



Trooping Handbook

Cloud City Garrison Trooping Handbook
Revised August 22, 2010

CLOUD CITY GARRISON TROOPING HANDBOOK

This document is intended to be used as a set of guidelines only. It is not intended to replace the 501st Legion Code of Conduct or any other part of the Legion Charter, but is meant to be used as a "quick-reference" guide to assist members in their responsibilities while trooping. This handbook applies to all Cloud City Garrison Members and other guests of the Cloud City Garrison who are in attendance at Cloud City Garrison Events and Appearances.

Troopers / Costumed Personnel

Appearance:

Full costume in presentable order

What they do:

Troopers make themselves available to the public while in costume. Interacting with the public, especially children, is highly encouraged. Helmeted and unhelmeted personnel should use caution, however, when interacting physically with young children. (i.e. Hugging is not encouraged. Please use your common sense!)

Please keep in mind that we have been invited to these events to entertain and not to socialize with each other. Before and after the event is our time. A social grouping while in costume is discouraged but understandable while "business is slow." Please remember that we are there for the event organizers and their attendees who should be our #1 priority. We troop to entertain.

While in the public eye, costumes must be worn correctly. Helmets should remain on. If a costumed person needs a "breather" or a break they should step into the changing area/break room before removing their helmet. The only time a helmet should be removed is in the case of easing a nervous child or a medical emergency. Interviews with the media and questions regarding the garrison should first be referred to the Event Coordinator or a Garrison Officer, followed by non-helmeted personnel, Spotters or Support Staff - but always to an official 501st member.

Keep in mind that, while our first priority is to be there for the event and to enlighten the lives of children, you should never put your personal health or well being in jeopardy. If you have a medical condition that requires attention during an event, it is your responsibility to address the situation (e.g. prescribed medication, glucose tablets for diabetes, or food for hypoglycemia) and to inform the spotters, support personnel, and event coordinator prior to the event so that proper care can be given in the case of an emergency.

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Spotters / Handlers

Appearance:

Non-costumed spotters should wear a sanctioned Garrison shirt that sports the Cloud City Garrison logo, an Official 501st Legion shirt, or a “Costume Support” shirt. In lieu of one of these shirts, non-costumed spotters should wear a Cloud City Garrison or 501st ID badge, with a plain black t-shirt.

What they do:

Spotters assist helmeted personnel by keeping a watchful eye on them during a troop. They should be mindful of potential hazards (i.e. small children which a helmeted member can trip over, children who are harassing helmeted personnel, stairs, or steps) and should assist with any costume malfunctions.

Spotters should keep a watchful eye as long as they are at the event. They should not spend extra time in the changing area or conversing with friends. Spotters are our eyes while we are in costume! In addition they assist Cloud City Garrison personnel in any other capacity as event circumstances dictate. Spotters may also assist the Support Staff as runners for supplies.

Support Staff

Appearance:

Support Staff members should wear a sanctioned Garrison shirt that sports the Cloud City Garrison logo, an Official 501st Legion shirt, or a “Costume Support” shirt. In lieu of one of these shirts, non-costumed spotters should wear a Cloud City Garrison or 501st ID badge, with a plain black t-shirt.

What they do:

Support Staff are Spotters with a designated responsibility other than watching helmeted personnel. They assist in running cameras for photo booths, computers, printing images, taking money, and/or handling the recruiting table. They also help helmeted personnel suit up and suit down.

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Code of Conduct:

The 501st Legion Charter outlines a code of conduct that all members should adhere to. As such, both 501st Cloud City Garrison members as well as guests will be expected to adhere to this code of conduct. This code of conduct is as follows:

Article VI - Code of Conduct

The 501st Legion recognizes that its costumes represent characters from the Star Wars films and as such, costume-wearers carry the responsibility of portraying these characters professionally and tastefully while in public. For these reasons, all members are prohibited from acting in a manner disrespectful towards the image they are portraying, towards fellow club members, or towards the public at large while in costume at an event expressly organized as a 501st event.

Foul language, obscene gestures, and use of alcohol or tobacco are prohibited while in costume in view of the public (children especially) as they jeopardize the club's image. Any convention or gathering where adult content is prevalent can be considered a private venue and a non-501st event and behavioral standards may be relaxed.

Acting in a threatening or violent manner, sexual harassment or misconduct, theft, and illegal substance abuse are all prohibited as they are unacceptable behavior. This applies to members in or out of costume at 501st events or otherwise.

In short, crude behavior is discouraged; threatening behavior is prohibited completely. Members who engage in such conduct may be subject to disciplinary action, including expulsion from the 501st Legion.

This code is not meant to restrict freedom, but to give fair warning what behaviors may require action to correct. When out of costume, members are still required to observe reasonable behavioral standards towards fellow club members, as these actions affect one another. Your private life is your own.

