

# So You Want An ElfQuest Holt, Eh?

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Great! And welcome to the ranks of some of the most devoted, enthusiastic and insane EQ fans around commonly referred to as holt managers. Running an ElfQuest holt can be one of the most interesting and fun hobbies you may very well discover. You get to meet tons of great people, the vast majority of whom are highly addicted EQ fans such as yourself, help to introduce new fans to the world of Two Moons and share a love for a story that has touched thousands.

Sounds fabulous, doesn't it? But of course there's a catch. The problem with starting a fanclub is often that you, the potential creator and manager, have little to no idea in what is involved in setting up this endeavour or more importantly, keeping it going and doing it well. I know that's true because that's the position I was in many, many years ago when I decided I wanted to create my own holt.

As with everything these days, knowledge is power. The trick in deciding to create a fanclub is finding the resources - in the form of experienced holt managers - who are willing to share their knowledge, experiences and tricks of the trade to help you get started. I was lucky enough to receive such guidance from the former manager of Crystal Falls Holt and since having set up and run Rushwater Holt for numerous years now, I too have been petitioned by potential new holt managers for similar information. One good turn deserves another, in my opinion, and so this article will detail what you need to know and do to get started on making your own holt and what to do once you have it up and running. I hope all holt managers, new and experienced, will find a few valuable nuggets of truth and helpful suggestions herein.

## **Part 1: Laying the Groundwork**

It's easy to jump straight into the creative aspect of world and character making once you finally decide to run a holt but force yourself to resist this temptation - at least for now. Before you even begin to think about what the setting should be or who the characters are, you have to begin with the more critical decision making of laying the groundwork for your fanclub. To skip this initial design component will cause you much grief later on, both in structure and maintenance of your fanclub, and will sacrifice the enjoyment you and your members get out of the holt so be sure to take a careful look at the following items and be up front with yourself about their answers.

### 1. You, the Holt Manager

When it all comes down to it, the holt manager makes or breaks a holt so it's important to begin with yourself. People management is the heartbeat of running a holt; you have to be able to communicate well and clearly with other people, conduct yourself in a mature manner and be understanding of other peoples' lives, opinions and feelings. Ask yourself honestly, can you do this? If the truthful answer is 'no', you may want to team up with someone else who has these abilities but remember that teamwork takes a lot of effort on everyone's part.

Commitment, time and resources are no less important for the holt manager. You have to be dedicated to your fanclub because if you can't commit to it, your members certainly won't and no one likes being a part of a fanclub that never updates itself or does anything. For that reason time is also a critical factor and you must be willing to set aside some of your personal life to attend to it. Be realistic when you think about running a holt and decide at the beginning what you feel is an acceptable amount of time to spend on this endeavour regularly. If you don't feel you will have the time to devote to it, don't attempt to struggle through creating and running a holt, it's better to wait and set it up when you know you will

have the time later on. The same goes for resources. Depending on what your holt will require, you have to decide if you can meet the resources necessary for creating and maintaining it, whether this be a computer, Internet connection, printing services or something else.

## 2. The Holt, What of It?

You know you want to run a holt but what KIND of holt? Think about the purpose of your holt - will it be traditional art and fanfic based, play by email (PBeM) freestyle role play, how about structured RPG or perhaps just a discussion forum for fans? It's utterly important to decide on the purpose of your holt before going any further so that you know what will be required to create, display and make available to your members.

Once you know what you want your holt to do, the next step is deciding upon the medium to convey it in. Online holts are highly popular today, with their ability to reach fans across international and coastal borders but many people still also enjoy snail mail publication holts and a few holts are even face-to-face organizations aimed towards bringing EQ fans together for conventions, camping, table top role play or the like. Bare in mind that whatever medium you choose for your holt, you must have some sort of knowledge for how to use it, such as the ability to code in HTML if you decide to create an online holt. If you lack this knowledge or abilities, make sure to find someone responsible and willing to commit to do it for you or you'll have to learn yourself.

Next you need to decide upon a form of publication. Every holt needs a publication - it's the fanclub's way of keeping in touch with its members. Publications should at the very least include a current list of members and their contact information, the characters and bonds (if applicable) and also material from the holt (based on its purpose) such as art, fanfic, role play summaries, announcements and so on and so forth. Snail mail based holts especially may also wish to provide holt guides that include world and rule information, particularly for new members. Also don't forget to decide upon a frequency for your publications, taking into consideration the amount of time you have to commit to it - such as layout design, material collection, proof reading, editing, etc. - and the time required by members to make contributions to the publication.

Additionally, unless you're willing to invest your own money into the holt and depending on the medium and form of publication you choose, you may have to charge a membership fee. The membership fee should cover all expenses incurred by the holt such as printing costs, postage, server fees, etc., as applicable to your needs. Any costs in excess of this you will either have to absorb yourself or ask your members to give a little more. If you do decide you need a membership fee, remember to keep the fee reasonable. I would suggest no more than \$10/year and if you have international members, decide how you want to handle foreign currency - will you allow it or choose one country's funds exclusively? In my experience, most members prefer being able to pay their fee in their own country's funds but bare in mind that you will have to absorb currency purchases and exchange rates. Also make sure to provide several options for membership fee payment, if possible, such as cash, cheque, money order, wire services, etc. The key to having a holt with a membership fee that everyone still wants to join is in making the fee easy to handle and a non-issue to members.

## 3. Rules, Protect Yourself and Your Members

Not everyone likes rules but people need them. By deciding on what rules, guidelines and procedures you wish to instil in your holt before making it available to the public, you will be better able to prepare yourself for pre-emptive troubleshooting and grooming your members into desirable routines. In turn, this makes your holt more enjoyable for all, yourself included. Think about key issues that may arise such as an age requirement if you plan to allow adult material into your holt, how you plan to handle inactive members, guidelines for art or fanfic submissions or the appropriate procedure you wish members to use during PBeM, etc.

Information organization is another critical element you would do best to decide upon before going further as well. Figure out an organizational system that works best for you and set aside an area where you can keep all holt material, be it a filing cabinet, area on your computer's hard drive or diskette. Section this information archive into logical areas such as art, fanfic, world information, character sheets, account reconciliation and so forth. Your purpose here is to make sure you have a system in which you can accurately store and retrieve all holt material when you require it. Creating this system now will help to prevent possible loss of material if you have to reorganize later.

Lastly, make sure you have the proper legal disclaimers required by Warp Graphics Inc. Being in the know about this legal stuff is dry but it's better than being sued and Warp does make it well known that in order to display anything EQ related, you must provide the appropriate acknowledgement back to them. I also highly recommend having Richard himself proof your holt prior to launch to ensure you have covered all the necessary legal requirements; he's more than happy to take the few minutes to review your material and give you the okay than to have to track you down and point out problems after the fact. You can find the necessary Warp Graphics Inc. disclaimer on their website at <http://www.elfquest.com/Legal.html> or by emailing [licensing@elfquest.com](mailto:licensing@elfquest.com) and below is the required disclaimer Richard will be looking for on any EQ publications you make.

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## **Part 2: The Creative Stuff**

Now that you've done a lot of the legwork surrounding the background running of your holt, you can get to the fun stuff - actually making the world and characters. Quite likely you already have a ton of ideas for your world and what your elves will be like so this section will probably fly right by.

One thing to keep in mind when world building: people in general and fans in particular prefer well thought out and consistent realities. What this means is that you should think about the world decisions you make - are they believable, can you explain and defend them adequately, does everything make sense? If you don't know or you can't say yes to any of these questions, seriously consider revising your plan until you can. Richard Pini himself states he was highly critical of the World of Two Moons' dynamics and ensured at very step of the way that the world remained consistent, believable and explainable and doing so makes the difference between a mediocre and a fantastic holt.

### **1. The Setting**

If you begin with the setting you are more likely to keep consistency in your world. Here you need to decide upon where your holt will take place; this could be grandiose - your elves are descended from a different pod of High Ones and live on another planet than Abode - or it could be much smaller - the geographical terrain of the holt and surrounding area.

When working out the setting, think about what the actual environment will be and look like - will it be lush jungles or sparse deserts, how about swamps or an underground empire? Think about the climate, temperature, amount of rainfall and make sure all these aspects are appropriate for your setting - it makes no sense for jungles to experience cold and dry climates or deserts to receive snowfalls. Also realize that your holt's setting will have a direct impact on your characters and will determine their evolution, culture and lifestyle conventions.

## 2. The Elves and Their Culture

Perhaps the most important part of creating your elves is deciding on what type of elves they will be so do this first. By type I mean will they be Wolfriders, Gliders, Sea Elves, Plainsrunners, Go Backs or something completely original such as dragons riders or fox crossbreeds, etc. Remember that the type of elves you decide on must compliment your setting so no Plainsrunners running around in the mountains unless you can rationalize and defend this decision under fire. Also, depending on the type of elves you choose, you may also wish to add unique racial qualities to them - perhaps no elf reaches a height greater than three feet, they are all blue eyed or bare special birth marks.

Equally important is explaining whom your elves are descended from and where or how they came to be. A genealogy of at least the leaders is always a good idea to aid in this endeavour and if you're feeling really up to the challenge, you might also find it helpful to figure out where in the EQ timeline your holt exists. Also be prepared to create or dig up information on past leaders or family members as many holt members enjoy reading this history or writing and drawing about it.

In my experience, magic, names and what to do about wanderer characters are three of the most important decisions you will make about your elves and the decision you settle on will set the tone for the rest of your holt and future characters, so take heed now while you can. Magic is a quality you need to be highly careful of. It is power to your elves and their members and although many people enjoy playing magic users, too much magic or the wrong types of magic can quickly ruin all your wonderful and time consuming plot schemes. Magic is most commonly also dependent on elf type so if you know you want sea elves realize that they aren't likely to possess rock shaping. Decide here and now what types of magic you will permit, what types you will not accept and if you will allow unique magic types not seen in ElfQuest to date.

Names are deeply embedded into culture and each society approaches names differently. Names can also be considered sacred, individuals may have more than one name, some names may be used only by certain people and so forth. When creating your elves take time to consider what types of names they will hold - will they be descriptive names like those the Wolfriders use or syllabic names similar to the Sun Folk? Perhaps your elves will have a combination of these name types, especially if your holt is placed in a later time period, or you may decide on a totally unique naming convention. Whatever the route you choose, be sure to try to stick to it as it is highly unusual for societies to break out of their traditional names without good cause or significant influencing factors. Similarly, cultures that have no knowledge of specific concepts will therefore obviously lack these concepts reflected in their names. This means desert elves shouldn't have names like Snowberry or Deeplake, etc.

As for wanderers, there has always seemed to me to be a lot of people who like having wanderer characters. Before you open your holt you need to figure out how you will handle this issue as I will guarantee you will have at least one person ask to make such a character. Why the big deal about accepting wandering characters? Well, I personally feel there are many but the three main points that I will limit myself to make here are thus:

1. Loner elves have been shown in ElfQuest to be virtually non-existent or unheard of, perhaps because elves are social creatures, the world is so large or because a lone elf invariably has a short lifespan.
2. Despite the fact that Cutter and crew stumbled across three other cultures of elves in their travels, the Pinis have attempted to suggest that there are not that many elves on the World of Two Moons and finding another tribe is highly unlikely or at least unusual.
3. If you accept a wanderer into your holt, it will stand to reason that you assume there are other elves in the world and holds the door open to possibly allowing more

wanderers in the future. You may also have to explain how and why the wanderer made it to your holt and this could create complications.

Of course that doesn't mean you shouldn't or can't accept wanderers, it's your holt, you make the rules and if you're okay with wanderers then go right ahead! But, do make a point of deciding ahead of time so that you are happy with your decision. You don't want to be in a situation where you accept a wanderer - or any character for that matter - and then regret doing so afterwards.

As your elves begin to flesh themselves out more in your mind and on paper, consider further developing their culture and lifestyle. All societies have celebrations and rites of passage, codes of law and leadership hierarchies and these are important qualities of life for your elves and members to incorporate into the holt. You may also want to make some decisions on things such as clothing and jewellery styles and ensure they match your environmental and technological setting ideals, too. Lastly, if there are other races such as humans, trolls or preservers in your holt, you should decide how much and what type of interaction they have with each other.

#### 4. Non-Player Characters (NPCs)

There are usually at least a few NPC characters in every holt. The benefit of having NPCs is that it helps to fill the holt out, especially at the beginning when members are just joining, and can act as 'filler' characters and family members for member-created characters. It's easy to go hog-wild making NPCs characters, however, but I would recommend avoiding having too many as they will detract from the characters your members will invariably wish to create. Instead have just enough NPCs for the holt to run and allow your members to do the rest, the holt is for members after all, not pregenerated characters. If you do use NPCs, you may decide to keep them as holt property or adopt them out to members who aren't interested in making their own character or who take a fancy to one of them.

#### 5. Holt Name

I would strongly suggest leaving the name until the last. Like writing a good story, finding the perfect name can be the most difficult part of the process and by leaving it until the last, you will most likely hit upon something from your creative energy that suits the holt best. Name your holt after your elves, the setting, an unusual plot point or whatever you like but definitely consider the name carefully as it will be what catches potential members' eyes and bring them to your holt.

#### 6. Everything Else

Of course this isn't a definitive list of everything else you could potentially create and make available to your members but it does cover the basics. Other items you may wish to include could be maps of the holt and surrounding area, a timeline of events for the tribe's history, a list of flora and fauna typically found around the holt and of course information on bond beasts if you choose to have any. If you do include other races beyond elves, be sure to provide information on them and their cultures as well and remember to cross reference all your material against the setting and cultures - consistency, consistency, consistency!

### **Part 3: Keeping It Going**

If you've made it this far, congratulations - you deserve a pat on the back! That said, though, don't think it's all downhill from here; creating your holt is just the beginning of a long road ahead called Management. The majority of holts are good at the creative stuff - they get their elf tribe(s), bonds and general plot lines all figured out and start accepting members without too much difficulty. The problems seem to arise after that when it comes to the real grunt work and few holts survive their first year after opening. That first year is the critical timeframe of a holt so be sure to start it off well and get yourself prepared to handle the hurdles of material and people management.

#### 1. Finding Members

Don't panic if you've spent a huge amount of time and energy into creating your holt, getting it online or published and then find yourself lacking members at the start, that sort of thing happens to almost every new holt and is bound to change quickly with a few tips on getting yourself members. If you're running an online holt remember that the Internet is a big place and it's easy to not be found immediately. If you're running an offline/published holt, bare in mind that your area may not support many local EQ fans and you'll have to branch out into new territory to scare up those interested. In either case, try these suggestions:

*EQ.com Links* - Surf on over to the ElfQuest website and submit your holt link to Warp Graphic's fan resource links list, they'll even put you in a special holts-only section so people specifically looking for new holts will be able to find you easily.  
ElfQuest.com: <http://www.elfquest.com>

*Email Lists & Newsgroups* - This is target audience marketing at its best because you know EQ fans will be frequenting these areas. Subscribe yourself to an EQ mailing list and newsgroup and announce your new holt there.  
Equest-L mailing list: [equest-l-subscribe@elfquest.com](mailto:equest-l-subscribe@elfquest.com)  
EQ Usenet newsgroup: [rec.arts.comics.elfquest](mailto:rec.arts.comics.elfquest)

**NOTE:** Always check with a list owner/moderator before posting announcements about your holt to the list. This is especially important when posting to existing holt mailing lists as many holt managers have anti-solicitation policies for their members and may not appreciate you filling up their lists with ads not relating to their holt.

*Comic Shops* - If you have a comic and/or gaming shop or two in your area, especially any that carry EQ material and obviously have EQ customers, see if they will allow you to post an announcement about your holt in their store.

*Gaming/RPG Groups* - Look around and see if you can find any local or online gaming and RPG groups that will let you advertise your holt. Many large college or universities have gaming clubs or you might be one of the lucky few who has an annual comic or RPG convention in your area and if so, get out there with flyers and the like.

*Word of Mouth* - Nothing beats it. You get a few good members and treat them fairly and run a good holt and before you know it they'll be spreading the word like wildfire. Remember that what you put out comes back threefold so be good to your members and they'll be good to you.

## 2. Delegating and the Magic Word

Delegate, delegate, delegate! I cannot stress this point enough. If you plan on surviving running a holt and doing it well (and keeping your sanity to boot) you will absolutely need to delegate, I'd even suggest doing it from the start, and if you don't know how learn quickly. It's hard, I know, to allow someone else to take over the reins of your baby sometimes but do realize that when you create a holt the intention is to share it with others and they will ultimately always change your creation - if you can't live with that you either need to come to terms with it now or go no further. When you do delegate, however, be sure to think carefully on whom to delegate to and if it is something that should be handled by someone else; some things just simply must be done by the holt manager and you want to make sure the person you delegate to is up to the job and trustworthy. To do otherwise may result in more work for you in the long run should you need to clean up the job later and that defeats the purpose of delegating in the first place.

Then there is the Magic Word. No, it's not 'please' like your mother taught you (although that still goes a long way and should never be overlooked). The Magic Word I'm referring to here is 'no'. Yes, the word 'no'. Do not be deceived by the simplicity of the word 'no', it is a very powerful word and you need to learn how to wield it properly. Do not be afraid to say no. If a

character doesn't fit your holt rules, say no. If a person seeking to join your holt has a bad reputation and you're concerned of the outcome, say no. If a member oversteps the boundaries of the holt rules, say no. If someone asks too much of you or something unrealistic, say no. You get the point. You may be uncomfortable at first saying no, you might even feel bad about it but do it anyway, you'll feel better about having asserted your feelings - it's your holt after all - and you won't have to live with a poorly made decision. Just remember, though, just because you say no doesn't mean you can or should be mean about it. You're managing people here, not cattle, be firm about your decisions but never lose sight of the fairness involved and always justify your decision with the reasons for your saying no - it will go a long way towards your members understanding your reasoning and not feeling put down on either. Respect is a two way street and holt managers are not exempt from it.

### 3. Organization

As previously mentioned in Laying the Groundwork, organization is one of the cornerstones of running a good holt. Hopefully you prepared for this factor by deciding on how you will store your holt material such as on electronic medium such as a zip drive, a filing cabinet or so forth. If you choose to store your material on your hard drive, be advised to always have a current backup of your files on diskette should your hard drive fail on you.

Everyone organizes differently so there's only so much I can suggest here as what works for me might not work for you and that's okay, you'll find your own methods easily enough in time and with some practice. I recommend making clear divisions in the type of material you collect and then creating folders for each, either on disk or actual file folders. Some examples might be 'art', 'fanfic', 'rpg logs' and so on. I also find it helpful to have subfolders, particularly for art and fanfic, labelled 'new' (art and fanfic), 'revisions', 'final drafts' (all fanfic) so that I know which pieces are the most recent and not waste my time shifting through mountains of archived submissions. The other important factor or organizing your holt material is to deal with it as soon as it comes in to you. Don't set it aside and plan to save or file it later, it's far too easy to forget and/or lose it when this happens. Also, don't be afraid to make lists or set up email reminders to yourself for upcoming events, deadlines or anything else you need to keep track of and might forget.

### 4. Routines

Routines are great and by and large people rely on routines so try to make up a few that suit your needs and then stick to them. Routines will also help you in your effort to stay organized and keep track of everything going on in your holt. If you run an online holt, you may wish to consider setting up an update routine. This may include a standardized schedule for updates (I update RWH every Saturday, for example) or it may include a specific procedure you use to do your updates. If you run an offline holt with a publication, work out a release schedule and make it available to your members so they are aware of deadlines. The purpose here is to make your life easier and routines will certainly help in accomplishing this.

### 5. Suggested Resources

If you're like me, you probably either have or will spend hours on end searching for just the right resource. It's a horrible job that no one enjoys so I'm going to share some of my resources with you in the hopes that you may find something that will help you out without all the hassle involved. I've tried to focus on the most demanded items and listed my top three recommendations for each. Enjoy!

*Email Lists/Communities* - These things have become extremely popular the last few years and are especially of interest to online holts focusing on freestyle PBeM role play. Many of the community type lists also provide features such as file archives, databases, voting polls, photo albums - virtually everything you'd need to run a holt with!

Pick #1: Smartgroups: A full feature online community, complete with mailing list and all of the above mentioned extras. You can make your list public or private, allow anyone to

join or only those you invite, turn on or off all the features or select access by only specific types of people, digest and web-only email settings also available. A must see, definitely go here first and take their tour.

<http://www.smartgroups.com>

Pick #2: MSN Communities: Another full feature online community, complete with mailing list and all of the above mentioned extras. Again, you can make your list public or private, allow anyone to join or only those you invite, select the features you wish to use in your community, chat room included and have weekly summaries of the emails on your list sent to you. You may need to work a bit harder here as there is no tour available but worth consideration.

<http://communities.msn.com>

Pick #3: Topica: Strictly for email lists and discussion groups, they don't offer the additional features such as file storage, photo album or whatnot. They're quite straight forward and easy to use, provide nice little auto-subscription features to integrate into your website and even have a feature that will transfer your existing list members from a Yahoo! Groups list to Topica (good for those of you who are fed up with Yahoo!'s crappy service). A good choice if you're just looking for a good email list without all the frills.

<http://www.topica.com>

*Message Boards* - Message boards are the old standard of the online holt and although many have converted to the online community deal above, message boards are still good for keeping members informed, role play, announcements or anything else. If you look hard enough you can find message boards for just about any format and feature you're looking for.

Pick #1: Ezboard: Threaded discussion formatting has become the new wave of message boards and Ezboard is perhaps the most renowned of this brand of board. Complete customization so they will fit into the design of your website, registration and password protection should you desire it, HTML posting can be enabled or disabled, threads containing new posts are easily marked for quick scanning. Start here and take their tour, you'll probably find everything you're looking for and more.

<http://www.ezboard.com>

Pick #2: Starforums: Another threaded discussion formatted board, Starforums is not widely known but they have the good stuff you're looking for. Customizable design, integration of HTML and Javascript (you can even include your own scripts in the board code), multi-lingual, message correction and notification, the list goes on. A bit of the underdog but has potential.

<http://on.starblvd.net/meet/>

Pick #3: Beseen.com Bulletin Boards: For those who like a simpler and none threaded discussion board, Beseen has been providing message boards for years. Granted, they don't have all the jazz that the previous two do but they are reliable, easy to use and maintain. Adhering to the KISS (Keep It Simple, Stupid) principle - don't knock it 'til you've tried it.

<http://www.beseen.com>

*Voting Polls/Quizzes* - People like voting polls and quizzes. Don't ask me why, they just do, I'm guilty of it myself. These features can be fun for holts, however, and they're an excellent tool for holt managers when looking to monitor their members' thoughts, opinions and knowledge.

Pick #1: Beseen.com Quizlets: I've been using these Quizlets since day one and love them above all other voting polls I've seen online. Their design is easily customized and

integrated into a website, easy to maintain, you can even choose between flat or pop-up mode.

<http://www.beseen.com>

Pick #2: Bravenet Mini Polls: Probably the most common and popular voting poll on the Internet, Bravenet does provide a good option with a lot of additional features such as running up to 10 polls at once, random poll display, archived results and more. Probably the best choice if you're really into this sort of thing and want it all.

<http://www.bravenet.com>

Pick #3: FreeWebWare WebPolls: Another voting poll with a ton of features and customizations including up to 25 responses to your polls and even a choice of different graphs to display.

<http://www.freeweeware.com>

*Free Templates* - Why go to all the trouble of reinventing the wheel when someone else has already done the work for you? Many potential holt managers are interested in setting up databases to organize themselves or similar ideas but either lack the time or knowledge of how to do this. Thankfully Microsoft comes to the rescue!

Participation/Grading Trackers -

<http://officeupdate.microsoft.com/TemplateGallery/templates/4/tp824.asp?i=10&l=1184,942,858,862,929,1185,886,816,821,902,824,823,825,839,1138,829,844,859,1186,860.&RC=11&M=21&mh=20&qu=&ct=&cid=0.145.149> (Excel, based on averages)

<http://officeupdate.microsoft.com/TemplateGallery/templates/4/tp823.asp?i=11&l=1184,942,858,862,929,1185,886,816,821,902,824,823,825,839,1138,829,844,859,1186,860.&RC=12&M=21&mh=20&qu=&ct=&cid=0.145.149> (Excel, based on percentages)

<http://officeupdate.microsoft.com/TemplateGallery/templates/4/tp825.asp?i=12&l=1184,942,858,862,929,1185,886,816,821,902,824,823,825,839,1138,829,844,859,1186,860.&RC=13&M=21&mh=20&qu=&ct=&cid=0.145.149> (Excel, based on points)

<http://officeupdate.microsoft.com/TemplateGallery/templates/4/tp902.asp?i=9&l=1184,942,858,862,929,1185,886,816,821,902,824,823,825,839,1138,829,844,859,1186,860.&RC=10&M=21&mh=20&qu=&ct=&cid=0.145.149> (Access 2000, grade book and database)

Club Databases -

<http://officeupdate.microsoft.com/TemplateGallery/templates/5/tp1030.asp?i=0&l=1030,1168,1169,145,144,95,116,281,3,336,283.&RC=1&M=11&mh=20&qu=&ct=&cid=0.151.153> (Access 2000, membership database)

<http://officeupdate.microsoft.com/TemplateGallery/templates/4/tp962.asp?i=0&l=962,10,282,264,140,37,1111,512,284.&RC=1&M=9&mh=20&qu=&ct=&cid=0.151.152> (Access 2000, charitable donations database)

### **The Questionnaire/Checklist**

Use this hopefully helpful questionnaire/checklist to make sure you have accomplished everything you need to in order to begin your own ElfQuest fanclub holt.

#### Part 1: Laying the Groundwork

- I feel confident in communicating and managing people effectively (yes/no)
- I can commit myself to the work involved (yes/no)
- I plan to contribute \_\_\_\_\_ hours of time per \_\_\_\_\_ regularly
- I will require and have access to the following resources \_\_\_\_\_

- The purpose of my holt will be \_\_\_\_\_
- Medium my holt will be displayed in \_\_\_\_\_
- Medium my holt publication will be displayed in \_\_\_\_\_
- Publication frequency will be \_\_\_\_\_ per \_\_\_\_\_
- My publication will include \_\_\_\_\_
- I have calculated a cost analysis of my holt and it will be \$\_\_\_\_\_ per year
- I will charge a membership fee (yes/no)
- Annual membership fee will be \$\_\_\_\_\_
- I will accept foreign currency OR I will require currency only from \_\_\_\_\_ country
- I will accept the following methods of membership fee payment \_\_\_\_\_
  
- I will have the following holt rules \_\_\_\_\_
- I will have the following submission guidelines \_\_\_\_\_
- I will have the following procedures \_\_\_\_\_
- I have a system for organizing holt material \_\_\_\_\_
- I have included the Warp disclaimer (yes/no)
- I have contacted Warp for approval (yes/no)
- I have obtained approval from Warp (yes/no)

#### Part 2: The Creative Stuff

- My large-scale setting will be (ex. world/planet) \_\_\_\_\_
- My small-scale setting will be (ex. terrain) \_\_\_\_\_
- Climate, temperature, precipitation and natural disasters will be \_\_\_\_\_
  
- My type of elves will be \_\_\_\_\_
- The elves will have specific racial qualities (yes/no, if yes list) \_\_\_\_\_
- The elves will be descended from \_\_\_\_\_
- I have a genealogy list (yes/no)
- I have a timeline (yes/no)
- Magic I will permit \_\_\_\_\_
- Magic I will not permit \_\_\_\_\_
- Naming convention the elves will use \_\_\_\_\_
- I will accept wanderers (yes/no)
- Celebrations and rites of passage will be \_\_\_\_\_
- Codes of law and leadership will be \_\_\_\_\_
- I will include humans, trolls, preservers or other races (yes/no)
  
- I will include NPC characters (yes/no)
- Maximum NPC characters will be \_\_\_\_\_
- NPCs will remain holt property (yes/no)
- NPCs will be adopted out to members (yes/no)
  
- My holt will be called \_\_\_\_\_
- I have a list of flora and fauna (yes/no)
- The elves with bond with \_\_\_\_\_ and I have info on the bond animals (yes/no)
- I have at least one map of the holt (yes/no)
- I have information on all other races in the holt (yes/no)
- My holt, races and their cultures are consistent (yes/no)

#### Part 3: Keeping It Going

- I have posted my link to EQ.com (yes/no)
- I have announced my holt on EQ-L and/or EQ newsgroups (yes/no)
- I have put up adverts in local comic and/or gaming shops (yes/no)
- I have spread the word around local gaming clubs, high schools and/or colleges/universities (yes/no)

- I will delegate or learn (yes/no)
- Reliable people to delegate to include \_\_\_\_\_
- Things that can be delegated include \_\_\_\_\_
- I will not be afraid to use the word 'no' (yes/no)
- When I say 'no' I will be able to do so politely and provide justification (yes/no)
  
- I have created a method of organization (yes/no)
- My organization method will be \_\_\_\_\_
- I have an external backup for any material saved to hard disk (yes/no)
- I have set up lists and/or calendars and other reminders as needed (yes/no)
- I have the following routines in place \_\_\_\_\_