

Baldman Games

Virtual D&D Weekends DM Requirements and Expectations

V 1.0 – 10/17/2020

As a Dungeon Master (DM) for Virtual D&D Weekends there are certain things that are expected from you leading up to, during, and immediately after an event. Adhering to these expectations will make yours, and the staff running the events, duties much easier to complete. With thousands of participants, hundreds of DM's, and rotating staff we cannot constantly take time to go over things and hold hands for the basic information in this document.

Before the Event:

- Once you have submitted an application for the show you are required to have the following on file with Baldman Games:
 - W-9 Form – Completed and signed
 - Baldman Games W-9 DM Contract – Completed and signed
 - Completed Background Check (cost of check will be deducted from first payment)
- You will not be given a schedule until all three of those are completed.
- Once done you will receive an email of your accepted schedule with a link to the DM Discord Server. You are REQUIRED to join this server and change your nickname to one that can be resolved to your name easily by staff members.
- You will receive the adventures you are running, if they are being provided by Baldman Games, before the show via email. You are expected to have read, prepared, and be ready to run these adventures when the event starts.
- Around 10 days before the event starts you will receive a link to the Player Discord Server for the event. Once again you are required to join and change your nickname to one that can be easily resolved to your name. You will have preset channels on this server. You are responsible for checking them out prior to the show and making sure they are good and if you have a problem reporting it quickly to an Admin.
- All important information will be disseminated via the DM Discord Server. You are required to pay attention and read all announcements. If you have any questions there are channels to ask those questions on the server.

During the Event:

- You are required to keep an eye on the DM Discord Server for any important information that happens during the show. These will be posted to the announcements channels and tagged to be easily seen by all.
- You are required to check-in to the 'slot # - check in' channel at least 15 minutes before your game starts.
- You are required to report in how many paid players are at your table when your game starts to the 'slot # - game on' channel in the DM Discord.

- Run a fun table – that is the point after all even with all these rules. Be responsible and have fun and most of these things take care of themselves.
- If you have someone violating our code of conduct make sure to report to an Admin immediately. If it is minor you can message them to try and quietly take care of it but if it escalates, repeats itself, or they want to argue – call in an Admin.

After the Event:

- The DM Discord will stay open for about 7 days after an event. Most of this is to gather info on how the event went, what worked and didn't work, and just for the DM's to unwind and talk amongst themselves.
 - You will receive an email during this period with your table breakdown and expected payment for the event. You have until 3 days after this notification to file a dispute. After this time has expired payments will be sent out and the event will be considered close.
-

Violations

It does not happen often but at times we have those that cannot follow the rules listed above and below. The list below are some of the most common but is in no way comprehensive.

- **Fraud** – This includes misrepresenting how many paid players were at your table, falsifying any documents required to participate in this program, or filing a false payment dispute intentionally.
- **Excessive Tardiness** – Not being ready and checked in 15 minutes before your start time in the required location.
- **Code of Conduct** – What we hold our players to we hold our DM's and staff to double. You are the front lines enforcing the Code of Conduct – if you cannot follow it yourself we have no use for you.
- **No Show – No call** – Easy enough said. It's game time and you are nowhere to be found. I've had one valid excuse on this one in twenty years. If you just don't show you do not get a second chance.

Failure to follow these can be grounds for removal from the program as a DM. Any request for removal will be presented to the Herald's Guild Conduct Committee who will make the final decision in all cases except "No Show – No Call" which will be an immediate removal.