



ORDO EQUESTRIS VINI EUROPAE

Der Europäische Weinritterorden

The European Knighthood of the Wine

Internationales Netzwerk für Kulturdiplomatie

Europäisches Forum für Friedens- und Weinkultur

IN HONOREM DIE ET IN HONOREM VINI

PAX et LAETITIA SEMPER NOBISCUM

Administrator Training

Primary tasks

Organization of events 🇪🇺 „chronologically preparation“ – part 1



Ensuring regulated processes:

Topic	Start Date (before the event)
Develop proposals for events	~ 6 months
Ensure commissioning by the Senate/Consulate/Legacy	~ 6 months
Advertisement to the Senate office in Eisenstadt - entry in the festival calendar	~ 4 months
Securing of financial and human resources	~ 3 months
Invitation of external participants and coordination of the contributions (e.g.: Music band, rifle company, priests, artists, guests of honor)	~ 3 months
Clarification of the internal *) and external **) distribution of roles *) Legates, priesthood, marshal, chamberlain, magistrate, etc. **) Musical setting, hospitality, official permits, etc.	~ 3 months

Primary tasks

Organization of events 🏰 „chronologically preparation“ – part 2



Ensuring regulated processes:

Topic	Start Date (before the event)
Development of a “script” for the event	~ 3 months
Letter of invitation to the knightly officials - presidency of the order, government of the order, priesthood	~ 2 months
Invitation letter to the guests of the event	~ 2 months
Make an on-site inspection and check the “script”	~ 1 month
Preparation of documents (place cards, wine lists, lectures)	~ 1 month

Primary tasks

Organization of events 🏰 „during the event“



Ensuring regulated processes:

Topic
Senate/Consulate/Legacy/Priesthood Support: - Compliance with the knightly form (chalice, sword, standard bearer, regalia and compliance with the sole form)
Marshal Support: - For accreditations and enthronements, moving in/moving out
Chamberlain's support: - Fill in invitation lists, administrate cost contributions
Support from external partners - Police, fire brigade, music group, press office, etc.
Accompanying control of the event process ("script")

Primary tasks

Organization of events 🌸 „postprocessing – after the event“



Ensuring regulated processes:

Topic	Start Date (after the event)
Writing article(s) - e.g., internally "Weinblatt", externally "local print media"	+ 1 week
Documentation of the event - e.g., Summary for Round Tables and Conventions	+ 1 week
Thank you letter to guests and participants	+ 1 week
Updating internal member and contact lists	+ 1 month

Best practice Recommendations for Administrators



Recommendations

- 👤 Alignment of working tasks with the respective officials (e.g., with the legates) in the sense of a clear responsibility
 - Coordinated work split
- 👤 The better the coordination is done; tasks can be executed more efficiently and smoothly
- 👤 Work proactively on the administrator's tasks – showing leadership
- 👤 Request decisions when they are necessary to execute tasks which cannot be done by yourself alone
- 👤 Communicate, communicate, communicate – don't make any implicit assumptions – when in doubt, ask too much rather than too less
- 👤 Openly address topics what you do not see in your area of responsibility – clarify in a positive sense possible gaps in your activities or responsibilities
 - Example: Financial management and processing of all financial aspects of a knightly organizational unit – definitive a task of a chamberlain
- 👤 Learning from others and transfer your own knowledge within the knighthood too
- 👤 Networking with other administrators to share “best practice”
 - What has worked well when working as an administrator, what are the "Do's" and "Don'ts"

Primary tasks

Attachment



Example for a „member list “



Mitglieder-Gesamtliste Senatslegat - Stand 30.08.2018

Nr	Grad	Amt	Titel	Vorname	Nachname	Geburtstag	Anschrift	Telefon	Email	Stand	Aspirant	Eintritt	Bürge	Domizilsch.
4	C	Kelch		Peter	Karl	01.01.1960	7122 Gols, Neubaugasse 66	0664/8111213	Baumaterial@karl.com	Winzer		12.12.1999	Heinz Erhart	nein
7	E	Senator Tit.	M.Mag.	Willhelm	Birgl	25.04.1954	7100 Neusiedl/See, Heithofweg 14	0699/188 77 130	intendant@birgl.at	Superintendent		15.06.1988	Karl Sonntag	nein