

Cloud City Garrison and Kashyyyk Base Local Policies, Procedures, and Guidelines

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How to Use This Guide

- Click in the Table of Contents above to jump to a section of interest.
- Press CTRL + F to search for a word or phrase.
 - If no results are found, try using fewer words.
 - [Let us know](#) if we missed something that should be included here or if you have suggestions for alternate wording that could be included to help you find things.

II. PREFACE

This document details policies and procedures specific to our operations in Oregon and SW Washington as agreed upon by the joint command staff of both Cloud City Garrison and Kashyyyk Base. Unless otherwise noted, everything in this document applies to both CCG and KB members.

All 501st and Rebel Legion rules always apply and take precedence. Some Legion information is repeated here for ease of reference. Reference the following topic for links to important Legion-level rules and information:
<http://www.cloudcitygarrison.com/forum/index.php?topic=8501.0>

All Members Are Equal

One of the most important things to note about our group is that we don't discriminate or reward based on how long (or short) someone has been a member, what positions you've held or not, how often you troop, or how far you travel to troop. Everyone's contributions and ideas matter, and everyone's skills and enthusiasm can be used to improve our group.

We will not tolerate disrespect of members based on these or any other factors.

We Are All Volunteers

As a member or supporter of the 501st or Rebel Legion, you're a volunteer. You volunteer your time and other resources to build costumes, travel to events, make appearances, and provide event support. Anyone who chooses to serve in an admin or unofficial position for our groups is also a volunteer. While there are expectations for each of us (trooping once a year to maintain active membership for regular members, additional duties as assigned for admin/command staff members, etc.), you are never required to attend specific events, travel to specific locations, or wear specific costumes.

We all volunteer in this group so that we can share our love of Star Wars, costuming, and/or community development and fundraising. We do not volunteer in this group for recognition, special treatment, or personal publicity.

We are not entitled to anything at an event other than the opportunity to dress in our costumes and delight the event attendees.

You Are a Responsible, Independent Adult

Staying current on legion, garrison, and base issues and events is your responsibility; it is not the responsibility of other volunteers in this group to personally inform you. There are a variety of mechanisms in place to notify you of new forum posts and other important information. We expect each individual to take ownership of and be responsible for your membership in this group.

Here are a few general reminders to help you excel at being a responsible volunteer in this group:

- Read legion and garrison/base emails you receive.
- Familiarize yourself with and follow the rules and policies set forth by the 501st Legion, Rebel Legion, Cloud City Garrison, and Kashyyyk Base.
- When you sign up for an event, show up (or cancel ahead of time).
- Report issues to a member of the command staff instead of gossiping with your peers.
- Recognize and admit when you make mistakes.
- Tell the truth.
- Remember that we're a group of over 150 people. It's not possible to make everyone happy about everything all the time. As volunteers, we all do the best we can.

Remember the Golden Rule

Treat others as you would like to be treated.

You don't have to be best friends with everyone in the group. You don't even have to personally like everyone in the group. However, you can and should treat everyone with respect—the same way you would like for them to treat you.

If you have any questions or concerns about any of the policies, procedures, and guidelines described here, please contact the Commanding Officer (CO) of Cloud City Garrison or Kashyyyk Base.

III. COSTUMED EVENTS

Disney and LucasFilm (LFL) have set specific rules about what types of events we can participate in and how those events are organized and advertised. To protect our relationship with these legal owners of the IP (intellectual property) that we use, our event coordination team, including both CCG and KB members, handles all event communication, posting, updates, and follow-up. Our event coordinators (ECs or GECs) must have direct contact with the event hosts to ensure that event rules are followed and all of us are protected.

A. General Guidelines for Events

1. Face/Unique Characters

Note: For these guidelines, "face character" refers to any costume that represents a specific person from the SW universe. Some examples include Darth Vader, Luke, Leia, Padme, Chewbacca, Boba Fett, Kylo Ren, and Rey. This is not an exhaustive list.

As membership in Cloud City Garrison and Kashyyyk Base increases, so does the potential for more overlapping face characters. Thanks to the feedback we've received from several members, the admin teams from CCG and KB have had an extensive discussion and created the following guidelines that might help anyone with a "there can be only one" costume as you're signing up for events.

- Talk it out. If you only have one costume and someone else with that costume signs up for an event you'd like to attend before you get a chance to sign up, talk to that member directly and see if you can come to a compromise that lets both of you enjoy the event. You can also talk with your CO or XO for assistance. We suggest having these conversations through PM or email to keep from cluttering the event topic on the forum.
- If you have more than one costume, be flexible about which one you wear when someone with only one costume would also like to attend an event.
- Depending on the event (length of troop, space/area, etc.), we will accommodate two of the same character by creating shifts or having distinct zones within the trooping location. Talk with a CO, XO, or GEC to coordinate this.
- When a troop is posted with shifts, face characters will be limited to a single shift to allow others with the same costume to roster as well. Read the event details for more information.
- If you're concerned about missing new event postings, remember that there are options for getting notified of new events. Sign up for reminders on the forum or for calendar invites.
- When costumers from other areas (like Titan/Alpha) attend our events, our local CCG/KB members will have priority with face character rostering.
- Some special events (like Weird AI concerts) will be handled differently to ensure all members have an equal opportunity to get involved. Details about signups that aren't handled on a first come/first served basis will be included in the event post.
- If you have a face character costume and find that your signups are conflicting with others' more often than you like, make a new costume! More costumes = more choices!

The 501st Legion also provides guidance on this type of situation, which you can read in section 1.2.7.3 of the Command Survival Guide here: [https://databank.501st.com/databank/CommandSurvivalGuide#Face Charmcters](https://databank.501st.com/databank/CommandSurvivalGuide#Face_Charmcters)

2. Children at Troops

Membership in the 501st and Rebel Legions is for adults only, and ultimately, our responsibility and priority lies with ensuring that our adult members can participate fully in this hobby. We also know that Star Wars is a family affair, and many (though not all) of our events are kid-friendly. As much as possible, we want to offer the opportunity for our members to share the costuming experience with their children while also respecting our members without children at events and ensuring the safety of all children.

The policy guidelines presented below were created based on input from the entire admin team, which was influenced by feedback from a variety of members, and have been voted on and agreed on by the COs and XOs of both CCG and KB. We believe that this policy is a good compromise for everyone and welcome feedback from you, as always.

This policy applies to all minors under 18 years of age, regardless of membership in the Galactic Academy.

LFL and their legal team have also formalized some procedures relating to [children under the age of 18 at Open Invite events](#) (like sporting events). [501st Legion members can read about that on the 501st forum.](#)

Section 1: Events

- Children under the age of 18 may attend events when permitted by event hosts. Examples of events that are likely to exclude children might include conventions, locations that serve alcohol, and events with age limits like the Starlight Parade.
- If you want to bring children to an event, then include that information when you sign up. Requests to include children can be denied by the admin team.
- Children will not be individually listed on official rosters. Children may be listed with their accompanying adult.
- For events with a roster cap, adult members have priority. Children may be withheld or removed from rosters in order to allow members to fill the roster cap.
- Children might not be eligible for discounted tickets or free passes at events that require paid entry. When limited, discounts or free passes will always be available to members first.

Section 2: Spotting

- Unaccompanied children under the age of 18 may not be spotters at events.
- Parents, relatives, or other parent-designated adults may share their duties with children. For example, your child may act as a spotter under your direct supervision in the same role.

Section 3: Costumes

- Children under the age of 18 may attend some events in costume.
- Children in costume may be asked to step out of photos with adult members in costume.
- To avoid any possible confusion, when an adult member is attending an event with an approved face character costume, older children may not wear the same costume.

Section 4: Expectations Regarding Behavior

- Children must be supervised by a parent, relative, or parent-designated adult whose sight, hearing, and movement is not impaired by a costume at all times.
- Children should not be present in the changing area when adults are changing. Parents should be sensitive to the needs of others and remove their children when adults are changing.

Adults who do not take responsibility for children attending events may be asked to leave an event and may lose the privilege of inviting children to events in the future.

3. Formalness of Costumes at Events

Unless otherwise noted in the event description, costumes should include only and all parts/pieces that were submitted and approved. When you wear your costume at Legion events, it should look like it did in your submission photos without additional personalization or modification.

There are some events where we are welcome to adorn our costumes with extra pieces or decoration. Examples include but are not limited to the following:

- Adding holiday flair (scarves, mittens, Santa hats, candy canes, tinsel, etc.) for Salvation Army Bell Ringing and other holiday events
- Adding Robin Hood flair (hats, feathers, bow & arrow sets, etc.) for the Sherwood parade
- Adding lighting effects for the Starlight parade

4. Droids at Events

We are all excited about the new droids that are being built by our members and love having more of them available for our events! We also value the relationship we have with our local droid builders group and want to keep nurturing it.

Leaders from the Droid Builders, CCG, and KB have discussed the best way for droids to get signed up for events, and we'd like everyone to be aware of the following procedures we're collectively implementing. The Droid Builders are posting this to their members as well.

Conventions, LFL Open Invites, and Other "Special" Events

For conventions, LFL Open Invites (usually sporting events), and other special events as identified in event postings, all droids should be signed up through the droid builders group. We will not list them on our CCG/KB rosters. Continue signing yourself up on the SWO forum if you're attending these events in a 50st or RL costume.

This ensures that any duplicate droids or droid rostering caps can be efficiently handled internally by the Droid Builders group.

Everything Else (Most of our Events)

For a vast majority of our events, there is no change in rostering for folks with droids. Unless otherwise noted in the event details, you're welcome to sign up here for an event with your droid as you've done in the past.

Why?

Conventions often present special needs for droids (space, charging rooms, etc.), so it's important for droids to be rostered and tracked by the droid group. LFL Open Invites commonly have caps on the number of droids allowed, and those caps can change, so signups in one place with the droid builders makes it easier to track who's attending. Other special events (like Weird AI concerts) might also require special treatment best handled directly by the droid builders group.

B. Unapproved and Borrowed Costumes

Membership in the 501st and Rebel Legions is a privilege that we each earn by building costumes to Legion standards. To allow ongoing or excessive wearing of unapproved costumes undermines and disrespects every member who has gone through the necessary steps to have their costume approved. We know that there are some circumstances when unapproved costumes might be worn, and we've detailed our guidelines for these situations below.

All CO approval detailed below refers to the appropriate CO for the costume; the CCG CO should approve wearing an unapproved 501st costume, and the KB CO should approve wearing an unapproved RL costume.

1. Borrowed Approved Costumes

Adult Non-Members (i.e. friends that want to try it out)

Only with approval from CO and Event Coordinator. Limited to 3 events per person (not per costume). If someone starts work and becomes pending, those 3 count towards their 6 event limit for pending members.

Pending Members

Only with approval from CO and Event Coordinator. Limited to 6 events per person (not per costume).

Active Members

Only with approval from CO and Event Coordinator. No limit, but member must be active and in good standing.

2. “New Movie” Costumes Without CRLs

The upcoming release of new Star Wars movies over the next several years, combined with unprecedented access to high quality reference images and/or actual displays of screen-used costumes ahead of the movies’ release dates, present a new situation for us to consider. To help build excitement for our common love of Star Wars, we think it’s important to define a place in our ranks for costumes from the new movies before official CRLs are developed and the costumes are approved.

Active members only

All costumes must go through the temporary local approval process detailed below. Then, locally approved costumes may be worn at any event with approval from CO and Event Coordinator. No limit, but member must be active and in good standing. Troops in these costumes will not count for census/legion active status purposes. Once a CRL is published for the costume, the costume must be submitted and approved before it is worn again.

Temporary local approval process

Until CRLs are published, the combined full admin teams of both CCG and KB will use the guidelines above combined with what we know to be standards of both legions to temporarily approve new movie costumes for local troops. This will give the trooper full credit for our local rankings and approval to sign up for local troops. Admin team members will not evaluate their own costumes.

For a current list of new movie local-approvable costumes, [refer to the forums](#).

3. Unapproved Costumes that have CRLs/Standards

Pending and Active Members

Informal events only with approval from CO and Event Lead. Limited to 3 events per costume or 6 months, whichever comes first.

C. Spotters and Support Staff

Review the [Trooping and Spotting Overview](#) for information about what happens at typical trooping events and how spotters and support staff play an essential part in ensuring the safety and enjoyment of everyone at our events.

1. Photography at Events

We welcome any member or spotter to take photographs at our events when permitted by the event host under the condition that the photographer uploads their photos to a public photo sharing site and provides us with the link and full permission to publish and use the pictures as we see fit.

D. Creating and Posting an Event

Our group keeps growing bigger, which is a wonderful thing! As we grow, we also need to ensure that we're creating the *best experience for our members*, providing an *effective communication method with hosts* who invite us to their events, and *following the Legions' official policies*.

The primary purpose of Star Wars Oregon is organizing events for the 501st Legion and Rebel Legion. Our members work hard to join our groups, and that effort should be rewarded. One reward is the opportunity to attend our events. If anyone can attend our events, then no one has any reason to put in the work to join our clubs.

Although the general public might simply lump all Star Wars costumes, and possibly all genre costumes, together, we have an obligation to protect the recognizable brands of the 501st Legion and Rebel Legion. We are happy to work with other costume groups when they are also invited to events we support. However, we will not create or organize events for other groups.

Legion policies require that a CO review and approve every event before it's posted for members to sign up for. We used to be pretty lax about this when we were a smaller group and before the additional LFL policies that we now live under took effect. We have set forth the following processes in this area to help ensure proper review of events before they get posted.

1. All event requests must be submitted by an event host. The event host must be an official/formal representative of the organization/event. Our event coordinators must have direct contact with event hosts; garrison/base members or other individuals cannot act as the middleman between the event host and our event coordination team.
2. Every event must be submitted through the event form so we have a record in the database.
 - a. The form should be filled out by the official event host.
 - b. The form can be found by clicking the **Request an Event** link at www.starwarsoregon.com.
3. All events are formal (approved 501st and Rebel Legion costumes only) by default. Any exceptions require approval from the COs.
4. SWO events are organized for members of Cloud City Garrison and Kashyyyk Base.
 - a. If an event organizer invites multiple costuming groups, then those groups must have separate spaces, changing rooms, promotion, event leads, etc., whenever possible. If these conditions cannot be met, they must be communicated ahead of time so that our members have a clear understanding of who will have access to the room where they are changing clothes and leaving personal belongings.
 - b. Please contact the admin team before sharing any information about events with other costuming groups.
5. Only COs, XOs, and the GEC team will have the ability to post new event topics on the forum. You can still coordinate an event as a member of our groups. You'll just do so in combination with a "buddy GEC." After the event host fills out the Event Request Form, a GEC/XO/CO will post the event on the forum. At that point you can work directly with the GEC/XO/CO to update the main thread as appropriate, or you can respond to the thread and edit your response as appropriate with additional information.

6. The GECs and/or you can coordinate the event details via email with the host. The starwarsoregon@gmail.com email address must be copied on all communications you exchange with the event host so that our event team and COs have visibility into what is being planned. This helps us make sure our events follow Legion protocol and keeps the entire group safe and prepared. If the starwarsoregon@gmail.com email address is not copied and/or the GEC/XO/CO teams are not included in event planning activity, the event may be subject to cancellation by the COs.

Why All These Rules, Man?

- To show respect for the Legions we're members of and our unique relationship with LFL/Disney
- To ensure the ongoing existence and success of our events and our entire group
- To make tracking and recording of event data faster and more accurate

It is not our goal to make things harder on anyone. In fact, we expect this to make things easier on folks:

- Members who plan events will no longer carry the burden of ensuring all event rules are followed; they will have the support of an experienced GEC at their side from start to finish
- Members who attend events will enjoy more consistency and transparency about what to expect at the event

We encourage any member to work alongside the GEC team to make your events successful! We value every member who puts in extra time and effort to help see an event created for the group. And, if you want to be more involved and you're interested in becoming a GEC to help with events on an ongoing basis, please reach out to the current COs! It's a great way to learn more about how things work behind the scenes here and provides an impactful opportunity to get involved with our group.

E. Before an Event

1. Signing Up for an Event and Posting in Event Threads

We want to make event threads easy to follow and keep updated. It's difficult to keep up with changes when event threads stretch over multiple pages. To help with this, all information about the event will consistently be added to the original post, and separate posts to the topic might be removed, especially when event threads get really long. For example, when troopers sign up for an event, they will be added to the roster, and their individual posts might be removed.

Some tips:

- + **Do** post questions about the event. They will be answered (by updating the original post) and removed.
- + **Do** post to sign up for an event. You will be added to the roster and your post will be removed.
- + **Do** post (as soon as possible) if your availability changes from yes to no.
- **Don't** post to sign up as a maybe. We cannot count on maybes for purposes of event confirmation. Wait until you can confirm, then post to sign up as a Yes.
- **Don't** post simply to say that you can't sign up or to give reasons why you are unavailable. These posts will be removed.
- **Don't** use the main event thread to carry on general discussions. You are welcome to start a chatter thread in the Cantina or main Event Planning section if you want to have a general discussion about an event.

A helpful reminder about event sign-ups: Though we are all volunteers and real life always takes precedence, your commitment to an event is counted on by others (event requestors, event attendees, and your fellow troopers). If you are unable to make it to an event you've signed up for, please be courteous and let us know by posting in the event thread as soon as possible when your plans change.

2. FAQs

Q: When is it okay to sign up for an event? Do I need permission or approval?

A: Check the event details to make sure that there isn't a roster cap (restriction on the number of costumers) and that there are no restrictions on costumes allowed at the event. Then, if you have an approved costume and the event topic is posted on the forum, it is ready and available for you to sign up. You do not need to ask for permission or approval.

After you sign up for an event, check the topic periodically so that you are aware of any changes to the details. In particular, note the parking and changing space details. Ask any questions you have ahead of time.

Q: What if I'm the only person to sign up for an event? I don't want to troop alone!

A: You never have to troop alone unless you want to. Don't be afraid to sign up for a troop that interests you even if nobody else has signed up yet; your signup might be what makes other people sign up, too!

Q: What if I need to back out of a troop?

A: Post on the forum to let us know as soon as possible. Real life always takes priority. You don't need to come up with an excuse or tell a story about why you can't make it. Do not post on Facebook, send PMs, or send a text to someone to drop out of a troop. Posting on the forum ensures that everyone has access to the same information and eliminates the risk of your message being missed.

Q: My friend or family member (who has an approved costume) wants to sign up for a troop. Can I sign them up?

A: All members should sign up for troops themselves unless they do not have internet access at home, work, or through mobile devices. It's important for each trooper to log on to the forum and read about the troop they're signing up for.

Since all active troopers should log on to the forum regularly to keep up-to-date on garrison/base happenings, it shouldn't be difficult for troopers to also sign up for events. Remember that bit above about being a responsible adult?

Obviously there are exceptions, like husband/wife duos or parent/child duos (where both live in the same household). If someone not related to you asks you to sign them up for an event, suggest instead that they log on, read about the event, and sign up for themselves.

Q: What is an event lead? Does every event have one?

A: Event leads are very rarely necessary, so only 1-2% of our events have a designated lead. Generally, the event coordinators do the work upfront to ensure a smooth event, and if an EC or other admin team member is attending an event, they will act as lead on-site. Event leads can be useful for new or complex events. The event lead's purpose is to ensure smooth execution of an event on-site.

3. Event Contracts

On very rare occasions, event hosts will require that we sign a contract or agreement as part of our participation in their event. All contracts and agreements that are signed on behalf of Cloud City Garrison and/or Kashyyyk Base must be posted in the event thread for all members to read and be aware of before arriving at the event.

Here's an example from the 2011 UFO Parade:

<http://www.cloudcitygarrison.com/forum/index.php?topic=5808.0>

This has nothing to do with not trusting people; it has everything to do with covering our butts if something goes south at the event that is covered in the contract or agreement. We also need to have a chance to review contracts that might have language in them that could put us in an uncomfortable situation. For example, we have had hosts ask us to sign contracts detailing "compensation for our appearance" so they can donate to charity; we did not sign until that language was changed.

We are most definitely NOT asking or requiring that contracts be used for events. In fact, we'd be much happier if they were never part of the process. This is just for those rare cases when event hosts require one to be signed. So IF they require someone to sign something, THEN it should be disclosed.

4. Other Details Handled by the Event Coordinators

- Event hosts cannot provide preferential treatment for specific characters, people, or roles. It is irrelevant how popular your costume is or how much time you have spent coordinating an event. All members are equal. However, event hosts can limit the number of characters allowed at their event and/or request only certain costumes.
 - Example: An event host cannot invite everyone to attend their event but offer gas and meal reimbursement for one specific character that they really want to have make an appearance.
- We cannot request or require favors or special treatment (meals, free tickets, gas money, lodging, etc.) for everyone, but if event hosts freely offer items like this to all participants, we can accept.
- ECs do their best to nail down details about parking and changing space ahead of time.

F. Day of an Event

- Plan ahead. Know where you're going and allow enough time to travel to and park at the event without getting stressed out.
- Expect the unexpected. As much as we try to plan for and anticipate everyone's needs at each one of the hundreds of events we coordinate each year, sometimes things just don't go the way we want or expect. Parking might be confusing or far away. Changing space might be smaller than expected, too messy of a space to use, or non-existent. Your flexibility and positive, we-can-do-this attitude will create a much better atmosphere for everyone involved in the event, from your fellow costumers, to the event hosts, to the event attendees.
- Event hosts are advised that it's helpful to provide water and snacks, so they may or may not do that. We cannot directly request or require anything of this sort, including food, drinks, tickets, discounts, lodging, transportation costs, etc. To proactively ask for these types of items or to accept them when not proactively offered is a direct violation of our Legion charters and may be cause for disciplinary action.
- Do not pose with for-profit logos or in any manner that could be interpreted as promoting that brand or company. Posing with signage for a charity is fine. For example, you can pose with a Make-A-Wish banner, but you should not pose in front of a McDonald's sign holding Big Macs and Chicken McNuggets.

1. Media and Interviews at Events

Unless otherwise directed by command staff, we can participate in any media (TV, news, newspaper, etc.) interviews, via live video, picture/photographs, or written text. There are specific rules and guidelines from LFL that we need to follow. Read more in the [Interview section below](#).

2. Special Types of Events

- Do not participate in ceremonial activities like throwing the first pitch, the coin flip, or dropping the puck.
- Do not appear on stage at a ticketed event (ex: symphony events) unless previously discussed and clearly communicated by the event coordinators.

[Read more about special types of events below](#).

3. Cash Donations

Members of Star Wars Oregon should encourage any donations to be made directly to any of the charities that we support. Cash donations to charity should be avoided and members should encourage cash donations to be made directly to the charity instead. In rare cases (conventions typically) a donation bin may be acceptable to gather cash donations. If cash donations are to be collected, the following must be followed:

- Donation bins must be locked and the key held by the CO, XO or their admin staff appointee. Donation bins must also be clearly marked with the charity name.
- At the end of each day, two members of the admin team and one SWO member will count the money. Once counted, all three sign off on the total and place the slip and cash into a locked money bag.
- If the charity is attending the con, a transfer of the cash at the end of the event should be made, and the charity signs off as receiving the cash. If the charity is not attending the event, the CO, XO or their admin team appointee must transfer the money to the charity within 14 days and be given a receipt.
- No member shall deposit funds from cash donations into their personal accounts, ever.

G. After an Event

1. FAQs

Q: Why do we need to post photo albums from each event?

A: We post photos for our fans and for ourselves. Links to albums for public events get posted on the Star Wars Oregon webpage so that event attendees and other fans can enjoy the fun. By tracking photo album links to all events (public or private) on our forum, members are able to see how things looked to our attendees. We all want the opportunity to see and save photos of ourselves in costume—especially for new troopers and events that happen in neat places.

Avoid posting a bunch of individual pictures in the forum. Post a picture or two as a teaser, but what we really need is a link to an online album where all of the pictures are saved. Flickr and imgur are two common, free sites you can use to upload photos and share a link to your event album; we recommend avoiding PhotoBucket since they changed their Terms of Service. Taking a few minutes to create and share an album on the forum's event topic will eliminate a lot of time trying to track the pictures down later.

If you don't want to create a free photo sharing account, you can also email your photos to starwarsoregon@gmail.com, and we will create an album for sharing. Everyone enjoys seeing the photos, even people that didn't troop the event.

Q: Why do we need final rosters?

A: All final rosters are added to our database so that we can track who our active members are. Because the Legions provide benefits to active members (voting rights, merchandise purchasing ability, etc.), it's important for command staff to know who is active and who isn't. We want to make sure that our active members get to enjoy the fruits of their labor. Final rosters also enable us to do fun things like our rankings.

Q: What is an event recap?

A: Recaps help us learn how to make future events better. When something works really well, we want to know what it is so that we can repeat it. When something doesn't work well, we want to know that, too, so that we can avoid or mitigate those issues in the future. Having a recap with relevant information about how the troop went also helps with recurring events so that we know what to expect and plan for the next time that troop happens. Recaps are also a great way to keep a record of special or fun memories and get other troopers excited about attending other similar events.

Q: Who can submit final rosters and event recaps?

A: Anyone who attended the event can provide a final roster and event recap. Multiple event recaps are always welcome.

2. Donations

When you attend an event, especially if there are no other admin team members in attendance, the host may give you a donation check in exchange for your appearance. You can either submit the check following the guidelines below, or you can give it to any admin team member to handle.

Use the info below for our more commonly donated-to charities to mail in donation checks. You can also drop off donations in-person, which is what we have to do whenever there's cash involved. Ask for a receipt and provide that to any admin team member at your earliest convenience.

Charity and Address	Mail-in Form Link
Make-A-Wish Oregon 2000 SW 1st Avenue, Suite 410 Portland, OR 97201	https://secure2.wish.org/make-a-wish-luminate-framework/pdf/donation-form/100-000.pdf
Doernbecher Foundation 1121 SW Salmon St #100 Portland, OR 97205	http://www.ohsu.edu/xd/about/foundation/way-to-give/upload/pledge-form-DCHF-02-15-fillable-2.pdf
Children's Miracle Network Foundation 123 International Way Springfield, Oregon 97477	

H. Special Types of Events

Most of our event appearances do not require our volunteers to pay an admission cost. A few special event types may have an entry cost. Advertising is also an important aspect of many special events.

1. Conventions

While smaller conventions often offer us unlimited free passes, larger conventions are more limited. Read convention signup posts carefully and note any deadlines for signups and ticket payments.

2. Retail Events

LFL and Disney want to limit our appearances at retail stores (Game Stop, Toys-R-Us, etc). If a local store contacts you directly, please contact the event coordinator or either of the COs. All retail outlets need LFL permission before planning any events, and advertising, if allowed at all, will be specifically defined by LFL. This is a big change from how things worked prior to 2015, so it's important for everyone to understand and follow these procedures.

Charity events (ex. Toys-For-Tots) that take place at a retail store (Toys-R-Us) are acceptable with the following advertising restrictions:

- The charity can advertise the event and state that 501st/Rebel Legion will be there.
- The charity CANNOT use the terms "costumed characters" or "Star Wars" in their advertising.
- We can advertise the event however we see fit.
- The retail store CANNOT advertise our appearance at all.

3. Sporting Events

Here are some guidelines regarding appearances at sporting events.

- Sports nights are Open Invite meaning ALL members of the club can attend, although the host can limit how many people they want.
- The host CANNOT use the term "Star Wars" in their advertising without express permission from LFL (these details are handled between the event host and LFL directly), but they can use Legion/Garrison/Base names.
- The host CANNOT direct members on what to do; they can submit a list of activities to the members before the event and the members can choose what they do/do not want to do.
- We are NOT allowed to throw out the first pitch, drop the puck, flip the coin, etc. We can escort another person to do these activities.
- We CANNOT appear to be promoting a team logo by wearing, sitting/standing on, or appearing with it. This includes standing on top of dugouts. Taking pictures with fans in their team apparel is okay.

Sporting events branded as a "Star Wars" event or making use of any Star Wars IP (images, names, music, sounds, etc.) must be submitted to LFL on each occurrence. A previous approval does not apply to any future event. General "mascot nights" that include a variety of characters and will not make use of any Star Wars IP in the name, branding, or advertising do not need to be submitted to LFL for review.

4. Children in Costume at Open Invite Events

These guidelines come straight from LFL and their Legal team.

If there is a limited roster cap (e.g. Only 25 costumers can sign up):

- Minors cannot be rostered in one of those limited spots
- Minors can attend if that is worked out with the event host in advance (and they do not count toward the roster limit)
- The green room/changing space must be limited to the rostered adults

If there is not a limited roster cap (e.g. The more the merrier!)

- Minors can be rostered
- If permitted by local group policies, minors may be allowed in changing space

Note that [our local policies](#) do not allow minors in our changing space while adult members are using it.

5. Symphony Events

Orchestras are no longer permitted to advertise they're hosting Star Wars characters even if they mention us specifically. LFL may need to proofread any advertising the orchestra uses that contains any reference to Star Wars.

For the most part the concerts we are invited to are John Williams tribute concerts or Movie Theme Tribute concerts or Space Themes concerts, etc – which is fantastic. However, if an orchestra (even a smaller one) is trying to host an all-Star Wars concert, that would need to be reviewed by LFL, and we wouldn't be able to proceed independently like we can with the smaller/generic themed concerts.

501st and RL appearances should be a meet and greet in the lobby. We should not be part of the stage presentation.

6. Museum and Zoo Events

We can attend events at non-profit entities even if they charge an admission fee. These types of hosts can invite and include Star Wars costumers without permission from LFL, but they can't use official Star Wars IP or try to garner more ticket/admission sales by using the Star Wars name. Any not-for-profit organization that we appear at (like a school, library, museum, or zoo) can advertise that they are hosting Star Wars costumers. However, when they do so they should refer to us by name ("Cloud City Garrison/Kashyyyk Base/501st Legion/Rebel Legion") and not generically as "Star War characters." They should use photos of our members and not stock images from the movies.

7. LFL/Cast Events

Cast events are rare, but they do happen once or twice a year. Disney and LFL get involved in "casting" characters when specific Disney groups or other official (usually corporate) groups want to hire us as representatives of the Star Wars brand. This is different from what we usually do, which is simply be fans who dress up in appreciation of Star Wars. Subtle but important difference.

These types of gigs may require actual performance (acting/movement/voice). Exact pay rates are negotiated by us and the group hiring us. Our cast events so far have paid at standard SAG rates.

When a new cast event opportunity comes in, it will be posted on the forum like other events. Review the details and note any deadlines if you're interested in being considered. Costumer selections are made by LFL without any influence from CCG or KB and communicated through the EC in charge of the event.

LFL is also building a directory of costumers for potential future cast events. You can read more about that on the forum here: <http://www.cloudcitygarrison.com/forum/index.php?topic=10185.0>

I. Events Planned Outside the Forum

Our legions have a very special relationship with LFL that allows us to create and publicly wear costumes using LFL's intellectual property. We would very much like to keep that relationship as positive and mutually beneficial as possible.

Sometimes that means that we (as a group) will decline and miss out on opportunities we'd like to be involved in.

There are a lot of things that happen behind the scenes when planning events and appearances that we (as a group) make in our Star Wars costumes, which for certain types of events also includes obtaining permission from LFL. Every once in a while, after declining our garrison and base's participation in an event based on LFL feedback, the person who requested the event might try to recruit individuals to help out outside of an official legion event.

Each of us, as individuals who own our costumes, can choose whether or not to participate in "off-the-books" events like this as long as we don't identify or represent ourselves as members of either legion.

However, for your protection and for the greater good of our group, we'd like to caution you to think very carefully about the possible ramifications of your participation in unofficial events, especially when pictures or video of the event have any chance of being published in social media or broadcast on television. These are the things likely to attract the attention of LFL; they may also lead to legal action against you as an individual and damage our relationship with LFL as a costuming group.

It is within LFL's reach to blacklist a member from cast events or even request that the Legion ban a member who participated in an event that was specifically denied by LFL. These are the types of risks you might face by choosing to wear your costume at an event that was not coordinated through our designated event process and published on our forum.

The same risks might apply if you wear your legion-approved costume with another, non-LFL-approved costuming group at an event that does not meet LFL's standards.

The more we act like partners with LFL instead of rogue agents doing whatever we like, the better the treatment we're likely to get from them in the future. By sticking to official events that are coordinated through our forum, you can ensure your ongoing participation in our groups. The fact remains that your costumes are yours to wear as you please. The risk of potential consequences is also yours.

1. Signed Agreements/Contracts

If you choose to participate in off-forum/private events, it's possible that the event lead (whether from our group or not) will sign agreements or contracts on your behalf. We advise that you ask the event lead if any paperwork was signed for any off-forum event you plan to attend. You are entitled to receive a copy of that paperwork so that you know what you are agreeing to by participating in the event. This is simply a smart thing for you to do.

[As described above](#), whenever one of our official events includes signing an agreement or contract, we provide a copy of that documentation for all members to view. We believe it is in everyone's best interest to maintain full transparency, and we encourage you to ask the same for any other events you might participate in.

2. You Cannot Represent the Legions, Our Garrison, or Our Base

When you participate in off-forum/private events, it is important for you to understand that you cannot identify or represent yourself as a member of the 501st or Rebel Legion, Cloud City Garrison or Kashyyyk Base. Imagine instead that you are just a normal person who happens to own a Star Wars costume. You cannot promote the legions, garrison, or base. You cannot discuss membership qualifications or what it takes to achieve membership with event attendees. You basically should not reveal in any form that you are a member. If, for example, you are directly asked if you are a member of one of the legions, you should reply along these lines: "I'm here today simply as a Star Wars fan in costume."

If you ever have questions about an event that you're invited to outside of our official event request process, don't hesitate to contact the COs or Event Coordinator directly.

IV. ADVERTISING AND PR

A. Advertising Our Appearance at Events

Generally, charitable events happening in a non-retail/non-commercial location for an event without an admission charge can be advertised by both the event host and us. Anything happening in a retail or commercial location likely cannot be advertised. The event coordinators are well-versed in what's allowed or not and have resources available to check on any event in question. Please direct all questions about advertising to the event coordination team or the COs.

B. Public Relations

Cloud City Garrison has a Public Relations officer who handles or manages the following:

- Public event announcements
- Posting and sharing promotional videos on our YouTube channel
- Scripts about our group for broadcast (including facts and stats about the group)
- Promotional materials
- Image files, including logos, for advertising and promotional purposes

If you have a need for PR or promotional materials, you can contact the garrison PRO directly or post your questions and requests [on the forum](#).

C. Guidelines for Interviews and Other On-Camera Appearances

- Do not wear your helmet for any on-camera interviews. Either remove your helmet or have a character without a helmet speak on camera.
- Represent yourself as a fan, costumer, and member of the 501st or Rebel Legion (preferred) and/or Cloud City Garrison or Kashyyyk Base. Don't play/act the part of your character; that implies you're officially representing Disney, LFL, or the Star Wars brand. Do not participate in an interview "in character."
- You never have to participate in an interview if you don't want to. Politely decline as necessary.
- Stress that our costumes are handmade.
- Avoid controversial topics like politics and religion.
- Be positive! Promote the Legion and other Star Wars costuming groups in a positive light.

V. SOCIAL EVENTS

We have a busy calendar full of official trooping events around the state, but we also try to carve out some time to spend together socially. While the admin team usually plans these types of events, they are open for any member who would like to take initiative to plan. If you would like to organize a social get-together, contact your CO or XO with a brief proposal, including:

- Where the social will take place
- What costs are associated with the space you've chosen
- When you would like to hold the event
- Any other relevant details

Note that other events may already be in the planning stages, so we all need to work together to keep events from stacking on top of each other. Once a date and location is confirmed, all planning and communication for social events should be done on our forum.

VI. MERCHANDISE

A. Garrison and Base

Any active member can create garrison or base merchandise as long as you follow the proper procedure and get the required approvals for your design.

1. Guide for Creating Garrison and Base Merchandise

This guide is meant to help you create SWAG for our garrison and base. Please follow these steps and suggestions.

Not everyone is cut out to run a merchandise project. It takes time (and lots of it), excellent communication skills, patience, good organization skills, operating capital and most importantly - permission!

Rule #1 - Items must be sold at cost. You are not allowed to mark up products. This is a LucasFilm rule. The exception to this rule is if the item(s) are being sold/auctioned for charity and have been formally approved as such by the legion MBO.

Rule #2 - Items can ONLY be sold to active 501st and Rebel Legion members. This is a LucasFilm rule.

Rule #3 - Small cost items must be archived. For items that cost less than \$25, samples must be set aside and sent to Albin Johnson (for 501st items) and the RL Archives (for RL items). You can also send items to Steve Sansweet.

Rule #4 - You cannot charge for your time, gas, or other miscellaneous costs. You are doing this project to help your garrison or legion mates at your own cost.

Rule #5 - If there is a cash surplus once the project/run is over, it must be turned over to the admin team.

Pitching, Making, and Selling Merchandise

Step 1

Have an idea? Talk to your fellow members and see how many people actually want the item? You should know the approximate cost before seeking input and it has been done before.

Step 2

Talk with the garrison/base MBO. Pitch your idea and get approval to move forward.

Step 3

If you're not making the item yourself, you need to get competitive bids from vendors. We want to pay a fair price for merchandise. Work out all the details from the artwork to product options (if applicable).

Step 4

Once you know the exact manufacturing cost, the timeline and all the details of who/when/where/how. talk with the MBO again and seek final approval to officially start the project. Final approval may take several days as projects need to be approved at the Legion level as well. Never sign a contract with a vendor. Talk with the MBO first! Make sure to establish quality expectations with the vendor. If there's a problem, we don't want to be stuck with bad merchandise.

If you don't want to run the project, ask the MBO for assistance. You may have a great idea but not the time to make it happen. It's okay to kick off a project and then hand it off for execution/completion.

Step 5

Communicate, communicate, communicate! Let the membership know what's happening and when they should expect delivery etc. Post on the forum and/or send emails/PM's.

Step 6

Once the product arrives, ensure it meets your expectation. If it doesn't, talk with the MBO and get assistance. Work with the vendor and always be polite!

Step 7

Keep a record of how much money was collected, what fees were paid and know the total cost of doing the project. You may end up on the positive, or negative, side and good records will help you know if you made or lost money. This will help with future runs so the price can be adjusted.

Shipping Items

Shipping may not be an issue for garrison/base-only merchandise, but if you're doing a Legion-wide project, you'll need to ship the product. There are many ways to price shipping, but remember that it must be fair and properly priced. Work with the MBO to set up a fair pricing model.

Please note that the guidelines do not include the MBO running all projects. The MBO and CO MUST be included in all projects, but it is expected those who are motivated will run the project.

2. Merchandise FAQs

These [FAQs are based on what's published on the 501st Forum](#), which you should reference for the latest information and any clarifications for 501st merchandise. Rebel Legion merchandise rules are covered in their charter (<http://www.rebellegion.com/legion-charter/#10>) and [on their forum](#).

What Qualifies as Official Merchandise?

Any material item made with the 501st/Rebel Legion ****OR**** a sub group's name, partial name, logo, partial logo, URL, or official event name. A sub group is a garrison, base, squad, squadron, outpost, or detachment. (Note that Star Wars Oregon is NOT an official sub group.)

I emphasize the sub group aspect because there is a misconception that only Legion-level material is 501st/RL merchandise. That is wrong. A garrison item is a 501st item. A base item is a Rebel Legion item. Same for other sub groups.

Can We Sell a 501st Item For More Than Cost?

Per LucasFilm, no. Their rule is that all merchandise is to be sold at cost, with nothing added to the price for other purposes. Period. They do not give any exceptions for this rule, so adding extra money to an item to raise money for charity or for a group expense (event table, web site, flyers, etc.) is NOT PERMITTED per LucasFilm. "Cost" is defined as all the costs associated with a production run, including the price of an item, packing material, shipping, and transaction fees. Adding extra money to the price of an item so that extra items in that run can be made for promotional purposes is okay, as that's considered part of the project cost. So if you want to print extra t-shirts to give to honorary members or for contest prizes, that's fine. "Time" is not considered part of the cost of an item. I've had people assume that their "time" can be compensated when they do a run. That is wrong. A person who handles a run is donating their time to the Legion.

Merchandise can be used in conjunction with a fundraising effort, however. We stay within LucasFilm's rules by associating an optional donation alongside a merchandise purchase. People can still buy the item without making a donation (that's what "optional" means). But most people will chip in a few bucks extra to help with the effort. The amount of the donation can be any amount, at the donor's discretion.

Who Can Buy 501st and RL Merchandise?

Again, per LucasFilm, only active 501st and RL members are allowed to buy 501st and RL merchandise. That means friends, family, handlers, trading partners, groupies, or any other person who does not have an active 501st ID# or active Rebel Legion costume are NOT permitted to buy merchandise. Sorry...LucasFilm rules. You can give 501st/RL merchandise away to the public, though.

Please note: Trading is considered selling. It's the same thing. Whether you get money or a material item in exchange for the item, it's all the same.

Who Can Produce 501st/RL Merchandise?

Any Legion member in good standing can do a run. Sub groups may have certain rules and procedures for this, so please abide by those rules.

Who Must Approve an Item?

Legion (non-sub group) items must be approved by the Legion MBO. Sub group items must be approved by the sub group leader, then the Legion MBO. Squads must have their garrison/base COs approve the item. Too often I've had squads try to skirt around their CO, and this is not permitted. Get CO approval first, then go to the Legion MBO. To contact the 501st Legion MBOs, use the new approval form. I've created a merchandise approval and forum posting form to help with managing merchandise approvals and archiving what we're doing. You can check out the form at the link below:

501st Approval Form: <http://www.501st.com/merchandise>

Site Password: (contact the garrison MBO, CO, or XO for the password)

Rebel Legion Approval Form: <http://rlmerch.yolasite.com/request.php>

ANY active member can create, lead, and manage a merchandise run. This is not an exclusive task for the MBO.

Can a 501st/RL Group Make a Non-501st/RL Item?

No. The Legions have LucasFilm approval to make Legion merchandise. The Legions do not have approval to make non-Legion items, be it merchandise, armor, or anything else. Such items would be considered bootleg material and in violation of LucasFilm's copyright. As an organization, we want to stay away from such activity. If an individual makes a non-Legion item, that's their business. But the Legion should not be creating non-Legion items for any reason, including charity purposes.

What Must Be Included On Merchandise?

In addition to the sub group name or event, 501st items should at least include "501st" on it, preferably "501st Legion". Rebel Legion items should include "Rebel Legion". If the medium permits, the LucasFilm copyright should be included as well. The copyright isn't necessary on patches or coins due to medium limitations. It should work fine on t-shirts, though. The full copyright is "© 2018 & TM LucasFilm Ltd. All rights reserved. Used under authorization."

Can Images from LucasFilm Books or Screen Captures Be Used in Merchandise?

LucasFilm has specifically asked that the material we make be original creations. This means we should not use photographs from LucasFilm sources in our material. However, if an image is heavily altered and/or manipulated so that it significantly appears different from the source material, this can be allowed in most cases. Less than obvious images, though, such as background photos for trading cards, are generally allowed.

Unofficial Merchandise

Personal patches or unofficial groups are considered non-legion items and therefore should not include the 501st, RL, or a sub group name. ID#s are allowed, though. An unofficial group would be any member-created group that isn't an officially recognized garrison, base, squad, squadron, outpost, or detachment. As unofficial merchandise, these items are technically made without LucasFilm authorization.

3. Reselling and Trading Legion, Base, or Garrison Merchandise

After you acquire an official merchandise item, you may decide to later sell or trade it.

- Trades with active legion members can be made at a 1 for 1 ratio only. Rarity of an item cannot be considered. For example, you cannot trade 1 rare patch for 2 more common patches.
- Items can be resold to active legion members at their original price. Generally, any shipping charges that were incurred to acquire an item cannot be passed on to the next buyer; shipping charges are something you pay to acquire an item but do not add any value to the item itself. If the original price is unknown, use legion standard pricing. Contact your local merchandise officer for assistance if needed.

B. Star Wars Oregon

Star Wars Oregon is not an official group, and as such, it is not subject to Legion rules and approvals. Anyone is free to create and sell SWO merchandise, though it is advisable to work directly with the COs and/or MBOs just as you would for garrison/base merchandise.

C. Personal

Legion/Garrison/Base merchandise should not promote any individual trooper, with the exception of a memorial patch or fundraiser. Personal merchandise can be made, but should not have any Legion names or logos on them; this includes garrison and base names and logos. Personal items are not considered Legion items, so you can put whatever you want on them. Your TK# is fine as that's considered yours.

D. Payment Tracking

Anyone who coordinates a merchandise run must keep accurate accounting of all money related to that run. This includes:

- Invoices showing total cost of the merchandise
- Receipts for shipping, as appropriate
- All funds collected
- Any surpluses (which are turned over to the CO or XO)

E. Fundraising

Merchandise can only be sold at cost. You cannot add a required donation to the price of the merchandise even if that extra amount is intended for charitable causes. Any and all fundraising must be an optional amount decided upon and added by the buyer.

VII. OFFICERS AND ROLES

A. Cloud City Garrison/501st Legion Offices

[Read about Garrison officers in the 501st Legion Charter.](#)

Commanding Officer (GCO/CO)	<ul style="list-style-type: none"> • Administrator/policy maker • Backup/assist all other roles when necessary
Executive Officer (GXO/XO)	<ul style="list-style-type: none"> • Assist the CO as needed • Newsletter management • Council discussions - share / poll membership when appropriate • Backup/assist all other roles when necessary
Event Coordinator (GEC/EC)	<ul style="list-style-type: none"> • Respond to event requests from the Legion or info@ • Post and coordinate any new events that come in • Ensure event recaps are completed with final rosters, charity totals, photo links, etc • Implement and maintain ranking system
Membership Liaison (GML)	<ul style="list-style-type: none"> • Respond to new member applications • Approve or provide feedback to all new costume submissions • Organize and track pending costumes • Organize and document costuming resources
Webmaster (GWM)	<ul style="list-style-type: none"> • Web site design, upkeep, and maintenance
Web Liaison (GWL)	<ul style="list-style-type: none"> • Web site upkeep and maintenance • Member photo editing/submissions • Other graphic design as required
Public Relations (GPR)	<ul style="list-style-type: none"> • Create and maintain public event postings • Create PR materials as needed
Charity Rep (GCR)	<ul style="list-style-type: none"> • Track and promote charity results at garrison and legion levels • Share/organize any Legion Charity Challenges • Organize charity-specific activities at events
Merchandise and Branding Officer (GMB)	<ul style="list-style-type: none"> • Lead merchandise runs • Track all funds spent and received for merchandise and garrison costs • Help others get approval and track funds for new merch
Captain of the Guard (GCOG)	<ul style="list-style-type: none"> • Handle all disputes/complaints/discipline

B. Cloud City Garrison-Specific Roles

Forum Administrator	<ul style="list-style-type: none"> • Maintain and update forum including boards and members • Develop and document best practices • Enforce best practices when appropriate
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C. Kashyyyk Base/Rebel Legion Command Staff

For full base command staff explanations, please see the [Rebel Legion Charter Article III](#).

Commanding Officer (BCO/CO)	<ul style="list-style-type: none">• Administrator/Policy Maker• Backup/assist all other roles when necessary
Executive Officer (BXO/XO)	<ul style="list-style-type: none">• Assist the BCO as needed• Backup/assist all other roles when necessary• Act as BCO when CO is unavailable
Regional Captain	<ul style="list-style-type: none">• Event coordinator
Membership Officer (BMO/MO)	<ul style="list-style-type: none">• To have all contact information for all members in their Base
Base Webmaster	<ul style="list-style-type: none">• Responsible for the design, content, and maintenance of a Base's website

D. Kashyyyk Base-Specific Roles

Social Media Manager	<ul style="list-style-type: none">• Designs, implements, and manages overall social media strategy• Updates or delegates update of Facebook pages• Updates or delegates update of Instagram• Updates or delegates update of Twitter
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VIII.CONNECTIONS/SOCIAL MEDIA

All official announcements, event postings, and other information transfer should happen on our local forum at <http://www.cloudcitygarrison.com/forum>

A. Facebook

Some members may choose to create and maintain unofficial Facebook groups for garrison and base members. Note that Facebook groups should not include any official name (501st Legion, Rebel Legion, Cloud City Garrison, or Kashyyyk Base), and no official business related to either legion, our garrison, our base, or any detachments should be discussed in these groups. Use our forum for all discussion or questions about official business including but not limited to building an approvable costume, event planning, and group policies.

B. Links to Social Accounts

- 🔗 Star Wars Oregon on Facebook - <https://www.facebook.com/StarWarsOregon/>
- 🔗 Cloud City Garrison on Facebook - <https://www.facebook.com/cloudcitygarrison/>
- 🔗 Kashyyyk Base on Facebook - <https://www.facebook.com/kashyyykbase/>
- 🔗 Star Wars Oregon on Instagram - <https://www.instagram.com/starwarsoregon/>
- 🔗 Star Wars Oregon on Twitter - <https://twitter.com/starwarsoregon>
- 🔗 Cloud City Garrison on Twitter - <https://twitter.com/CloudCity501st>

IX. SUGGESTION BOX AND ISSUE REPORTING

We're all grown ups, and we should be able to have conversations with each other when we have questions, concerns, or complaints. To that end, we hope that if you have an issue with another member, you'll first have a conversation with that person directly. If that fails, or if you don't feel comfortable for whatever reason, you can have a conversation with either of the COs, a Captain of the Guard, or any other member of the command staff.

If you're stuck in a spot where having a conversation just isn't a possibility, or if you have feedback that's not related to a specific person you can talk with, we have an online tool for anonymously reporting any concerns or providing any feedback related to Cloud City Garrison and Kashyyyk Base.

You can find the link here:

<https://docs.google.com/forms/d/e/1FAIpQLSceyaKPyA90D12tS7cYJB1lpFilzqLlfgOz-dFrkhI9T7Koog/viewform?c=0&w=1>

The Google Doc will only record your personal information if you provide it. You should only provide your contact information if you do not wish to remain anonymous.

The admin team will have no way of knowing who submits comments through the form.

We want to address any concerns that our members have. We also understand that some members may not feel comfortable approaching the admin team directly. We hope that anyone who has a concern will be willing to speak up.

You are also welcome to email any concerns or comments to: feedbackswo@gmail.com

The email address is not anonymous.

The reporting tool and the email address can be used for anything that is on your mind. You can share any ideas about how to make our group better!

The admin team will periodically post a summary of the concerns, feedback, and ideas received. We will also report any actions taken to address those concerns.

You are also welcome to post your ideas directly on the forum for group discussion, talk directly with the admin team, or any other communication method you prefer.

X. OTHER HELPFUL LINKS

501st Trooping Survival Guide: <http://databank.501st.com/databank/TrooperSurvivalGuide#Trooping>