



# D&D® ADVENTURERS LEAGUE ORGANIZER'S GUIDE

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## WHAT IS THIS?

This document provides you with some guidance and resources on organizing D&D Adventurers League games in a public setting, such as a convention, game store, or library; alternatively, it could apply to hosting public virtual events.

Companions to this document include the **D&D Adventurers League Forgotten Realms Player's Guide**, the **D&D Adventurers League Forgotten Realms DM's Guide** and the **D&D Adventurers League Forgotten Realms FAQ**.

This document specifically talks about support for D&D Adventurers League play set in the Forgotten Realms, which includes all Adventurers League adventures except those from *Eberron: Oracle of War* (EB series) and *Ravenloft: Mist Hunters* (RMH series). However, most of the guidance here can be applied to those two other campaigns as well.

## GETTING ORGANIZED

In order to organize D&D Adventurers League games in public spaces, you'll need the following:

- A place to play (virtual or in-person)
- Specific dates and times for play
- Code of conduct for participants (see "Important Considerations")
- Adventures
- Staff to help you organize
- Dungeon Masters to run the adventures
- Access to other Adventurers League documentation

## WHERE TO PLAY

Many options exist to play D&D Adventurers League games publicly. Here are a few of the most common venues.

**Conventions.** If you're interested in organizing D&D Adventurers League as a part of an existing event such as a convention, speak to the convention organizer. They will have specific requirements that must be carefully followed to integrate D&D Adventurers League play into their event. If you're looking to create an event primarily featuring D&D Adventurers League play on your own, some additional support is available and is listed below.

**Game Stores.** For more regular local gatherings, your best bet is to find a nearby game store that's interested in hosting D&D games. You can find stores that are a part of the Wizards Play Network, an officially supported store network, by heading to the [Store & Event Locator](#). Check with the store manager or staff member that is in charge of the play area to find out how to schedule your play.

**Libraries and Other Venues.** Other good in-person choices include local libraries, many of which have programming that supports gaming. Check with the program coordinator. Community centers and other enrichment organizations may also offer publicly accessible options for play.

**Online.** More and more players are gathering online to play D&D Adventurers League games each year. Wizards of the Coast maintains an [official D&D Discord server](#) where you can talk to the D&D community and post your event. You can create your own Discord server and use it as an online gathering point and headquarters for your event. Several virtual tabletop platforms are also available for play – you'll need to consider what platforms you want your event to offer play on when you begin to start canvassing for Dungeon Masters. [Roll20](#) and [Fantasy Grounds](#) have an official license with Wizards for content, and [D&D Beyond](#) offers a robust character builder alongside digital rules reference material.

## WHEN TO PLAY

You'll want to consider the length of your sessions and your event – are you planning a regular weekly cadence, or are you going to do a single weekend of play?

If you're planning on weekly gatherings such as at a game store or library, typically best times are after school days or evenings, but check with your community to see if there are alternatives for people with different schedules. If you are running games on a weeknight, you'll want to consider adventures that are designed for shorter sessions (see the "What to Play" section for more details). Make sure you have a clear start time and end time set for these events.

For larger, daylong or multi-day events, you'll want to set up time slots where play happens to make it easier for scheduling and for players to play multiple sessions during the event. Time slots are usually non-overlapping, two- or four-hour segments. A full day could consist of three time slots of four hours each with approximately one hour breaks in-between, or possibly six or seven time slots of two hours each with a couple of breaks (or smaller breaks between each one). Be kind to your players and Dungeon Masters – make sure to schedule breaks between games!

## WHAT TO PLAY

There are many, many adventures for you to select from in the DMsGuild, where all [D&D Adventurers League adventures are available](#). Generally speaking, you'll need to consider your audience to select the right adventures to offer. Here are some tips to help you determine what's best.

The anticipation of many newer players should steer you more towards low-level play (levels 1-4), also known as tier 1. This will have the greatest chance of having something appealing for everyone. In addition, you should consider any adventure content that is specifically designed for introductory or learn to play games as one of your offerings. The adaptation guide for the D&D Starter Set and the D&D Essentials Kit (both introductory products) allows you to adapt some or all of the adventure content for D&D Adventurers League. You can find the adaptation guides on the [official D&D Adventurers League site](#) (as of this publication, the guides are being revised and will be re-released in early 2022).

If you know your attendees will be a mixed group of veteran and newer players, you should offer a selection of adventures to appeal to the widest audience. In general, you can plan on about 3-5 tables of tier 1 (levels 1-4) play for every table of tier 2 (levels 5-10) play, and even fewer higher-level tables. Your veteran player community may need to help you understand what demand you could be seeing at levels beyond 10th or tier 2.

If you're offering an adventure that's part of a series, make sure you're offering the starting adventures and possibly a few more if your event has enough time to play them.

Choose newer adventures over older ones. In general, the newest adventures are going to be more in-demand than older ones, especially if you have veteran players who may have played past adventures. However, you could structure an event or ongoing gathering to play through a specific season of adventure content, which brings a lot of continuity to play from session to session.

If you're going to have lots of players, consider hosting an Epic adventure as one of your offerings. These multi-table, interactive adventures are a great way to bring your entire D&D Adventurers League community together to participate in a large-scale shared experience.

Lastly and importantly, limit the number of different adventures you offer. A good rule of thumb is no more than two different adventures per time slot of play, to a maximum of 3-4 different adventures per day. If you're in a multi-session event over a day or several days, run the same content over again to allow for better flexibility for players' schedules. Running only a few adventures also requires a lot less preparation for the Dungeon Masters and is less costly for them as well if they're purchasing adventures on the DMsGuild.

#### **PURCHASING ADVENTURES**

Each Dungeon Master is responsible for obtaining a copy of the adventure they've agreed to run for your event. For most adventures, that means purchasing them on the DMsGuild. It's important to keep this in mind as you bring Dungeon Masters in to support your event. The more adventures a DM is asked to run, the more they may need to spend to get access to the content. Sometimes if you have an established group of Dungeon Masters, you may want to ask them what adventures they're interested in running for your event instead of pre-selecting them.

## **GETTING HELP**

Unless it's a single table of players for a single session, you can't do it all alone. You'll need to consider recruiting both event staff and Dungeon Masters for your event.

On-site, you'll need to consider the following roles for staff: liaison with the venue or hosting organizer, player marshal (responsible for getting players to the right tables), DM handler (answering DM questions, getting them to their tables, and helping them wrap sessions on time), and space organizer (ensuring player handouts are available when necessary, keeping the play areas clean and enforcing cleanup after sessions, making sure that areas are accessible).

**Event Staff.** If you're going to have a smaller event (around 30 people or less), it's fine for you to do all of the on-site organizing as well as the planning work prior to the event. Once the size of your event gets to be above 30 people, you'll want to consider having an on-site staff member split the work with you. For every 30-50 unique attendees, consider adding another staff member to help. Once you get above 100 players, you may need more than one staff member help with player marshaling.

**Dungeon Masters.** Your most important participant in your event – games don't happen if Dungeon Masters aren't running them. If you have everything pre-scheduled, then DMs should already be aware of what they could be running and when. Make sure to communicate with your Dungeon Masters after recruitment! Ideally, they'll need to be appraised of any schedule changes (including any adventure swaps) at least 2-3 weeks prior to the event. One last note: you should not Dungeon Master games at your event, unless it's a very small group of players. Keep your focus on organizing to be available for others.

## **DOCUMENTS TO HAVE AVAILABLE**

If your event is in-person, you'll want to have a few things printed out and available for your players. Some of these items can be found at the [official D&D Adventurers league website](#) under "Supporting Resources and Documents":

- D&D Adventurers League logsheets (have lots on hand)
- D&D Adventurers League Player's Guide (1-2 for reference)
- D&D Adventurers League DM's Guide (1-2 for reference)
- D&D character sheets ([many versions are available](#) – if printing, use either the single-page sheet or the 3-page sheet)
- Any materials you're using for learn-to-play (additional rules reference sheets, etc.)

Don't worry about having too much printed material on-hand if you have reliable and accessible internet. However, most players use paper logsheets and some use paper character sheets, so make sure to always have those around.

If your event is online, simply have the links to the appropriate documents in an easily accessible space so your players and Dungeon Masters can find them.

# IMPORTANT CONSIDERATIONS

In this section, we'll specifically cover a few other important topics that are crucial for your event's success. They include:

- Creating safe and welcoming spaces for play
- The official support kit
- Organizer checklist and rough timelines

## WELCOMING AND INCLUSIVE SPACES

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The D&D Adventurers League values an inclusive, diverse community of players and Dungeon Masters participating at events. As an organizer, we expect you to provide an environment that is welcoming and comfortable to participants of all backgrounds. Here are the expectations that Wizards of the Coast has for you as an organizer for D&D Adventurers League games in public, and you as an organizer should have these expectations for your participants as well.

**Put Fun First.** No matter what happens at the game tables, we keep things friendly, respectful, and fun.

**Welcome Everyone.** Our community includes a range of diverse people. No matter who sits down at the table, we make them feel welcome.

**Keep It Clean.** A good game experience includes the spaces we play in. Each of us should help maintain a clean and safe environment for all.

**Follow the Rules.** We follow all event rules in order to create an experience everyone can enjoy.

## CREATING A CODE OF CONDUCT

It's important to consider implementing a code of conduct for any public play experience. In order to receive an official support kit, this is required to be submitted for review. No one code of conduct works for all events, so you'll need to craft one that works for your community. We have guidance on developing a code of conduct, which you should read before developing one. You can find it here: [Creating a Code of Conduct](#).

## ADVENTURE CONTENT WARNINGS

The newest D&D Adventurers League adventures have content warnings that are listed as a part of the adventure description. When listing the adventures during pre-registration and during the event, we strongly encourage posting the content warnings with the adventure description. This can help players understand what content might require a conversation with their Dungeon Master prior to playing.

## SAFETY TOOLS

To ensure a welcoming and fun environment for all, you should encourage your Dungeon Masters to be informed of and use safety tools at their tables. It is up to the individual Dungeon Masters to choose an approach with player input that works best for their table. A guide to using safety tools [can be found here](#).

## YOUR EVENT, YOUR RESPONSIBILITY

The often-localized nature of the D&D Adventurers League community means that enforcement of code of conduct violations and development of community standards is the responsibility of the organizer. You should take this responsibility seriously and ensure you have appropriate escalation plans in place for violations. The D&D Adventurers League and Wizards of the Coast may suspend organizer's access to official support kits if there are unresolved violations that create an unsafe or unwelcoming environment at your event.

## OFFICIAL SUPPORT KITS

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You may request official support for your event if it meets the following criteria. Request support kits by heading to our [Customer Support portal](#). Note you must create a Wizards account in order to request an official support kit.

- You have a code of conduct ready for review
- Your event has an expected unique player attendance of at least 20 people (not including Dungeon Masters)
- You have an event name, dates, and location
- You submit your request at least 60 days prior to the first date of your event

## WHAT YOU RECEIVE

If your show is approved, you then get the following as a part of the support kit:

- **The Trading Post.** This is an event package that allows players to trade magic items for specific items at the post, and helps facilitate trades between characters. It is updated at least annually.
- **Free Preview Versions of Epic Adventures.** You can request any Epic (multi-table interactive) adventure that has already previewed if your event falls within a 90-day window that begins 30 days after the preview's debut.
- **The Red War Epic Adventure.** This is a season-agnostic Epic adventure that is available for organizers perennially.

## CHARITY INITIATIVES

If your event has a charitable giving initiative, whether a part of the event's programming or the mission of the event itself, you receive additional support provided you include the charity's name and the link to the charity's website for verification.

- You may request any one Epic that is not in the DMsGuild store.
- You may request any one Epic available in the DMsGuild store, and we will provide the preview version for free.
- You may offer rerolls for players for charitable donations for the event only.
- You receive this season's Event Award to be distributed to anyone making a charitable donation of a minimum amount you determine.

## ORGANIZER CHECKLIST

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Here is a checklist to help you organize a local event. Note that each event will have its own specific needs, so consider this helpful guidance. Smaller events can usually compress these timelines a bit. This checklist is not comprehensive, and many of the items listed below only apply to in-person events.

### 180+ Days from Event Date

- Talk to venue or convention host
- Negotiate space and review disabled access
- Choose event dates
- Begin recruiting core staff
- Send out public "save the date"

### 120 Days from Event Date

- Finish recruiting core staff
- Begin recruiting Dungeon Masters
- Develop event schedule
- Develop code of conduct
- Advertise more event specifics

### 90 Days from Event Date

- Open pre-registration and post code of conduct
- Submit request for official support
- Address any anticipated attendee needs (food options, parking, etc.)

### 60 Days from Event Date

- Finish recruiting Dungeon Masters
- Start creating/purchasing onsite materials
- Check-in with venue

### 30 Days from Event Date

- Distribute any official support materials to DMs
- Begin preparing Dungeon Masters
- Advertise last call for pre-registration

### 14 Days from Event Date

- Close down pre-registration
- Dungeon Master check-in to ensure preparedness
- Check-in with venue

### 7 Days from Event Date

- Inventory and pack onsite materials
- Final Dungeon Master check-in
- Core staff check-in

### On Event Date (Prior to Start)

- Arrive early for setup
- Check-in with venue upon arrival
- Verify bathroom locations, disabled access, emergency exits, first aid stations, evacuation routes
- Post code of conduct
- Set up reception area
- Set up information area
- Dress the space (including signage, table tents, etc.)

### During Event

- Ensure staff and DMs are taking breaks
- Resolve attendee concerns in a timely fashion
- Do frequent cleaning sweeps of areas (every few hours)
- Be receptive to attendee feedback
- Have lots of fun!

### At Event Conclusion

- Pack up all materials (get help from staff)
- Do a final cleaning sweep of area
- Check-in with venue for feedback
- Collect all attendee feedback
- Thank your staff and Dungeon Masters
- Go home and congratulate yourself!

## QUESTIONS AND MORE INFO

The following resources are available to you to keep up with all the latest Adventurers League news and discussion!

- [Official D&D Adventurers League website](#). Your source for general information, as well as all of the campaign documents for play. The FAQ is also found here, which gives more in-depth answers for specific questions.
- [Official D&D Adventurers League Discord](#). Join in the lively discussion with channels devoted to all sorts of topics! All the latest news gets pushed here too.
- [Official D&D Adventurers League Blog](#). The Yawning Portal is the home for our blog! Learn all about new adventure releases, dive into the whys and hows, and see what the staff is talking about.

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