

CHECK LIST FOR COURT

Event:

Estimated Time of Court:

- * Find Signet. Look at scrolls. Check name pronunciation. Check for "transcription" of scroll.
- * Assist with text for blank scrolls if necessary.
- * If no Signet, see if Royalty wants your help with sealing scrolls. Ask Royalty when they wish scrolls to be signed and if They want your help.
- * Ask Signet if s/he wants to hold scrolls during Court. If not, find a trustworthy person.
- * **Get a copy of the Court list. If none available, write one out.**
- * Write the order in which the Royalty want things to happen.
 - * Anything else needed? Tabards for champions? Tokens for awards?
 - * Oaths of fealty? For which groups? Mark the spots in *Book of Ceremonies*.
- * Ask about specific boasts for introducing the Royalty.

Presentations:

What is it? From whom? For whom? At feast or in Court? Personal gift or gift to Crown? If money, find Exchequer.

Before Court:

- * Thrones set up correctly?
- * Banners centered? Set up correctly?
- * Table between thrones?
- * Kneeling cushion? Carpet?
- * Adequate number of guards, retainers?
- * Is there a seneschal?

During Court:

- * Does Royalty have preference of herald processing with them or being by thrones?
- * Announce the Royalty. (Write down what to say!)
- * Convene the Court. (**Here opens the Court of X and Y on the X day of Month Anno Societatus X, in the (name of place.)**)
- * Ask Royalty if they wish to say anything.
- * Option for baronial court
- * Option for tourney/contest announcements (or at feast)
- * Official business from outside the kingdom (**Invite** the people! Never *summon!*)
- * Presentations
- * Oaths of fealty. Suggested order:
(Check p. 27 for appropriate wording to invite them up.)
 - Royal Peers
 - Knights
 - Laurel
 - Pelican
 - Great Officers of State
 - Territorial barons and baronesses
 - Populace
- * New kingdom laws
- * Outgoing presentations, including awards
- * Ask Royalty if They have any further business
- * Close Court (**There being no further business before this Court, it is now ended. All rise for X.**)

After Court:

- * Submit court report **in the order in which awards were given** to courtreport@midrealm.org. Include names of royalty holding the court, date, event and hosting group as well as herald(s) assisting.