag Poles
- Flags, Banners
- Kith & Kin Book
- Label Maker
- Lock Box
- Membership Application Forms
- Memorabilia for Sale (Clan Books, tee shirts, etc)
- Other Books
- Paper Towels
- Paper Weights
- Pens/Pencils
- Pictures
- Safety Pins
- Sales List For Clan Items
- Scissors/Knife
- Sept Sign
- Sign In Sheet
- Stapler/Paper Clips
- Sun Screen
- Table(S)
- Tablecloth(S)
- Tartan Davidson Flag (For Parade)
- Tent Banner (Vinyl)
- Tool Kit
- Treasurer's Work Sheets



In the contest to see which Tent Convener has the tent set-up that is the most difficult to pack, assemble, and maintain, the winner by a huge margin is Rich Halliley, TC for R8. Rich's ersatz faux-castle is made from masonite and is a big pain in the keester to erect and take down! I also suspect it won't be too user friendly after it gets rained on a few times... but, ya gotta admit, it IS eye-catching!