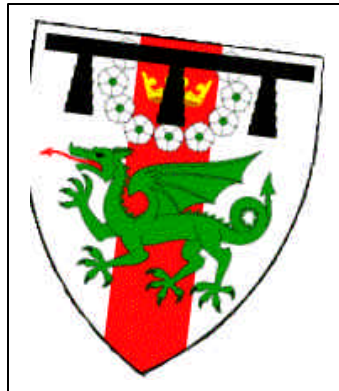


# A HANDBOOK FOR THE NEW PRINCESS



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## A ROYAL PRIMER and A HANDBOOK FOR THE PRINCESS

The original Primer was written by Duchess Caitlin prior to Ealdormere becoming a kingdom, with contributions from Duchesses Garlanda and Anne de la Fontaine of the Middle Kingdom, as well as Duchess Gabrielle of the East. The content remains the same with minor editing in that the contributors' names were moved so that they precede the comments. The original Royal Primer material is in italics. New material is in regular type and has been written by Countess Alys Katharine.

### PREFACE

*(Duchess Caitlin) Nothing prepares one for ruling more than ruling itself, but lest you march into this experience totally unarmed, we present for your edification this Royal Primer. Contained herein is the solicited advice, both procedural and personal, from a number of Ladies of the Rose in the hopes that we can help you slide into the royal role with greater ease and grace.*

*Being Queen can be the best experience of your life. It can also be traumatic as hell if you let it. It is one of the most contradictory roles you will ever play, as although the Queen is supposed to be the altar at whose feet our courtly society worships, very often she is left out of the loop entirely. How often have you heard the phrases: "the King took fealties", or "His Majesty calls you to War", or "the King gave out all these awards"? Guaranteed that Her Majesty was sitting right next to him, and was just not mentioned. You will have to understand that people don't intentionally mean to be rude- it just works out that way. However- if you choose to correct them, you are perceived as shrewish. So just don't bother. Lead by example. Be a good speaker. Be generous and gracious in public and in private. Be a capable administrator. You may never get top billing, but you **will** be remembered fondly.*

### PREFACE TO THE HANDBOOK FOR THE PRINCESS

Greetings to the new Princess from Countess Alys Katharine! Once I was in your position. The final moment when the other combatant fell in defeat was one of surprise, joy and horror. "Oh migod! He won!" were the first words from my mouth. The possibility of being Queen had just become reality. Perhaps you will have felt similar emotions. The day passed in a blur as people moved me here and there, told me to sign this and that, asked questions and gave congratulations. Little by little the reality of what I had agreed to when he asked to fight for me began to sink in. You are now there. You will be Queen in half a year.

When I became Princess, there were many things people just assumed I would know. After all, I had been a Peer. Perhaps you will have a staff that has assisted other reigns, or perhaps you helped another king or queen. If you haven't, however, this whole process can be a bit intimidating. It's not fun making a mistake in front of the populace. (No one told me I was expected to swear fealty right after being crowned Princess, and I certainly didn't remember anything from previous Crown Tournaments at that point!) Use the Royal Consorts list if you have questions about what to do. Ask your Queen. Ask any of us who have been there.

If your experience is like mine, the reality of your new station comes in waves. "I can't go to the bathroom alone!" "I've got to attend Peerage meetings!" "How do I make up court lists?" "I'm 'on stage' all the time now!" "I'd better not make that remark!" "Oh, my gosh! 'Pennsic baskets'? What do they mean by that?" And on and on.

As the new Princess you too will encounter some things that no one told you about. Keep a record for your Princess. Perhaps between us all we can help smooth the way for those new Princesses who have never held this position before.

***This is your book. You do not need to pass it on to the next Princess. Feel free to mark it up. Add items that puzzled you and pass them on to Countess Alys so the book can be updated for the next new Princess.***

## FROM PERSON TO PERSONAGE

One of the hardest things many of us have to deal with is ourselves. The first hours of being a Princess can be a shock. You are no longer the person you were but are now a “Personage”. You are *The Princess!* When you let them put that coronet on your head, you accepted a new role in the Society. Many new Princesses don’t fully realize the difference that this makes. You are no longer Lady Jane d’Eau, but Princess Jane. (Technical note: If you have a “last name” it is supposed to drop when you become Royalty.) All of a sudden you are not to carry anything; you are not to grab a broom and help sweep the hall; you need an escort, even to the bathroom. If you were the type of person who toted your own boxes, volunteered to clean the site, ran to open doors for others with heavy loads, you may need to adjust your mental processes for the duration of the reign. It’s not that you can’t be helpful when needed, it’s that others will now seek to serve *you*, the *Princess*.

If your experience is anything like mine, you may face some internal conflict once you become Queen between knowing that you are a “regular person” who was lucky enough to get to serve as Princess/Queen and actually acting as if you are Queen. For most of my reign I found it uncomfortable to stand there and let others set up my tent, carry my bags, and have them tell me to sit down and let them do the work. It was finally some comments from Viscount Sir Edward of Gendy that got me to realize that I should let others serve me. He said that we make the dreams of others become real. We make the fantasy come alive and be reality within the Society. If we refuse their assistance, do our own carrying, we take away from *their* enjoyment of the Society. The key to change for me was that I didn’t have to really believe that I was “special”, just be an actress and play the part of a Queen. We act the part for the audience, the populace. The populace’s belief in us as Queen makes us Queen. We owe it to them to be that embodiment of grace, courtesy, chivalric behavior. Once I realized that it was my job to *act* as a Queen, not to believe I truly was a queen, I stopped being such a burden to my staff and was able to accept what the populace wanted to do for me as Queen. The reign became a lot more fun!

One thing that I found difficult (as perhaps you might) was accepting that I was no longer “Dame Alys” but “Princess Alys” or even worse, “Queen Alys”. I chafed at the restrictions to not tote my own things, to take an escort when I walked anywhere, even to the bathroom, and especially to see myself as something more special than I had been before Crown Tourney. Like it or not, as Queen you *are* more special. (This applies to being Princess as well, but it comes in spades when one becomes Queen.) The populace sees us as something other than what we were. Most of them didn’t know us before we became Queen, so the Queen is just that...Queen! She always was Queen and she will continue to be so through the reign. (And what was *your* reaction when you walked into your first Chivalry meeting and all the Chivalry stood up as one and stayed standing until you told them to sit!?)

And, while stepping down is still months away for you, be aware that when you leave the Throne, you will not go back to being “who you were”. Lady Jane d’Eau, or even Mistress Jane d’Eau, is gone forever. You will be a Countess and will be seen as someone different from “the masses”. Think back to how you viewed Countesses and Duchesses before you received your AoA. The step that you took when you let that coronet be placed on your head is irrevocable and permanent. Even after you step down, you will be a “personage”.

## PRESENCE

*(Duchess Caitlin) **Be gentle** – NEVER scream at anyone and/or lose your cool. It takes a lifetime to build respect and less than 30 seconds to destroy it. Keep your counsel- which means that if you don't have anything nice to say, don't say anything at all. Wait until everyone is out of the royalty room (or better still, until you are in your car on the way home), and then scream and curse. You never know where people are standing, and if you are opining that Mistress X is a scumbag, and her apprentice is in the bathroom stall next to you... the entire Kingdom will have heard about it by the next event and your name will be mud.*

***Be polite** – put yourself in their shoes. If you worked day and night to make a gift for the royalty and you never got a thank-you card or even a smile, you'd not be inclined to do it again. I had my ladies follow me with a notebook & pen to get names and addresses of anyone who gave me a gift so that I could send them a written thank you in a timely fashion.*

***Be genteel** – remember that you are the epitome of all that is beautiful- you know, Queen of Love and Beauty?? Always be well dressed. Always smile. ALWAYS carry breath mints! (And use them!)*

*If you smoke – do it in private. If you drink- do not do it to excess. You have 6 other days of the week to get drunk as a skunk, wear grubby blue jeans and curse like a sailor, but on the day of an event, you are The First Lady of the Kingdom*

*A queen may not be powerful and sexual at the same time. If you are going to do something Big, don't wear low cut garb. Sexuality combined with power makes people think you are a power-hungry bitch. When you have to do something not only Big but negative, like a banishment or conducting a nasty peerage meeting, go for your most conservative garb and your most official regalia. Don't wear the little crowns; wear the big gaudy ones. It is a subtle way of reminding people of who is in charge, and sometimes you may need every bit of authority you can get.*

*(Duchess Anne de la Fontaine) The art of flirting has historical reference and is a skill that will be of use. The males are charmed and if done with grace, the ladies enjoy the show, for play-acting it should be for both you and your King. For the extent of your reign as Princess and Queen, both should be true to the other and not embarrass the Kingdom or yourselves by being the stud or the courtesan.*

Countess Aislinn commented: Duchess Caitlin's quote is great advice for any Royalty to bear firmly in mind, should they be tempted to use the power of the Crown for personal ends, be it elevating one's friends or dependents over the wishes of the Orders, taking revenge for perceived insults from the past, or just plain swollen ego!! And that is: "When the Game is over, the King and the Pawn go back in the same box." You will step down sooner than you think, and when you do, you are going to have to live with the results of the actions you have taken.

## PLANNING AHEAD (AS PRINCESS)

*(Duchess Gabrielle, East) Before you commit yourself to going to 30 events plus 2 weeks at Pennsic, make sure you will be able to honor that commitment from a mundane perspective.*

Hopefully you considered the above before you and your consort entered Crown Tourney. However, real life can – and does – interfere with our hobby. Keep in mind that while the SCA is important, real life is what counts and you need to take care of those matters first in order to be able to serve the kingdom. Now to some details...

Go to the West Kingdom web site and look for their royalty handbook. While it is kingdom-specific, there are some wise words when talking about the expectations, duties, and responsibilities of royalty. You can download the document and print it out if you'd like. (It's about 90 pages long.)

Consider having an e-list group for yourself and your staff. It's an easy way to keep everyone up-to-date with your needs as well as an easy way for staff members to communicate.

At Crown Tourney you already received some "Princess" stuff...retainer baldrics, a throne, a seal, some coronets/crowns, feast gear and so on. You will receive *a lot* more stuff when you step up! There will be two thrones for each of you; three Queen cloaks, if you want them; three banners, minimum; feast-gear boxes; award tokens box, etc. Have an empty van ready to take stuff home at Coronation! Discuss with the Minister of Regalia what items can be signed out and carried home before your actual Coronation. This will help minimize what you have to do on your Coronation day.

The Minister of Regalia has photos of all the things that will be available to you so you can see them before you sign them out. If possible, designate one part of your home (or a retainer's home!) for these items so that you don't need to search all over the house to find something.

Make extra sets of car keys and give them to the people who might need to use your car: the Chamberlain, head Lady-in-Waiting, and and/or both sets of champions. The worst thing is to hand over your keys to a member of the retinue to load the regalia and then find out that the person has already left site and is on his/her way home with your only set.

Get a copy of the *Book of Ceremonies* from Publications Office, even as Prince and Princess. You will need one when you are reigning royalty and it may come in handy when doing a Regency Court as Prince and Princess.

As Prince and Princess you have very few things that you are *required* to do. Perhaps the King and Queen will have you hold a Regency Court. If there are peerage meetings, take the time to sit in and see how the current Crown runs them. Go to events and enjoy yourself. Be sure to go to some events with the King and Queen just so you can see what they do. See what the procedure is for court preparation and scroll signing.

Download and print out the pamphlet *Awards, Titles and Styles of the Middle Kingdom* written by THL Thorvald Redhair. It will be invaluable in helping organize the precedence of various awards as well as give you some suggestions for wording on scrolls when you are desperate for something to say.

Start your web site as Prince and Princess. Put up a "wish list" and remove items once you get a lot of "whatever". Consider putting on the site things that will help people help you such as your food likes, dislikes and/or allergies, measurements, etc.

Consider getting some small "business cards" as Prince/Princess and then again as King/Queen. Put your contact information on one side and your chamberlain's (or other main retainers) on the other. These can be given to folk who would like to do something for you so they have your staff's contact information. Small thank-you receipt cards are also helpful. Also useful are some address labels. They can be made with the kingdom arms for you as Prince/Princess and again as King/Queen.

Bring post-it notes to each event. They come in handy for multiple uses. Get some brightly-colored tags that can be attached to the gifts you receive. Have your staff put your name on the tag so the gift will come home with you and not with someone else! The Royalty Room can be a confusion of many people's things, bags, baskets, clothing, etc.

Plan ahead now and commission someone to do your County scroll and to make your County coronet. Princesses will also need to commission a Rose scroll. While it is still months ahead of you, think about what type of Rose ceremony you might want. It can be a separate ceremony or joint with the County and can be done immediately after you step down in the morning or at the evening Court. A Rose cloak has been made which will be passed from the current wearer to the new Rose. It bears the arms of many of the previous queens of the Midrealm.

If you will be the Prince or Princess at Pennsic your life will be "easy". You have no official responsibilities other than what Their Majesties give you. You will be expected to attend Opening Ceremonies and Midrealm Court and probably Great Court. If you will reign as King and Queen, Duke Dag is writing/has written a handbook that should help you.

## STAFFING

*(Duchess Caitlin) **Be organized-** if you aren't good at it, pick someone who will be good at it for you. **A good chamberlain** can help you immensely. They can arrange your travel schedule, make sure all the necessities are packed & coordinate fund-raising efforts. They can find out what's on the event schedule (i.e. do you really have to be there at 8am when the site opens), scope out the menu for feast (and arrange for pizza afterwards if necessary) – all with relative impunity. After all—YOU aren't the one saying “don't feed me fish or I'll puke on the table” – it is the chamberlain sticking their neck out to say, “Her Majesty prefers steak for dinner due to food allergies”. If they want to think that your chamberlain is a greedy geek, go ahead and let them- it doesn't reflect on you, and that is the name of the game. They can arrange that all the necessities get packed for each road trip.*

Your staff is invaluable and will undoubtedly be worked harder than either they or you expected before you took on this yearlong job. The details of “how to retain” are not included in this handbook. There are a number of experienced retainers who will be glad to share suggestions and ideas with you and with your staff. Communication and mutual trust is vital! Remember to thank your staff frequently. Their expenses while serving you should be tax deductible if they itemize, but receipts and good record keeping are important.

You may want to draw up a list of what jobs you expect a retainer to do. You might decide to have different categories of retainers such as two head retainers (one of who is with you all the time), another retainer who has worked with you before, and local retainers (who may be inexperienced) from the group you are visiting.

Are there particular qualities in a retainer that you look for?

Ask any local retainers to give you their contact information. It is nice to send a thank you note after an event to thank them for their service.

See the Appendix for “Some Retainer Suggestions”, a packing list and a three-page event information sheet.

## AT EVENTS

Think back to your meetings with royalty. What action of theirs was meaningful to you as a member of the populace? Once you stop being nervous about your new position, start noticing things about people – a nice color combination in clothing, a pretty trim, a handicraft the person is working on. Tell the people; compliment them; give a small token in recognition of their accomplishment.

If coursing the hounds is allowed, be aware that there is a Princess's dog pack as well as a Queen's pack. The owners really appreciate your attendance at the early morning coursing. And, they will often offer to let one of the animals accompany you into court. Bring a small favor that can be attached to the animal's collar. If you bring dog treats the dogs usually can only eat them after they have finished running for the morning.

Remember to visit the archery, rapier and boffer fields as well as the heavy weapons lists. If you are not an archer, there is a kingdom crossbow that is light enough and easy to use. If the Queen isn't using it, request it for yourself from the Minister of Regalia. The archers will be glad to give you instruction and will see to it that the bolts are set in the bow for you to use. Try some of the thrown weapons as well. These areas are often ignored by the Crown and the participants are glad of any notice you give them.

*(Duchess Anne de la Fontaine) Try to spend some time watching the fighters. Many audiences can be held at the side of the tourney field, the fighters will be more honorable by your presence and you can quietly rebuke a fighter that is rhino-hiding where no other might reach his conscience. If you are unsure of giving a rebuke, you can summon a Knight, Count or Duke to speak for you. You lead from behind, delegation is your tool. Don't forget to make your rounds of the A&S, merchants and even the child-care areas. A Queen can impress a young mind to strive to be the best that he/she can be and help guide the future of the SCA. You are the mother to your Kingdom and you encourage the honor and chivalry of others.*

*(Duchess Caitlin) Consider that the people who cooked the feast and ran the event were planning for months in advance, likely didn't get any sleep the night before and were probably on their feet all day cooking. Even if you are not entirely satisfied with the site or the stew got burnt or the tourney didn't start on time, these people still worked hard. Unpaid help is hard to get, and harder to keep. Spend the minute it takes to find the stewards and the cook and tell them that their efforts MATTERED. Spend the money for a stamp and drop them a note.*

*Be accessible to the people. While the King is off pounding on people on the tourney field, this will be your opportunity to spend time with people who don't smell bad ☺*

*It is part of your job to solve problems, share precious moments etc.. and if people can't find you because you are in the Royalty room, or hanging out with your buddies on the dais, then you are missing out on one of the great joys of being Queen- meeting new people. It takes courage to walk into an unknown situation, but you'd be surprised at how many people are thrilled that you even said "hello" to them. The more you do it- the easier it gets.*

While a Princess might get by with one retainer, the Queen needs two – or more. The one who stays with you will need a bag/pouch/basket with things you need and can't carry. This might include a goblet or water bottle, money for purchases, pen with gift-receipt cards, tokens to give, etc., etc. The *Appendix* contains a sample packing list from Countess Alys's reign. It is helpful to pack as much as possible the night before you leave for an event.

Work out a signal with your retainers so that you can be rescued from a situation you don't wish to be in or a conversation that you can't politely get out of.

If you are the highest royalty at an event as Princess, you will be asked who you want to sit at your head table. Local barons and baronesses and winners of competitions are some to start with. You also may want to be sure that extra feast gear is packed in your feast-gear box so that any invited person can have something to eat from. Your retainers should handle the actual invitations to head table guests as well as locating additional feast gear if you have none to lend.

**The Royal Presence:** Your retainers will be the ones to set up the Royal Presence. As Prince and Princess, your thrones are set up *after* the thrones of Their Majesties. If you arrive earlier than Their Majesties, your retainers should wait until TRM are on site, have decided where They want the Presence to be, and are starting to set up the area. The Presence is usually set up near the heavy weapons field, but it does not have to be there. Unless two sets of thrones have been brought to the event, the retainers will need to take down and re-set the thrones for Court.

If you will be doing Regency Courts, you will want to have some kind of kneeling pillow. Ask the Minister of Regalia if an extra one is “in stock”. In a pinch, people have rolled up cloaks and put them under a rug!

You will probably want to use a small table or your feast gear box by the throne so you can set items on it that you need such as a goblet.

## **ROYALTY ROOMS**

As Princess you will probably share a Royalty Room with Their Majesties. Royalty Rooms often double as the Scribes' Room so things can get pretty crowded. Usually the event staff will provide food and beverage. However, this is not always the case so if some particular food or beverage is important please consider bringing it yourself.

As mentioned, Royalty Rooms can vary in size and amenities. If there is a problem with the room, ask the Royalty Liaison (if there is one) or the Event Steward about how to fix the problem. It's important to keep your temper, even though you may have told the staff that you really needed X or Y four weeks ago. Remember your image! Being angry won't add an extra room to the site or transport the item that was left some eighty miles away. If you are tempted to lose your temper, have your head retainer negotiate with the event staff so you can stay out of a volatile situation.

As King and Queen, you may be asked to share the Royalty Room with other visiting Royalty. Ideally, they should have their own room but this is not always feasible. Have your chamberlain work with the event staff to see that there are appropriate accommodations.

## SEXUAL GROUPIES

*(Duchess Caitlin) When people tell you that ruling will present some personal challenges, and that it is a sacrifice, you cannot fully believe it until you have experienced it. We hope that you have a solid relationship with your spouse/consort, because these bonds will be tested daily in a number of ways in different situations and by a number of types of people.*

*The most obvious of these are the Sexual Groupies. Be aware that no matter how “married” you think you look, there are some people who do not observe the sanctity of these bonds, and will land on your husband like he is a prime chunk of real estate. There is something about a Man in Power that gets these people extremely motivated.*

*You and your spouse must devise some kind of game plan for dealing with these folks, preferably without insulting them. Remember that your spouse is going to be flattered by all this attention (as if winning Crown wasn't ego-boost enough) and may start to actually believe that he is the world's biggest stud muffin. He may not want to lose the attention, in which case you may want to remind him that he is a married man, and if he wants to stay that way, he has to watch his P's and Q's. Alternately, he may not be experienced enough in knowing how to gently brush these people off without offending them. However, he has to be aware that condoning the situation is tantamount to encouraging it, and given the choice between your relationship and his ego, he had better choose wisely.*

*(Duchess Garlanda de Stanas) One of the things Countess Brynhildr warned me about when I was Princess the first time is that sometimes the queen gets sexual groupies, too. I didn't believe her, but she was right. During my Pennsic reign, I was propositioned by knights from five different kingdoms. I was shocked. Thanks to Brynhildr, I had thought about it ahead of time, so I had a nice, gentle-but-firm "No thank you" all prepared. If someone chooses to sleep around, that is their business. But when you are royal, it is important to remember that everyone will be watching, and no matter how discreet you are, it gets known. Also, no matter how secure your relationship with your king, the populace will spread rumors. You are getting married, you are divorcing, you are pregnant, you are sleeping around, you are impotent, you are a sex maniac, etc. etc. etc. You can't do anything about rumors except endure. We also serve who star in the National Inquirer. The thing to do is to make sure that if you are going out drinking, or wenching, or what have you, that you don't wear your regalia. That way if someone doesn't already recognize you as royal, you at least have a small chance of escaping with your reputation, and more importantly, the reputation of the Midrealm Royalty, intact. Remember, too, that it is usually expected that our female royalty will be escorted by her champion or a member of the Chivalry if she is going out party-hopping. I think it probably goes back to that whole courtly love, frail-flower-of-femininity thing.*

The interpersonal relationship between Royal Couple is most commonly a “romantic” one – husband/wife, boyfriend/girlfriend - which this handbook assumes. However, the Royal Couple may not be romantically involved and the two may be separated in age by a number of years, even as many as 36! That still won't keep folk from thinking they are married or romantically involved!

## ROYALTY GROUPIES/POWER BROKERS

*(Duchess Caitlin) These are people who are drawn to power in any form and will hang around hoping to soak up some popularity, awards or power through their association with you. Identifying them may be difficult, depending on how good a judge of character you are. You have to trust your own judgement and ask yourself a few questions. Did this person hang with you before you were “important”? Would they have massaged your shoulders before hubby won Crown? Did they offer to make you clothing, fetch your gear, buy you a beer before Crown Tourney? If the answer was “no”, then you may have found yourself a groupie or broker. One assumes that you have been around for a while if your consort won Crown; think back on the people who have constantly been near the past few sets of Royalty. Chances are they are either royal groupies or power brokers. You don't need them near you. While they may be helpful- eventually you will have your feelings hurt when the reign is over and they no longer have any use for you.*

*You will have to be aware that not everyone who hangs in the royal circle is a groupie. Some people genuinely want to help for the sake of helping- and these folks are to be cherished. Even if you run into those people in the*

*groupie/broker category – you don't want to be rude to them. Just don't take anyone into your confidence until you are sure where they stand, and even then, don't tell them everything.*

*A general good piece of advice is only take advice from people who have absolutely nothing to gain from you following it.*

## SEEKING AND ACCEPTING SUPPORT

*(Duchess Garlanda) While I think Caitlin is right that you have to watch the suck-ups carefully, I also think it is important to open yourself to new relationships. I made some of my closest friends during my reigns, and I might not have gotten to know them if I had never been queen. This is especially important for the VIPs you might not know. It is typical that new royalty seek advice from the peers, officers and royal peers that they know best. But this can be a huge mistake. During my reigns, this is exactly what I did. Unfortunately, it meant that there were people who were very influential in the kingdom who never got consulted. I missed out on advice that could have helped me a lot, and could have made me a better queen. They felt left out, and with no direct opportunity to give advice or find out why I made some decision, it gave them the chance to make things up or listen to rumor. Their perceived political opposition caused me huge problems during my reigns. I always thought that royal peers, especially, would know that the royalty have access to secret information that the rest of the populace didn't hear about, and so would assume that I had a good reason for decisions I made. I just assumed they would cut me a break. They didn't, and it was one of the most painful and disillusioning things that happened to me during my reign. Yet I was at fault, too. I could have gone to these people. But I didn't want to bother them, and I was afraid they would blow me off or refuse to work with me if I asked for help. So I never did. My reigns, like so many others, were made more difficult by this. Be smarter than I was! Ask! Royal peers are always willing to help, regardless of whether or not they like the royalty personally. But many of us hesitate to interfere, so we don't come bothering you with our advice or experience.*

There are now several e-mail groups that can provide support. The Midrealm has the Royal Consorts' list. There is the SCA Royal Peers' list as well as SCA Roses which is hosted out of Meridies. Each group can offer advice when you are faced with a new situation. Don't be afraid to ask for input. As Royalty, you should avoid posting to general newsgroups such as Middlebridge, Rialto, etc. It's fine to lurk, but be careful before you send a message. You are no longer just yourself; you are the Princess, the Queen. Unless it is some factual information, perhaps it would be wiser for your Chamberlain to post as if it were his/her commentary.

*(Duchess Gabrielle) Don't be afraid to accept help when it's offered. If someone calls/e-mails you to say "I do embroidery/calligraphy/sewing/cooking and I'd like to offer my services", keep track of how to get back in touch with them since you may very well want to. Your household will be working hard to get you to events and to help you out while you're there, try to delegate out some of the jobs so that they are not working for you Monday to Thursday as well as every weekend. One of the best things about a reign is that you get to meet some very talented and generous people from all over the Kingdom. There are many who genuinely get a kick out of doing a good job and helping you out. If you never give them anything to do, you may never get a chance to know them.*

*(Duchess Anne de Fontaine) Don't forget your own Royal Family, every King and Queen, and Knight, Laurel and Pelican who came before you. They are also still playing the game and need a good word or consulted for advice. You will be the "has-been" in due time. Many will give you your space having been in your shoes and knowing how many people are crowding you as it will be. You should have read of them in some of the histories so don't hesitate to send runners for them to attend you. They will feel honored.*

Consider using a small card for your reign with your staff's contact information on it as well as a reminder to the volunteer to send his/her complete contact information along with what s/he is volunteering to do. Encourage people to write down specifically what they can help with, not just "let me know what I can do to help". You can file this information in a database for when you need specific assistance.

Have your staff keep your web site up-to-date with your needs and wishes. If you ask for pouches and candles, remove them from the list once you've received enough.

## REACHING OUT TO THE POPULACE

*(Duchess Anne de la Fontaine) A queen ascends the throne with many responsibilities. Your first and foremost responsibility is to the **people you serve**. Your second is to the goals the Society is built upon; the striving by all people to emulate the qualities of honor and chivalry through manners, honesty, equal respect for all attendees. Remember that you were once the person in the audience who hadn't been recognized yet. Your third responsibility is to nurture the **honor of the kingdom** as a mother would a child. The granting of any awards is the joy of being the spokes-person for the membership that publicly honors others through recognition of what others identify as honorable. Be careful, the honor seen may be blind to truth and the one being considered for recognition may be seeking personal power games forsaking the Society's ideals. You will hear many viewpoints if you seek them and can make decisions for the Society's benefit. Delegate some of these groupies to seek out some of the people recommended to you for personal audiences. You are Queen and part of the Royal Presence is making time to meet the people. Think how thrilled one might be to be requested for private audience with the Queen. Send others to talk with certain recommended people to report their opinion.*

*A Queen **serves** in many ways; accepting gifts graciously, by giving awards and tokens judiciously, by being the **hostess** making as many people feel special as possible. A Queen can give shiny pebbles and depending on your approach, the recipient will see it as either a stingy "tip" as to a bellhop, or as a most treasured keepsake.*

Even while Princess, consider making time at events for "Meet and Greet". You can have your staff set this up so that it is on the list of event activities. Encourage the event staff to bring people who need a "pat on the back" and have someone introduce the people, telling what they've been doing for the group. Have tokens available to give. (See "**Gifts**".)

When you walk around an event, look for things you can compliment – nice trim, a well-done hairstyle, a good attempt at period clothing. If someone is without jewelry, consider giving a necklace or earrings if you have been given those for "gifting". Look for people doing crafts. Stop and ask questions: What are you making? How long have you been doing this? Make a point to stop and talk with as many people as possible. Visit the rapier and archery fields. Try your hand at thrown weapons! At feast, be brave and walk through the hall asking people if they have enjoyed the event. Compliment them – colorful clothing, attractive table setting.

For those who have been shy before becoming Royalty, remember... ACT! Play the part of an outgoing, gracious Queen. Your comments and presence can make someone's day... or a tale they will tell for years to come about when the Queen spoke to them.

## GIFTS

**Receiving:** Even when Princess, have a pad of paper or small cards for your attendants to fill out when you receive a gift. Having at least two retainers can help here. One stays behind to gather the important contact information as well as a brief description of the gift while you continue on your walk with the other retainer. Ask on the Royal Consort list for anyone who has a sample card or the computer format to print one.

It is good manners to send a thank-you note to those who have given you something. Several reigns have used specially designed note cards for this purpose and will be glad to share samples. Or, ask someone to design a card for you (a rose, for example, or the kingdom arms). Get cards made of heavy stock at the local copy center and purchase envelopes to fit them. While it is nice for you to write a personalized note, you can ask for assistance from your staff. Just be careful that the card or note doesn't seem like a form letter!

It is also nice to send a thank-you note to the event steward of the events you attend, the people you crash with, and any others who were of special assistance (retainers, royalty liaison, head cook, etc.)

**Giving:** In general, you are not expected to give anything when you are still the heir. However, it is nice, when visiting other heirs, to give them something small. When you are King and Queen, however, there are formal occasions when you are expected to provide a basket (gift) for others. Some of these include visiting foreign royalty and foreign wars and visiting barons/baronesses in their barony. In general, you don't need to keep giving the same people (such as barons) a gift when you meet them a second time.

For the Midrealm, the Great Gift Exchange is at Pennsic. While the term "basket" is used, at Pennsic most royalty tend to prefer receiving gifts in something "pack-able" such as cloth bags. Many of your predecessors will tell you that the Pennsic gift exchange has gotten out of hand. Perhaps you and your staff will come up with a good solution! (It was recommended that each kingdom should draw a name of another kingdom and only provide gifts for that set of royalty.)

Where do you get these gifts for Pennsic? Caid asked its baronies to select a kingdom and provide gifts for that kingdom. You can request assistance from the artisans of the Midrealm. You can commission something special and pay for it out of your own pocket. Gifts are not reimbursable expenses, but you can probably deduct them on income tax. Keep receipts!

Often people will donate things for you to give – jewelry, cup covers, pouches, candles, soaps, etc. These can go into baskets for "official gifts" as well as being used as largesse. It can be impressive for you to remove a piece of jewelry and give it to someone in appreciation of something they did. Small things such as fabric roses or a pewter token for your reign can be given as you walk through an event to someone who fought valiantly but lost, to someone with a lovely piece of garb, or for anything that strikes your fancy. Children appreciate receiving large fake jeweled rings, bubbles, you-name-it. Largesse is your generosity to your people and people will treasure what you give them as well as the words you say when you stop to speak with them.

**Favors and Tokens:** You will find information about favors and tokens in other sections of this handbook. However, one hallmark of royalty is their largesse, giving freely of their "wealth". Small pewter tokens, perhaps with your initial, a symbol from your device, or inexpensive rings, fabric roses, just about anything, can be used to give to people to express your delight in them. Give tokens for whatever reason you like... a garment that looks "period", an attempt to wear head coverings, someone doing a craft, a fighter who catches your attention, an attractive table setting, someone who smiles a lot, a person who helped someone carry a load. If there will be an A&S exhibit, or if you are attending an A&S competition, print out small slips of paper saying something like "From Princess Jane in appreciation of your craft". Leave the paper and a token with their entry.

When you are Queen you may want to give out favors to the scribes who are present in court and who have made scrolls. Scribal favors have ranged from fabric ones worn on a belt to pewter tokens.

While it may not be necessary to say, handing a token to someone and holding their hand as you give it to them, perhaps with a small squeeze, will make the token seem that much more personal. It goes without saying that a warm smile and a quiet personal word is so important. People will be delighted that *you* noticed them. They will not see your nervousness if you aren't used to this type of thing.

**Gift Basket Suggestions:** The following were some items suggested by previous royalty as being particularly welcome for the masculine half of the Crown.

Consider a "man bag" (a felt bag embroidered in a masculine design to carry drinks, etc.), belt plaques, large-ish wooden boxes, rivets, mugs, hose clamps, zip ties, bruise cream, muscle cream (icy-hot type), basket hilts, belts, chains, period toys, booze, armor parts, rattan, knight's chain (as a hand-down gift, for example), leather straps or lanyards, bottle opener belt tip, heavy-duty hand soap (such as Lava with pumice), axe heads, miniature catapults with mini marshmallows (put their personal arms on them), car care items, duct tape in the kingdom colors, shield covers with the kingdom arms, weapons, hand-forged knives or spear points. Or, a cloth bag of masculine-smelling potpourri to go into the armor bag.

Other gift basket suggestions that were welcome included a one-year membership in a roadside assistance program (if they don't have one) such as a six-month trial AAA membership. Or, an emergency box with items such as first aid and toiletries; clothing care such as wrinkle spray, a mending kit, Shout wipes, brass polish; items needed for the reign such as a calligraphy pen, notepaper, pencils, note cards. Other suggestions include disposable cameras and food items. Feast gear items are often appreciated. Attractive pouches with a rose embroidered on them are useable by the queen.

Items that are frequently over-given include soaps and candles. Be careful of putting kingdom arms on gifts to other kingdoms. While you might be intending the gift to be kept by the recipient, in some kingdoms if a gift has the kingdom arms it becomes part of regalia and cannot be kept by the king or queen. Better would be to find out the personal arms and put that on the item.

## FINANCIAL

*(Duchess Caitlin) As a Ruling Couple, you are meted an allowance by the Royal Travel Fund. If you are fortunate, there will be groups doing fund raising for the royalty/your benefit. Make it a priority to find out from the Kingdom Exchequer exactly how much you are allotted for each segment of your reign. If you can get him/her to give you a statement of account every once and so often, more's the bonus.*

*You should be responsible for keeping an accurate file of receipts for gas, food and lodging. Very often the Exchequer will accept a credit card statement- but check first. Better safe than sorry.*

*Guaranteed that hubby won't remember- a good thing to do is to clip an envelope the visor of your vehicle marked REIGN - GAS & FOOD. Every little bit helps, and whereas one lunch at Raunchy Rons may only cost a few bucks, multiply that by 30 events or so.. and you get the point.*

(The following information comes from Master Midair MacCormaic, Kingdom Exchequer at the time of writing, in response to questions from Alys Katharine.)

### 1. What expenses are deductible for tax purposes?

Okay, big caveat here. I'm not a tax attorney or an accountant, so I'm going by what I have been told and heard. This is a question for a financial consultant, not the guy who keeps tracks of funds and does reports. However, from what I gather, any expenses incurred in doing your job in the SCA are deductible. This does mean that you are doing work, and not play. So, for Royalty, it basically means that every event you go to is a tax deduction, which would include site fee, lodging, mileage, tolls, food, and air fare.

The same is true for Kingdom officers and most other officers if they are doing work at an event (answering questions, always on call).

You could also stretch it to include those times when you are teaching or learning aspects of the middle ages. But that is your own call.

### 2. What expenses are reimbursable by the Kingdom?

The same as above. So, specifically, food, lodging, gas, transportation, site fee, and feast fee.

Kingdom will also reimburse you for expenses occurred in fulfilling your role as Royalty. So, if you need postage to send out a mass mailing, we can cover that. There are, of course, gray areas, but this should help.

### 3. What are non-reimbursable expenses according to the Kingdom? (I understand the Pennsic parties that the King and Queen have to throw are not reimbursable. Could you please define what is meant by "party" in this case?)

Sure. This is similar to a question of what we can spend our money on in general in the SCA, so let me answer it that way first. A group (local or kingdom level) can spend money on items and activities that support the SCA or some other non-profit (or not-for-profit) as a whole. A group can \*not\* spend money on items and activities that benefit an individual.

So, some examples. A Barony cannot buy a piece of rattan for a member to use. A Barony can buy a piece of rattan as part of their loaner gear which can be used by anyone. They can also buy a piece of rattan which will be used as a prize in a tournament (cause anyone can enter and win it).

A shire can pay for officer expenses.

A shire cannot pay for flowers given to individuals as a condolence gift (they would have to pass the hat).

So, as Royalty what does that mean? Any gifts you give to individuals (tokens for awards, gifts to other Royalty, that sort of thing) will not be reimbursed. We also don't reimburse alcohol, just to be safe. The Queen's tea activity isn't reimbursed, because that is closed to specific people. The Midrealm party at Pennsic is reimbursed, cause the gate is open to everyone.

4. What does the Kingdom want so we are reimbursed? The original receipt? A photocopy? An explanation of the expense? All taped onto a sheet of paper? Lying loose in an envelope??

Here is what I'd love. For each person that I need to write a check to, have all the receipts together (in an envelope is fine). On a sheet of paper, list each expense and what it was for (one word is fine: gas, food, etc.), with a total and the modern name and mailing address of the person reimbursed.

5. How soon or in what time frame do you want the receipts? Within the calendar year of the expense? Within the time of the reign? Past the reign? How far past the reign?

**Important!!** You have 60 days from the time of the expense to send in receipts to me. I'm allowed to relax that, but I never have yet, and would really much rather not. So, after you step down, you still have 60 days to send in any receipts from that Coronation of the next royalty where you stepped down.

6. What, if anything, do the Royalty need to report as "income" to the IRS?

This is way out of my league. However, an gifts in a year totally \$10,000 or less from one individual to another do not have to be reported for tax purposes. Although you'll get tons of gifts, I really wouldn't worry about it, because no one person is going to give you that much.

7. How about a definition or criteria for what is a personal gift and what is a gift to the Kingdom? (Duchess Elayna noted that if it had the kingdom arms it was a gift to the kingdom. If it was presented at a feast it was probably personal.)

She's very wise in those matters. This is a gray area, and to be honest it is for you to decide. It should also be pretty easy. Most gifts will be to You personally to get things in Your reign done, such as tokens to hand out, etc. Big items, such as regalia, will also be easy to spot.

Some advice. Whenever you get a gift, have your aid (Lady in Waiting, whatever) write down the name, phone, email, and address of the person who gave you the gift. (Elayna used to send thank you notes to everyone who gave her gifts.) Then, if you don't know whether it is a gift to the Kingdom or to Yourself, you can have your ladies contact that person and say that they can't figure it out, and could that person clarify.

8. Do the Royalty pay any site fees or feast fees? Is it assumed to be gratis? (The attendants pay for theirs.)

Correct, attendants pay for theirs. Also, Royalty pay for site and feast fees. It is tradition in the Midrealm that these fees are waived, but my advice is to not assume it, and to have Your staff deal with the event's royal liaison to work that out in advance. Smaller groups usually don't know about this, but when given the suggestion are happy to 'comp' the Royalty. So again, Royalty do have to pay for site and feast, but they usually don't.

Also note: at Pennsic, Royalty \*do\* pay a site fee.

9. Is food for staff meetings either IRS deductible or Kingdom reimbursable?

Good question. This is also a gray area, and I would err on the side of caution and say no, because it benefits a limited specific group of people.

10. If people drive us, the gas they use is reimbursable, correct? (I know they could choose to itemize and deduct it from their income taxes - but not both!)

Correct on both statements. Your staff works *hard*, and can probably start deducting all their expenses at events that they attend with Royalty. (Again, please note, I'm not an attorney or an accountant, and I'm not offering any legal advice here, just an opinion).

11. Staff travel to staff meetings is IRS mileage deductible, right?

Yes, as far as I know.

12. My attendants/staff can deduct site and feast fees from income tax, correct? (With proper receipts, of course.)

Yes, as far as I know (not an expert!), probably as a donation to charity.

13. The contents for gift baskets is reimbursable (if there is enough money in the account), correct? It could also be tax deductible if there weren't money in the account, right?

Nope, because these are gifts to individuals, and not to a non-profit (or not-for-profit) group.

14. Handling money.

It is a custom in the Midrealm that Royalty *do not* handle money. So if someone approaches the throne during court with heaping steaming gobs of money, You should have Your herald call for an exchequer to accept the money on Your behalf. It can be any exchequer (we assume that we trust them all!), and their job is to get it to me. If it is cash, they can of course deposit it into an SCA account and have the group write a check made out to SCA Inc, Middle Kingdom. If it is a check, they can just mail it to me.

Note: I'm assuming that money given to Royalty is intended to go to the SCA. If they are giving the Royalty money for their own personal use, I would highly recommend that not take place during an SCA activity.

*(Duchess Garlanda de Stanas) Royalty can't ask for money. Ever. Plain and simple, no exceptions. On the other hand, others can ask on your behalf all they want.*

*There are a few things you can do to reduce the cost of being royal. One of the biggest costs is garb, especially for the queens. After all, we have to change clothes twice a day, while the guys get to wear armor during the day, so they only need half as much. All that royal garb gets awfully expensive. So look around at your friends and see who is both well dressed and about your size. Borrow their garb. Borrow their accessories. Borrow their expertise in making your own stuff. Unless it is a signature piece, most people will never realize it is borrowed garb. This is particularly effective if you want something for a theme event i.e. it's an Elizabethan event and your persona is 9th century Celt. If you will only wear it once, borrow, don't buy.*

It is possible that someone will give you money for your personal use to help defray the expenses of the reign. If you have any questions about the propriety of accepting the money or cashing the check, please check with the Kingdom Exchequer.

## BECOMING KING AND QUEEN

*(Duchess Caitlin) The King gets all the Pomp and Circumstance, most of the credit, the lions share of the Press, tons of drooling nubile young women hanging off his every word- and you get: the Paperwork. If you are not one already, you must become a capable administrator in no time flat. He's going to be busy with all the flash of the tourney stuff—you may as well get used to the fact that your major input will be organizational in nature.*

*Two essential pieces of equipment are a hanging file folder for all correspondences and a good word processing program.*

*The Middle Kingdom is the best kingdom in the known world if you are a strong female leader. Many kingdoms do not promote strong females. As an example, a king of Atenveldt once chewed out my king for letting me speak in public. That just wasn't permissible for an Aten queen! But the Middle isn't like that. It not only allows strong women but almost demands it. The populace wants you to speak in court (and if you don't, they will criticize you for it). They want you to make decisions. And they want you to be Guinevere, the epitome of femininity, at the same time. This is hard! We expect our kings to be a little bit of an asshole - after all, he is an alpha male. But if queens are too commanding, we call them power-hungry bitches. The beautiful, inspiring but passive queen and the skilled administrator are roles that don't blend easily. You will have to find your own way to do this successfully. One thing I recommend is that when someone comes to you and wants you to make a decision on the spot, tell them you have to speak to your king first. It claims you some breathing room, and blends into the expectations of the Young Guinevere. If you are lucky, your king will do the same. He will look gracious and strong by considering your opinions.*

*Even if you and your king have split up the work into his and hers, as most of us do, remember that on big decisions, both of you have to agree. If you don't, it doesn't happen. An award is from both of you. So is a kingdom law. If one of you disagrees and refuses to give the award or make the law, it can't be done. But here is the technicality of it: this only works if you have expressed your refusal before it has been done. Awards and laws come from the Crown, which is legally defined as both sovereign and consort. If one of you speaks, you are assumed to speak for both, almost like being regent for the powers of the other. So perhaps King Biff suspects you won't agree to laurel Lady Macbeth. If he simply waits for an event that you aren't at and does it there, it's done. Over, legal, and history. But if you announce before hand that you will not agree and he does it, it was not a legal act. Now, to prove it isn't legal and get it overturned by the Board is tough. You are much better off figuring things out and seeking compromise ahead of time. But this is the way the rules work.*

At Coronation you might want to have someone with a large empty van help transport all the things back. There might be left-over “largesse” from the previous reign; there will be **two** sets of thrones, at least one or two boxes of paperwork, more retainer baldrics, one kneeling pillow apiece (you each need one), several banners and banner stand(s), a scroll-signing box, feast gear box and much, much more. You can minimize some of the “haul” by arranging with the Minister of Regalia to sign out some items prior to your Coronation.

There are two regalia rugs that are available for your use under the thrones. As Prince/Princess you may want to get a cheap velveteen bedspread from a thrift store to use if the regalia rugs are in use by the King and Queen.

**Summer Queen:** Being Summer Queen involves Pennsic. See the Appendix for some suggestions from Countess Brigh. Duke Dag is developing a handbook for the War King and Queen which is not yet completed.

The Royal Consorts sponsor a Rose Tourney, normally in the summer. As the Premier Rose, it would be nice if you could attend. As a new Queen, I was unaware of the Rose Tourney and nearly scheduled myself for different event. While it is not mandatory that you attend, it is a nice event where the Royal Consorts sponsor various people in the different tourneys. Other activities of the day include a Royal Consort meeting and luncheon.

## AWARD RECOMMENDATIONS

Most award recommendations today come via the online award recommendation site. When you become Princess, and certainly before you become Queen, you should have received a message with the URL for the Royalty site as well as the password. Ask your Royal Parents to share this with you. You might also want to ask them how they handle the recommendations, what criteria they use for deciding to give an award (or not). Criteria can change from reign to reign and you can modify Your Royal Parents' criteria as You see fit. Ask your Royal Parents if They wish you to hold any Regency Courts for Them. This is good practice for finally being the Crown!

*(Duchess Caitlin) You will get tons of award recommendations. The best advice I can think of is to get a good word processing program with spreadsheet and list them by area as they come in. You can choose to keep them all on file, of course, but by mid-reign, you are going to need a warehouse the size of Ft. Knox. People are pretty well trained in making recommendations, but it is always good to ensure (through a Royalty letter in the Kingdom newsletter) that people know that an award recommendation should come with: person's name, group, award recommended for, what events they plan on attending. You should also let it be know whether your preference is for group or single nominations. Your spreadsheet can list as follows:*

<u>CANDIDATE NAME</u>	<u>GROUP</u>	<u>#OF RECS</u>	<u>AWARD</u>	<u>REASON</u>	
<u>EVENTS</u>	<u>DONE AT</u>				
Lord Snerd	Dragons Armpit	3	APF	work at demos	Pennsic Simple Day Val Day

*You can also have supplementary columns for those people who make the recommendations and offer to provide the scroll/medallion, as very often you will see the two together.*

## COURT LISTS

As Princess you will probably not need to generate a court list. The court list is the list of who is getting what and for what reason. Each reign seems to do court lists slightly differently. This list, which is sent to the Kingdom and regional signets several weeks before a Court, includes the name and date of the event, the recipient's name, award, and reason for the award. Often the recipient's modern name and name of the local group is included as a help to assigning scrolls, as well as identifying the person in case no one comes forward to receive the award. Some Crowns also include a line of commentary for them to say when the award recipient comes up. These "spontaneous" comments are usually gleaned from information sent in by the recommender.

Start preparing your court list at least three weeks prior to the event so that most of your work is finished by at least two weeks before. The scribes really appreciate a two-week lead (or more!) for scrolls. You will need to send the court list to:

- 1) **Dragon Herald**(who will check to see if the awards have already been given)
- 2) **Kingdom Signet** (who will send it to the regional/principality signet who will assign scrolls)

The Crown arranges the list in the order they would like to present the awards. This can be arranged by order of precedence or the awards can be mixed up with the idea that no one can be sure that the last Purple Fret has been given out because Their Majesties are now doing Dragon's Hearts.

If you know that someone has volunteered to do the scroll for a particular recipient, note that on the court list that you send so that a second scroll is not assigned.

As mentioned, the Crown should ideally send this list to the Signets at least two weeks, and preferably more, before the scheduled event. The Crown can add awards up to the time of the actual court, although this can potentially cause problems – omission on the final court report, no scroll, etc. See the section on *Scribes, Signet and Scrolls* for more details. Make at least two copies (three or four is better) to take with you to the event. You keep one. One or two can go to the herald(s) if the main herald has not received one from the Dragon Herald. Your copy might be more current, especially if you have made last-minute additions.

Be sure that you or one of your staff notes any last-minute additions to the court list. If these are not included on the official court report, which is printed in the *Pale*, the award is technically not official.

## COURT REPORTS

*(Duchess Caitlin) Make sure that your court heralds are with the tour and send in court reports. I personally never trusted them to send in either court reports to me, or listings to the Kingdom newsletter. I made sure that part of my event schedule was to get a duplicate list from them right before court and to email the Chronicler as soon as I got home. Remember- one of the biggest thrills for first-time award recipients is not only to get an award, but also to see their name in print in the Kingdom Newsletter. It is really a sad experience when awards given either never show up at all, or show up two reigns later. You are doing this for THEM - so follow through.*

It is ultimately the responsibility of the Crown to see that the court list is submitted to the appropriate people, including the editor of the *Pale*. Have a staff member keep track of who is the herald in charge of Court for each event at which you give awards. Then, check off when you receive the court report following the event. Some heralds take weeks to submit the official report, unfortunately. If the herald doesn't submit a report, you should contact him/her and submit the report yourself if the herald has "disappeared." Should you need to send in the court report yourself, you can use [courtreport@midrealm.org](mailto:courtreport@midrealm.org) which will automatically send the report to the necessary people, including the *Pale* editor.

You might also wish to keep a master file of all the awards you have given so that you can check to see if you already gave that person an award. While the Dragon Herald will also do this, it can save time and duplication if you don't give the same award twice to the same person (which some of us have done!).

## SCRIBES, SIGNET AND SCROLLS

This *Guideline for Court Lists* was prepared by HL Kassia Gildea, Kingdom Signet at the time of writing.

Send court lists to the Dragon Signet (dragon\_signet@yahoo.com) and the Dragon Herald (herald@midrealm.org) by the Friday two weeks prior to the event; i.e. if the event is on the 22<sup>nd</sup> send list by the 8<sup>th</sup> if at all possible. This gives Signets time to locate Scribes and Scribes sufficient time to do a scroll.

The Dragon Signet will put the awards in Order of Precedence but if you have a preference within an award group (you want Jim to get his AoA before Greg) then list the names within a group in the order you would like them called up. He/she will look through the list and edit if necessary before sending it to the appropriate Regional.

Try to include gender and local group if possible. This will help prevent “him” becoming a lady and can sometimes help find a recipient if they aren’t in court to receive the scroll and someone needs to accept for them. This doesn’t always work and there are some scrolls that haven’t found homes yet, but I’ve been able to match up a few scrolls with their owners.

The Dragon Signet, Dragon Herald and Regional Signet will check the OP and their own records to try to make sure duplicate awards aren’t given. Awards may not get put into the OP right away so other resources need to be used if available. I will contact TRM as soon as possible if there are any duplicates or problems for them to resolve ASAP. Awards in question will be put on hold until a response is received.

It is up to TRM to decide how many recommendations they want to have to consider an award; some reigns have required at least two so they know the proposed recipient is deserving of recognition.

Court lists can be sent in the format of choice; Excel or Word both work well. Lists have been as short as 5 or 6 and as long as 50. For a large event 25-30 works fairly well. It can be difficult to find enough scribes to do more than that but I have been encouraging the Regionals to contact each other for help if they can’t find enough local scribes. This helps cut down on the number of promissory scrolls handed out.

The Dragon Signet will be responsible for scrolls at Kingdom level events; Crown, Coronation, etc. He/she will collect scrolls and have them laid out and ready to be signed at the time designated by TRM. He/she will also stamp the scrolls and when dry assemble them in order of presentation. He/she will work with the Herald for the event to ensure a smooth process. For all other events (or if the Dragon Signet isn’t present at Kingdom events) the Regional or their representative will provide the same services. If they can’t be at the event and can’t find someone to take their place, they are to contact the Dragon Signet, the Dragon Herald, the event Herald or the event steward to work out the details.

Awards aren’t valid unless read into court. If the recipient isn’t there and no one steps forward to accept for them, you may want to have the scroll read anyway and then returned to the Signet so he/she may find said recipient.

The Herald for the court is responsible for making sure court reports are filed with the appropriate people. The Dragon Herald will contact whomever he/she needs to make sure a report is filed; the Herald directly if he/she knows who it is or else TRM or their Chamberlain to see who heralded the court.

It’s a good idea to bring several copies of the list with you just in case no one else remembers to bring one. This may be the first time the Herald has seen the list.

If desired, a list of scribes who did scrolls for the event can be provided so they can be recognized by TRM; alternately the Herald could read off the name of the scribe when he is done reading the scroll.

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(Countess Alys) As Prince and Princess, and then as King and Queen, you will receive a box which contains the kingdom seal, a calligraphy pen, ink, etc. Make a copy of both of your signatures and have the paper laminated.

Keep a copy of your Consort's signature in your box in case you are at separate events and you need to sign scrolls for him/her.

Be aware that the Signet does not automatically provide peerage scrolls if you send in notice of an upcoming Peerage. If no one in the Order has informed you that a scroll will be taken care of, you can ask Signet to provide one. However, peerage scrolls are often expected to be more elaborate and therefore there may not be time to produce one before the event (unless the person is being put on vigil for a while). This is an area of confusion with the Crown, the members of the Orders and the Signet. As a member of two Orders and as Queen, I thought that the Signet would automatically assign a peerage scroll unless Signet was informed differently. Please communicate clearly with the Order (to see a friend wants to take care of the scroll) and with the Signet.

If you are Princess and are holding a Regency Court, the scribes should have put something to reflect that on the scroll. If they made a mistake and wrote "King" "Queen" you can sign your name with "Pro Rex" "Pro Regina" and it will still be legal.

Also, watch out for scribes who, on arts award scrolls, put the king's name on the left instead of the queen's. Willows, Silver Oaks and Evergreens (as well as Doe's Grace) are given by the Queen whose name should be on the left.

*(Duchess Caitlin) Scrolls are arranged for through the office of the Kingdom Signet. After you have collated your award recommendations and decided who you are going to give what to and when, email the Kingdom Signet with a court list. If you have a particular wording you want used, send that along. Try to be considerate and send this out at least a few weeks before the event, as don't forget, the scribes have to make these works of art up from scratch on demand- just how fast could you do a scroll, or make a dress, or, or, or...*

*Get your chamberlain to call ahead to the herald or event steward & make sure that the scribe-du-jour introduces him or herself to you when you get to the event, as some time during the day, you will have to sign & seal scrolls. If you aren't artistically inclined- now is the time to make friends with a calligrapher who can teach you how to at least sign your name in script. Nothing looks less regal than a longhand scrawl in ballpoint pen, on an otherwise perfect manuscript. Learn how to sign hubby's name too, as chances are he'll be too busy to sign scrolls himself.*

## COURTS

As Prince and Princess, you have little to do in court unless you are holding a Regency court for your King and Queen.

*(Duchess Garlanda de Stanos) When you are princess, make sure you watch what happens in court. Smile and applaud for each award. You will probably be bored, but if you look it, the populace will notice and they will think you are taking your position for granted. They won't like that. So fake it if you have to, but above all else, don't look bored!*

*Don't cross your legs in court, except at the ankle.*

*The etiquette for visiting royalty is complex, and often they will not know it any more than you will. Some leadership here can go a long way towards keeping everything smooth!*

*Visiting royalty should always be offered the chance to sit in court. Making them sit in the audience is an insult as it implies they are Just Like Everyone Else. At a generic event, it is typical that you invite them in to your court. You go into court and open it, then have your herald invite them forward. Make sure the herald knows not to summon them! It is customary that you stand when they enter court, as you are equal in rank. If they are lower in rank, i.e. they are heirs and you are the Crown, you could sit, but it can be more gracious to stand. For inter-kingdom events like Border Raids and Pennsic, everyone files in by order of precedence. For royalty, precedence is determined by age of the kingdom. The older the kingdom, the higher in precedence. This means that the king and queen of the West outrank everyone else. The only exclusion is that the rulers of whichever kingdom is hosting the event act as host and so are automatically highest in rank. It is also important to make sure that the foreign royalty are toasted during feast. Find your senior royal peer and ask them to arrange it. If you have important guests from another kingdom who are not royalty, it can be a nice gesture to make sure their rulers get toasted as well. All in the name of inter-kingdom public relations!*

Bring scroll blanks for lower level awards to events in case you decide on an extra award.

You will need to sign scrolls prior to court. Usually an hour is set aside to check the order of the awards, remind the heralds of any other business (or to learn from the herald what might have come up, such as presentations). Have a staff member record the name of the court herald in case a court report is not sent in. The Crown is ultimately responsible for getting the notice into the *Pale* if the herald does not. No award is official until it has been published in the *Pale*. You might assign a staff member to check the *Pale* report to see that it matches with the record of awards you gave. If you change an award at the last minute, or add one, keep a record!

Learn how to sign each other's names. Use the laminated card that you made with each other's signatures. It will come in handy when he is still in the shower, no scrolls have been signed and court is due to start in twenty minutes.

Kings and Queens sometimes choose to hold impromptu courts outside of the main, scheduled one. This is entirely your prerogative! Be aware, however, that each of these separate courts needs to have its own herald and seneschal as well as its own court report. If you decide, on the spot at the event, to add someone to the court list it is entirely your prerogative. Again, however, be aware that this needs to be noted so that the recipient and award is published in the kingdom newsletter and that the scribes have probably not had time to make a scroll. We, as reigning monarchs, can have fun with this spontaneity but we often forget that it makes extra work for others whose behind-the-scenes efforts keep our reign going. Be judiciously spontaneous!

Many times a person is not in court to receive an award and there is no one to "accept for him". Decide with the Signet what will be done with the scroll (if there is one). It is too easy for the scroll to become lost. Did the Regional Signet take it? Was it given to the Kingdom Signet? Did a member of your retinue take it and forget about it?

The choice of court herald(s) is yours. The Dragon Herald will probably have arranged for a herald already, but if you have a different choice it is your prerogative since the herald is Your Voice. Dragon Herald has a deputy, the Pale Herald, who will arrange for a herald for your courts, if you like. However, not every Dragon Herald chooses to have this deputy position filled during his/her term.

*(Duchess Garlanda de Stanas) Memorize the ceremonies if you can. It looks better that way. Make sure to pause a moment when you are putting the chain or medallion on them. Hold it for a moment above the candidate's head so the audience can get good pictures. It also ends up looking very serious and ceremonial that way. If you are a queen who gets to knight someone, practice the dubbing. I was terrified I'd cut off Crinan and Wulfgang's ears! So I practiced the dubbing. Unfortunately, I forgot to practice drawing Oathbinder, and I almost cut off the head of the King's Champion. He had to do this huge backbend to escape the tip of the sword. So make sure to practice the whole thing.*

If you as Queen are attending the event by yourself and need to take fealties, these can be sworn on the Queen's Champion's spear, on your crown held in your hands or even by taking hold of the swearer's hands (which is very "period").

If you are planning on elevating someone to a Peerage, be sure that you and the herald know which ceremony the person would prefer. Have one of your staff coordinate the details of the ceremony with the candidate. The staff member can check with the herald to see that s/he has the proper pages ready for you and court. While you may be new to the throne, the herald may be new to doing a "royal court". Be sure that **you** know what's going on!

One warning on the big thrones...They are hard for your retainers to see around. They need to peer through the cutout carving on the top, so don't toss a cloak over it! The big thrones are also hard to hear around so your retainers may not hear a whispered request of yours. Also, the King's and Queen's banners, when set up on their stands are not visible behind those big thrones. When you use those thrones, the banners should be set up off to one side of the throne(s).

Keep some space behind the thrones for the herald(s), champion(s), retainer(s), and seneschal, as well as for gift movement from you to the retainers. Some sites make this more difficult than others but keep in mind that you need some folk standing behind you.

You may want to carry a small extra table with you when holding court. It makes a good staging area for the retainer to set out award medallions behind the thrones prior to court so that they are ready to be handed to you during Court. The staff member sets out the medallions in the order that they are listed on the court list. Then during court, the retainer listens carefully to the herald while checking his/her copy of the court list. As each new person is called up, the retainer hands the medallion up to you, sometimes by way of a second person (such as the ever-handy seneschal standing there). It is put in your hands as the person is coming forward, ready for you to present after the scroll is read.

## WORKING WITH YOUR HERALD

Court is “theater” and as such the Herald acts as stage manager. Your Court Herald is in charge of setting up the dais as you prefer, of seeing that all the pieces of business are in the order that you wish, and of being sure that you do not have any unwanted surprises during Court. However, your herald needs your assistance. It is important to talk with your herald prior to Court. Are you planning on doing anything other than giving out awards? Have you decided on any awards that are not on the list that the Herald has received? In what order do you want the awards given? Is there any “schtick” that you would like done? Likewise, your herald should inform you of any other business (presentations, etc.) that have come up. Your Herald is Your Voice. Please keep the Herald informed of what you have planned for Court.

As new Royalty, things may tend to be a bit disorganized at the beginning. If you are planning to make any Champions, for example, be sure to have the person’s complete (and correct!) name for the Herald to read. At one embarrassing Court, the names were incomplete and even incorrect, and no one knew who was really supposed to come up to receive the baldrics for certain championships. Bring two or three extra Court Lists so that there is one for each Herald, especially if it is a long list of awards.

Advise your retainers to leave a space on the dais for the Herald(s) to stand. This is important when setting up the thrones so that there is adequate space for the King’s Voice at his side if there are additional thrones set up to his left. It is wise to leave a place on the Queen’s right for a Herald, especially if there is to be a Peerage ceremony and she is to read part of it. Otherwise, the retainers need to leave space for the Herald to move from the side of the King to the side of the Queen.

You may be asked if you wish heralds to be assigned to your courts, or if you have a preference for one herald over another. Either the Dragon Herald or his/her deputy, the Pale Herald, will assist you by assigning a herald to your Royal Events. Most of the assigned heralds will have had previous Court experience. However, sometimes the herald is as inexperienced as you may be. Discussing your wishes prior to Court will help both parties and help Court run smoothly.

During the event, people may have come up to the Court Herald and asked to present this or that item to you. Let your herald know if you would like the presentation(s) during Court, during feast, or in a private audience. Keep in mind that a gift to the Kingdom (money for the travel fund, regalia, etc.) is official business and should be done in Court. For any monies, an exchequer will need to be called up. Let the giver hand the money directly to the exchequer. Don’t accept it into your own hands. Personal gifts to you should be done at feast or in private. However, often emissaries from other kingdoms present their personal gifts in Court. Gift baskets from landed barons and baronesses often occur in their court, if they are holding one at the event you attend. Who presents what and when often depends on how long the Royal Court will be. It helps to have the personal presentations done at a different time.

Prior to Court let the Herald know how you want the awards to be read – the whole scroll? Just the name and reason for the award? Do you want “someone to accept for” or do you want to have the scribes keep the scroll until after Court for friends to pick up? One set of Royalty held a mini-Court in the Royalty Room with a herald and seneschal present. All the scrolls were read so that during Court itself, if the person wasn’t there, the scroll was just put back and a simple comment such as “Jane of Doe received an AoA”. This kept a long Court moving more quickly.

If you have any questions regarding Court and/or protocol, take advantage of the experts at your service – the Dragon Herald and the Minister of Protocol. Don’t feel that you are asking something simple or silly. This is your first time on the throne, remember?

Your Herald will try to keep you from any unwanted surprises during Court. Try not to surprise your Herald, either!

## THE ORDERS

While the term “Order” has generally referred to the Peerages, in recent years it applies as well to the Greenwood Company and the Bronze Ring. Of the non-Peerage Orders, these two have established criteria for their members. While you, as Crown, may elevate anyone you choose to these two Orders, it is a wise monarch who seeks the advice of these groups prior to admitting a new member. They hold meetings and discuss potential candidates. During our reign, we asked for a contact person from each of the groups so that we could submit names, hear the Order’s advice and make an informed decision whether we would admit the candidate into that Order. It is hoped that the Orders will continue to contact the new royalty and offer their assistance for recommendations to the Order. If no one has contacted you, please do contact that Order so you can wisely add to their number.

*(Duchess Caitlin) You will be expected to participate in Peerage meetings, whether you are a member of any Peerage Order or not.*

*First rule - the only people who get a vote are you and His Majesty. Normally Peers have better sense than to bully you into any course of action, but if they try it, all you have to do is remind them that for the next 6 months, you are the Principle of their Order. Fortunately, most Peers are Peer-like, know their place and genuinely want to help you.*

*Second rule: Keep paperwork. Whether you choose to route all of it through your Secretary of each Order, or do it yourself, ensure that you have complete records. Keep all the polls. Keep comments. They may not mean anything to you now, but if the next sets of royalty are totally clued out on the history of X candidate, this may help them.*

You will automatically receive the e-list posts for all three Orders. You also should receive a password so you can enter the Private Chambers of each of the Orders. If you don’t, contact the web minister who can help you. While currently Laurels and Pelicans discuss candidates on their e-lists, the Chivalry do not. They make their comments on the candidate’s page in the Private Chambers. Matters can be set up so that the Queen can access the Chivalry’s Private Chambers if the Queen does not reside with the King.

When you ascend the throne you should be given the completed polls from earlier reigns. Peers are *supposed* to respond to polls on a regular basis. Supposedly, if a peer hasn’t responded to three polls in a row s/he can be declared inactive. Not all sets of royalty have kept tabs on who responds. You might choose to do so. Or, you can delegate this to someone you trust. If you have a local Peer in that Order, you might ask him/her to tally the results or keep a list of who has responded. While many polls are returned electronically, you will need put them on a disk or print them out in order to be able to pass on the results to your heirs.

You will probably want to send out two polls in each peerage, one at the beginning of your reign and one at the end. The Order Secretaries will send them out for you. Send them a copy of any cover letter or special instructions to the Order. Give the Secretary a date for the deadline. Three weeks is adequate, four is probably more than enough. You are responsible for tabulating the results although you may delegate this to someone. If the person is not in that Order, it goes without saying that s/he should be responsible and closed-mouthed.

You may hold peerage meetings at whatever events you wish. You can also encourage the Orders to meet without you and to discuss candidates. It is helpful to let the Orders know well in advance when you would like to meet with them. Peerage meetings for all Orders are usually held at Crown Tourney and Pennsic, at least.

The deliberations of the Orders, in person or by electronic means, are by kingdom law to be kept secret. Slips of the tongue can occur. Deliberately telling non-Peers about the business of the Orders can, by kingdom law, lead to a low-level banishment. Unfortunately, despite this law, there are still some Peers who deliberately tell candidates they are being “watched” or discussed. During our Pennsic, a Laurel informed a person that the person was to be elevated, thus pre-empting Our prerogative. The candidate was distraught at having been informed ahead of time, thus spoiling the excitement of being called into Court and surprised. Since both Princess Fina and I were Laurels, our solution was to speak privately while seated on the throne and warn the informer that if either of us heard that this person broke the confidence of the Order again we would immediately go to the current Crown and inform them

of the person's past history, recommending that the informer be barred from any Order meetings where upcoming elevations were to be announced.

*(Duchess Garlanda de Stanas) Many times, peers forget that all they are being asked for is an opinion. They think they are voting, and their vote decides the issue. Sometime the order may feel strongly one way, and you will feel strongly the other. Your decision stands! They may give you grief over it, though. On a couple of occasions, I had peers threaten to resign if I didn't make so-and-so a member of the order, or if I did. I played peacemaker, but now I wish I had called their bluff. We used to joke about having pre-made forms for resignation of a peerage order in our briefcase, and when someone would issue a threat like that, we'd joke about whipping out the form and offering to mail it to the Board for them.*

*It seems like one of the orders is always a problem child. Tolerate them as best you can, and don't be afraid to chew them out. The Chivalry were the problem children during my reigns. I remember one meeting where members threw furniture, cussed each other out, demanded courts of chivalry, and threw things at each other. All in one meeting! I hated chivalry meetings with a passion. In retrospect, I wish I'd reminded them that "courteous at all times" included when they were in peerage meetings.*

*(Duchess Gabrielle, East) Keep in mind however that if the Order does not support a candidate and you elevate him/her anyway, you are not doing the gentle any favors. They may never receive the respect of the Order, and often enough become disenchanted with the Society and may drop out entirely.*

## KNOW YOUR CURIA

You are required by kingdom law to hold three Curias per reign. While not required, it is common to hold one the day after Crown Tourney in the spring and at Pennsic. Usually the Crown Tourney Curia meets the day after the heirs have been chosen so they have a chance to meet the officers and learn what the current agenda is. However, Curia has also been held prior to Crown Tourney. It is your choice.

As the King and Queen, you may run the Curia meeting if you choose. They are your officers for the duration of your reign. You have the option, however, of letting the kingdom seneschal run the meeting and keep people on track.

*(Duchess Caitlin) If you get stuck, your officers are there to help and advise you. They may not come up and volunteer the information. What I'd like to see each officer do is prepare a printout of "what I can do for my Royalty" to be handed to you at the start of the reign. Therefore, you may have to approach them and ask: "Is there anything you figure I should know?"*

*At the start of Os' first reign, he was never told by the exchequer to keep receipts, and in fact didn't realize that he had a travel allowance until he was Crowned King. Why didn't I tell him? We didn't have travel allowances back then.*

*Procedures change from reign to reign. What may be second nature to Curia officers is brand new territory for you. Don't be shy about asking.*

*(Duchess Anne de la Fontaine) Respect your Curia. We originally set the Curia up as representatives of their various orders and offices with the right, by majority vote, to tell their Royalty **NO**. It was to protect the Royalty from making decisions that would stain the honor of the Kingdom. That has been written out over the years, but you can still listen to their advice and heed it. Read the Corpora and the Kingdom Laws. Know before you take the throne what is expected of you and what you should expect from others.*

*It is a Peer's duty to advise you if they see you making a mistake. Most of them would not be invading your space unless they felt strongly that the people might be hurt. When you descend the throne you become the eyes and ears for the royalty and the mouth for the people. If you would be heard later, listen now.*

*The SCA is made up of people studying many varied cultures. Respect the cultures and the attempts to play in persona, giving due respect to representative dignitaries. You can have a lot of fun with the schtick of diplomacy, gaining and giving honor and possible allies in the next conflict with neighbors. Remember that it doesn't matter what culture a person studies or recreates, a membership card makes all equal.*

*(Duchess Caitlin) Your kingdom officers and your Curia can either be your best friends, or your worst enemies. If you want something administrative done and they disagree, all they have to do is not act or delay the action on some plausible ground until you are off the throne, and it will never get done. Watch for this!*

*Remember that kingdom officers must attend two Curias per reign or they are automatically fired. A kingdom officer who is avoiding you will often try to avoid Curias. If you don't see them and they aren't returning your phone calls or emails, ask yourself why, and find out. Don't let the officers manipulate you! At the same time, their help can be crucial in doing something big and new. Their support can be critical in its success. Partly this is because they are often the ones implementing. Partly it is because their ideas and specialized knowledge can be invaluable. Partly it is because they are influential, and if they give you their public support, much of the rest of the kingdom will follow. My kingdom officers are still some of my closer friends even now, five years later at this writing! But part of that is that I supported them as they did their job. I promised not to overturn their decision without consulting them, to back them up in public, and to treat them with the respect and courtesy I'd give to any other "professional." I shared the royalty room with them as a matter of habit. It gave them a place to use as an office for their business. They stayed out during peerage meetings, of course, but that simple gesture of respect did amazing things for making them feel valued. I always got unlimited support from my kingdom officers, and consider them one*

*of the biggest assets of my reigns. I used to think of each kingdom officer as being a specialist in their area (Earl Marshal - combat, herald - court and devices and protocol, etc.). Their jobs were to see that each area was well run and that its needs were addressed by the kingdom administration. The royalty's job is to represent the needs of the kingdom as a whole. You have to balance out the needs of each sub-section (okay, if we do this in the marshallate, it will cause this problem in the seneschallate, and so we can't do it). Don't forget that Curia belongs to you. It is legally YOUR advisory group. You choose when and where it will meet. You set the agenda, or delegate that task to someone else. You run the meetings, unless you choose to delegate it to someone else. Curia gets to vote on any purchase over \$100. Other than that, they have no controlling votes on anything. However a smart Royal will at least ask their opinions, just in case they know something important that might affect your decision. If worst comes to worst, it is important to know how to fire a kingdom officer. To do that, you first have to understand what a warrant is. Every officer in the Middle Kingdom is "warranted" by the signatures of the Crown and the kingdom officer in charge of that section. So everyone gets warranted every six months as each new set of royalty takes over. That warrant is actually a legal document. You are essentially certifying that each person whose warrant you sign is trained and reliable for carrying out the job. That means if they don't do it, you are legally responsible. This is most crucial for the exchequery and the marshallate. For example, assume a marshal is negligent and someone gets hurt. The person who is hurt can sue both the royalty and the kingdom officer, because you warranted him. You said he was capable of doing the job when he obviously wasn't. What this means is that if you have any doubts about an officer, don't warrant them.*

*Kingdom officers also get warrants, but theirs are signed by the corporate officer and the royalty. For the first six months, while a new kingdom officer is on probation, the only thing you have to do to fire them is to yank their warrant. Once their probationary period is over, however, it is a lot harder. All you can do is suspend their warrant for the duration of your reign, which means they can't do anything until your successor steps up. Their drop-dead deputy automatically steps into the kingdom position. So make sure you approve of the drop dead before you suspend the warrant of the kingdom officer! When you step down, they automatically return to their position as a kingdom officer. To fire them, you must have the consent of the corporate officer. This does happen. My first official act as queen was to fire a kingdom officer on the order of his corporate superior. Yikes!*

*(Duchess Garlanda de Stanas) You also need to know how banishments work. They are complicated, so make sure your kingdom seneschal goes over them with you. Royalty have the most number of disciplinary powers in their control. We can suspend warrants or authorizations, we can decide on courts of chivalry, and we control banishments. Sometime you may have to do one, and it is a tough decision. I believe Finn and I hold the record on the most number of banishments done by a royal pair in the Midrealm. Sometimes nothing else will do. I will give you an example. We had a fellow who was under investigation for embezzlement. He had had a fist fight with his seneschal in the local meeting. He had already sued a couple of our kingdom officers, the kingdom and ourselves, but we had managed to get the suit dismissed on a technicality. Then suddenly, we found out he was booking sites in the name of the SCA for his own use. He was an Marshal in Training, so there was a slim possibility that he could justify the use of the SCA's insurance policy and name because of that. Not good! Our Earl Marshal could have fired him as an officer, but that could have looked arbitrary, and since we already knew he had an itchy lawyer finger, we thought he'd sue if that happened. But if Finn and I gave him a first level banishment, he could not act as an officer. We had just cause for that based on the other stuff, so if he sued us for that, we were pretty sure he'd lose. So we gave him a first level banishment. It protected the SCA, protected our officers, and gave him a reminder that if you don't play nice, you may not be able to play at all. Still, it was hard to do, and kind of scary. Time has proven it was the right thing to do in that situation.*

If you determine that a level-three banishment is needed, contact the Kingdom Seneschal immediately. The Seneschal can help steer you through the legal maze and advise you if you should more properly do a level-one or level-two banishment. Level-three banishments are required to be sent to the Board of Directors for the ultimate decision on revoking SCA membership. This is not something to do lightly or without sufficient factual information to support your decision that the person should be banished forever from the Society. You also can call upon the Society Seneschal before you come to any decision.

## FEASTS

**Head Table:** If you are attending the event with Their Majesties you will be seated at the head table. Now is a good time to have your head retainer question Their Majesties' head retainer about types of people to invite to head table. When you are attending an event (without Their Majesties), it will be your responsibility to decide whom to invite. (Your head retainer does the actual inviting in your name.) Here are some people to consider: the local baron and/or baroness, other visiting royalty, tourney and prize winners. Consider inviting people who have never before sat at head table, newcomers, local members who might be getting an award, a helpful child (with a parent). Your imagination is the limit.

Have a staff member find out how many seats are available and keep a careful count of who has accepted your invitation. It's terribly embarrassing to have invited 10 people when there are only eight seats and two of them are yours and the Prince's!

There is at least one extra set of feast gear in your official feast gear box. You might consider carrying two sets so that any needy head table guests will be sure to be supplied.

**Toasts:** While Princess, your staff should verify that someone is taking charge of arranging the toasts to Their Majesties, at least. It isn't actually *your* job, but you might add this to the checklist of items that your head retainer takes care of. Often people at small events are so excited and flustered that *You!* are there that they forget to arrange for toasts. Note: When you step down and become a Countess, folk may start coming to you since "you know everything". Toasts are made by the highest-ranking person at feast *who wishes to offer a toast*. People can and will decline so your retainer, or the local herald, will need to keep seeking appropriate people. Hint: Go to the Midrealm web site and print out the list of past Midrealm royalty. That will help your staff determine if Duke Z outranks Duke G. (Countess Alys asked a later-reigning duke to do the primary toast when the earlier-reigning duke wanted to do it. She didn't know who had reigned first. Things got sorted out but it was embarrassing to have to go back to the first duke and ask him if he'd toast the Prince/Princess rather than the King/Queen. He then declined to toast the heirs...)

## REGENCY COURTS

Your first court can be daunting if you are not used to being in front of people or speaking in public. If you are with the Prince, people will expect him to talk more than you. If you are by yourself and afraid of public speaking, remember that the Herald is your Voice. You can ask your herald to speak in your name until you become more confident. (And we will hope that this isn't the herald's first royal court!)

Look over the sections on *Court Reports*; *Scribes, Signet and Scrolls*; and *Courts*. If you are holding a Regency Court, the scribes should have put something to reflect that on the scroll. If they made a mistake and wrote "King" "Queen" you can sign your name with "Pro Rex" "Pro Regina" and it will still be legal.

You should have received a court list from Their Majesties or from either Dragon Herald or the Kingdom Signet. If you haven't received one before the event, please ask Their Majesties about it. Bring at least one copy (and preferably two or three) with you to the event. The herald needs one. And, while the herald should have received one prior to the event, there may have been a change in heralds. In a Regency Court it is less likely that there will be additions to the court list. However, make sure you or a staff member have noted any changes since those need to be sent to the *Pale* as well as the original list in order for the award to become official.

Make a notation who the herald-in-charge is and get an e-mail address. While the King and Queen are ultimately responsible for seeing that the Court Report is sent, you may want to check to see that the herald sent in the list. For your information, court reports can be sent via e-mail to [courtreport@midrealm.org](mailto:courtreport@midrealm.org). This address automatically sends the report to Their Majesties, Dragon Herald and the *Pale* editor.

## YOUR CROWN TOURNEY

**Crown Tourney:** Consider adding to your *Pale* message before Crown that contenders should come with empty van space to carry back the thrones and other regalia that they will inherit should they become the heirs.

At your Crown Tourney, the Queen usually draws the names for the first tourney pairings. The Crown traditionally provides some kind of token for the entrants. If you don't have any idea of what to provide, ask some previous royalty for suggestions. Some previous tokens have been etched glasses, bruise balm and a decorated handkerchief, flowers (real, silk, sugar paste, beaded), candles tied with ribbons, bracelets, marshaling tools, fans, etc.

The consorts of the two finalists are usually given a bouquet of flowers. Check to see who is providing this. It would be nice if the event has this expense built in since you already have many expenses. Per discussion in 2002, the Order of the Rose may take this upon themselves. However, have a staff member verify that someone is providing the bouquets.

Go to the bathroom before the Crown Tourney finals begin!

Read the ceremony before you get into Court! Find out if the new Prince would prefer to crown his Princess by himself, if he would like the Queen to do it, or if he would like it to be a joint crowning with himself and the Queen.

At feast that night, talk to the new Prince and Princess. If they have not been Royalty before they may be as nervous as you were. Remember to pack that extra feast gear. They might not have planned to stay for feast!

Try to remember what it was like when you became Princess and help the new Princess through those hurdles. While you will be busy with other activities, bring a staff member or ask a member of the Order of the Rose to assist the new Princess for the rest of the day. It is entirely possible that the new Princess doesn't have anyone present to help her – or at least, anyone who knows what is going on!

## PENNSIC WAR QUEEN

*The following material was written by Countess Brigh. It has been included prior to the publication of a Pennsic Royalty Handbook which is in the development stage.*

1. Try to sit in “state” for at least 2 hours during the day. (Usually 12-2 lunch time). This gives you two hours of being off your feet, allow you to get lunch and stay out of the sun. BUT most importantly it allows the populace a chance to talk (one on one) and quite possibly help you fix or become aware of problems before they get unmanageable. You are who they are going to come to first. Having a seneschal and herald during this time is also helpful if you get the chance to conduct official business.
2. Schedule business/breakfast meetings before the day begins every morning and invite your heirs. Use this time to coordinate the day by answering what, when, and who is going with whom and the time you have to be there. This especially important if you have several champions’ teams. They are going to want to know when they should assemble at Midrealm camp for escorting you to the various fields that day. (See suggestion #3)
3. If possible, have a coordinator/ your Chamberlain in camp who can answer these questions, coordinate attendant schedules, without having to “track you down”. This person should also be in contact with both the head attendant for the King and Queen just in case something is forgotten, is needed or schedule has been changed. (Remember the American Express commercial where you are at point A and your checks are at point B...)
4. **DELEGATE, DELEGATE, DELEGATE!** You will not be able to be in two places at once. (No one has figured out how to clone the queen yet...) You have a Princess. Use her; send her to whatever you can’t attend. She really wants to do something to do.
5. Create an attendant schedule to give them time off from royal duties. Depending on your number of ladies that day, Morning, afternoon and evening shifts work as does day and evening or assign one all day and night and give her the rest of the week off. (This where that camp coordinator comes in handy. See # 3)
6. **You must eat and drink during the day.** There are no exceptions to this rule. Have some snacks available with you on the field NOT back at camp. Depending on your preferences, this can be granola bars, candy, those peanut butter and cracker packages etc. Water is also good. Listen to your attendant. It’s really not only tough but embarrassing trying to be pleasant and gracious when you have either collapsed on the field or are fighting a “sugar low.”
7. Set your business hours for the day. Make sure everyone in camp understands this. **Under No Circumstances** allow anyone to wake you up after you have retired for the evening (on pain of death...or some suitable threat.) You will be surprised at how many who absolutely, positively, must talk you. Remember, morning comes much too soon already.
8. If possible, schedule at least an hour to sign scrolls each day as they arrive for Midrealm Court.
9. Try to plan your Midrealm Court as far ahead as possible. (2-3 months is ideal) this not only makes it easier for your signet (in assigning scrolls in advance, but gives scribes the time for that “last minute scroll” to be included in court.
10. While “private/down time” can be almost impossible to achieve at Pennsic, try your best to get at least 20 minutes to yourself during the day or before the evening festivities begin. The war and encampment can survive without you for that length of time. You owe this to yourself and your sanity. (That little cemetery down the road from Coopers Lake is a nice, quiet place to relax, you can be assured no one there wants anything or has questions for you.)
11. Have your favors ready the day you “step up”, and start handing them out as early as possible (as Queen) at any event you attend. When at war, especially during the first week and weekend, try to visit the bigger households and

Midrealm encampments and the allies (if you wish). (Most kingdoms that fought as our allies, at Pennsic XXX really appreciated receiving a favor from the queen.)

12. **Do not stop for anyone when walking around Pennsic** (especially if going to the ladies room). If they want to talk to you, then they will have to keep up. This pretty much will guarantee that the conversation will be short or will be carried on at a later time at your convenience.

*Some clothing suggestions for Pennsic. Modify to your own preferences.*

1. Make both day and evening garb simple for dressing and undressing. Chances are depending on your personal sleep schedule, spending 20 minutes getting undressed-after-being-non-stop-all-day-and-evening,-is-no-fun-when-all-you-to-do-is-crawl-into-bed-and sleep.

*(Comment from Countess Alys: While simplicity is good, there are times you may wish to show off the “glory of the Midrealm” and dress as extravagantly as possible. There is “one-up-man-ship” among Queens at times!)*

2. While this may sound extravagant, if possible, have a dresser available during war week. This person can help simplify your life by coordinating your wardrobe and just being there to lace, unlace, straighten the crown, help with your veils, your hair etc making sure you look calm, unruffled and cool when you leave camp and step out into the “public eye”. This also leaves your head attendant available to coordinate your schedule and make sure everything else goes smoothly during the day without having to worry about your garb.

3. It has been rumored that some queens went so far as to label garb for each event at War and also pinning an accessories list to go with it. (Sort of like a professional modeling show.) It would save time and discussion of what to wear and would allow your dresser ahead of time to assemble what was needed especially if you were in a hurry or running late.

## STEPPING DOWN: DE-CORONATION

## STEPPING DOWN: DE-CORONATION

There are two parts to this: Your own stepping down and the stepping down of your predecessor.

**Your Predecessor's De-Coronation:** Your predecessor may have some desires about her own ceremony, which you should find out about. Ask her so that you can include it into her county or ducal ceremony. In the past, the outgoing Queen was sometimes presented with roses. Is this something that you would want to do? Recently, the Order of the Rose has provided flowers for some reigns. You could ask them if they would be willing to do so for your predecessor's de-Coronation.

There is a specific ceremony for becoming a countess and one for becoming a duchess. Does she want you to put the new coronet on her head or does she want her consort (who had made her Queen) to place the coronet? Talk explicitly with your predecessor so that you can help make her de-Coronation memorable.

Sometimes there has been ceremony for becoming a member of the Order of the Rose. Does she want a separate ceremony (which could be done in the morning as she hands over the crown) or in the evening as she becomes a Countess? (If she had been a Countess before becoming Queen, she would already be a member of the Order.) The Order of the Rose has a special cloak to present to the new Countess/Duchess. Time to present it to her should be included in your items for Court.

**Your De-Coronation:** While it may seem premature to think about the end of your reign when you haven't yet begun it, there are some items you may wish to arrange for in a few months, or at least as soon as you are crowned. Commission your county coronet so that you will have it for de-Coronation. Commission your county scroll and a scroll for the Order of the Rose. As a new Countess, you automatically become a member of the Order of the Rose. Is there a separate ceremony that you would like or do you want that as part of the ceremony as you receive the coronet for Countess? The Roses who attend your de-Coronation will present you with the Rose cloak which you may use until the new Queen steps down.

Who do you want to place the coronet on your head? Your consort or the new Queen? Be sure that your successors know about your wishes and that they are willing participants.

As part of your stepping down, you will release the people who have served you. Usually there are gifts and special "thank-yous" given to a number of people. During your reign, you may want to think about what would be something special for the people who helped you. Avoid waiting until the last weeks before you think about it. Your life may be too rushed! If you plan on making anyone a Court Baron(ess), arrange for the coronet(s) and scroll(s) far enough in advance so they are ready for you. You may want to dismiss your champions at events before de-Coronation. The Coronation event isn't about you going away; it's about the incoming royalty. Giving out those special awards and dismissing some of your champions prior to the final day might make it more special for them, and keep the focus on the incoming King and Queen.

So... someone else now wears the crown and morning court has just ended. There is at least a half a day before evening court and your county coronet is placed on your head. The focus of attention has shifted instantly from you to someone else. You are no longer "Your Majesty". What do you feel?

The range of feelings has been reported from that of relief and joy to sadness and depression. Some people have reported feelings of withdrawal, of abandonment, and lack of purpose. Others are elated because they can go to the lavatory without a retainer! Here are some of the things that former queens have reported.

\* I remember feeling relieved it was over. While I enjoyed being Queen, it was nice to let someone else take over. I expected to feel sad or let down, but I didn't.

\* It is a strange day. You kind of wander around saying “Shouldn’t I be doing something?” I remember making an effort to “blend in to the background” so the day truly belonged to my successor. It was important to allow her to shine.

\* We were ready to have our lives back. After the last piece of business, when all there was left was to die, there was this sudden feeling of intense sadness that it was all over. It was one of the most bittersweet moments I have ever had in the SCA.

\* I felt relief, followed very quickly by embarrassment every time I turned at “Your Majesty”, only to realize that no one was speaking to *me*!

\* It was a confusion of emotions. There was relief to have successfully completed everything. But there was a feeling of displacement, almost fear. Releasing everyone from your personal service is like saying goodbye. Many relationships you have formed will be changing. It feels weird to no longer be at the center of everything.

\* People could put my name and face together and when something needed to be done could say, “Oh, what about Countess X?” “Yeah, she could probably do this.” Before reigning, they would have said, “Who?” So it is reassuring to some ex-royalty to know that you won’t be totally forgotten. You do continue to have a presence and can stay as active and as involved as you want. There are many “doors” open for ex-royalty that weren’t there before. This is especially true for those who did not have a peerage or a great deal of fame/notoriety before the reign.

\* What did hit me after a few months was the feeling that I really didn’t have a role in the Society any more, and that was difficult. My consort and I were no longer together. I found it very hard to try to “fit back in” to something in the Society. What did help hugely was the Order of the Rose. I was able to turn to the Order for support and find a way to be useful vis-à-vis the Rose Tourneys and supporting new Queens. We now have the wonderful support and resource that Order of the Rose has come to be over the last few years. My advice would be, “You are far from alone! Stepping down can feel very lonely, but there is a place for you, here, with us!”

\* When I stepped down, I wasn’t left with the feeling that my journey was over, but that it had in reality only begun, and now I would have a different service function to perform. The duties of an ex-royal consort in a way mirror the duties of a Queen, and that is to provide counsel to the Crown (especially the Queen and the Princess) and to serve as inspiration to the populace as an embodiment of Grace and the Chivalric Ideal.

Life after ruling can be challenging and exciting. You will always be someone’s first Queen. Someone will always remember that you gave him or her their first award, or that you were the one to make that person a peer. Very few people are privileged to serve as Queen in the Middle Kingdom. Have fun and enjoy your new status!

## MISCELLANEOUS

**Northshield Crown Tourney and Investiture:** Until Northshield becomes a kingdom, you are required to attend Northshield's Investiture and Coronet Tourney. Check to see who, by protocol and law, puts the crown on whom. During the reign of Valharic and Alys, the new Prince was jointly crowned by the King (required by law) and the outgoing Northshield Prince. The Princess was jointly crowned by the new Prince and the Queen. The incoming Prince (by Corpora) crowns the new Viscount, although (again) both the new Prince and King Valharic had their hands on the coronet.

**Territorial Barons and Baronesses:** By law all territorial barons and baronesses must swear fealty to each new Crown. You are also supposed to receive a baronial report from each of the baronies. You may wish to keep a written record to pass on to the next Crown of who has sworn fealty and sent in a report. However, there is an e-list for the landed barons and baronesses and one of them acts as secretary and keeps a record of who has sworn fealty. Ask around to find out who is doing this during your reign. If no one is doing so, you might ask for a volunteer.

If a baron and/or baroness wish to step down they will inform you. They should also have informed the Kingdom Seneschal and the Deputy for Change. The polling process takes place through that office. However, you will need to go to their barony for any investiture.

**Visiting Other Lands/Foreign Wars:** When traveling to other kingdoms and sitting in their courts, Oathbinder should be held point down by the King's Champion.

If you will be attending a foreign war (Gulf, Estrella, etc.), ask on the Royal Consort list about a Midrealm encampment. For Gulf Wars, one of the previous royalty has been organizing a Midrealm encampment and may still be doing so by the time you go there. If you attend as Princess you might bring some gifts for other Prince/Princesses, but you aren't expected to bring something for the other Kings/Queens unless you are going down in Their Majesties' names. If that is the case, discuss the "basket situation" with them. Feel free to question people who have attended these Wars what to expect. Use past royalty as a resource.

## CLOSING

*(Duchess Caitlin) Above all, keep things in perspective. No matter what anyone else says- real life comes first. If you have a family or work problem, deal with it first.*

## APPENDIX

### SOME RETAINER SUGGESTIONS

This is not intended to be an inclusive list nor a list of “must-do” items. It is intended to give the new Princess a place to start a discussion with her staff.

Retainers need to practice calling you “Your Highness” or “Your Majesty” when in public. It isn’t really proper for them to go yelling “Hey, Jane!” when you are walking away from them.

The term chamberlain or head retainer can be interchangeable. Your chamberlain contacts the event stewards to inform them of your intention to attend the event or decline the invitation. The chamberlain can inform the event steward of any special needs you may have. Diplomacy is important when informing an event about special needs. “Needs” are different from “wants” or “likes”. If you get to the site and something is not there that you requested, be particularly careful when informing the Royalty Liaison so that you don’t come across as demanding.

If it is an event where other royalty might be attending, ask the event steward so you can prepare a gift basket, if necessary. Be sure to find out if the event will “comp” the Princess/Queen. More frequently, the royalty has not been expected to pay, but just this past year an event requested the King to pay the feast fee. Retainers generally pay their own site and feast fees. Sometimes an event will “comp” them.

The chamberlain should be able to work without you dictating every move. The chamberlain needs to be prompt in accepting or declining invitations. (Public notice of royalty attending an event tends to draw more people to the event.) The chamberlain should have reliable e-mail.

Have a head retainer for each event who then assigns tasks to other retainer(s). The head retainer stays with the Princess all day. Retainers: Be sure not to volunteer for more than you can really handle!

Every Event:

1. Pack car the night before or the morning before event.
2. Drive the Princess.
3. Unpack the car at event; set up throne(s).
4. Dress Princess.
5. Dress/Armor the Prince.
6. Attend Prince/Princess during day.
7. Set up Court.
8. Stand in Court.
9. Set up Feast.
10. Attend during feast.
11. Take down Court; pack feast gear.
12. Pack car.

*Certain events will require additional things, and those can be added to the list as needed. But these 12 at least happen every event.*

Consider packing a full-length mirror (or at least a biggish one!) and folding screen to each event. Wear extra rings or necklaces to give away as appropriate.

Ask the event stewards to have a separate scribes’ room, even if the royalty room needs to be quite small because of that.

One retainer must stay with the Princess at all times. She is not to be left alone. If an emergency happens when you are short-staffed, ask a friend or someone at the event to stay with her. Ask a knight who isn’t fighting.

Carry small cards for people who give gifts with a place for name, address, and gift description. A retainer hands it to gift giver and asks, "Will you please fill this out? HRH/HRM will want to thank you." The retainer can stay behind to collect the information while the Princess/Queen moves on.

Retainers need to always be polite and not demanding with event staff. Ask for things as a favor! Do not demand it or ask it as a right. You are the representative of the Crown. Be extra courteous and polite to the event staff so that misunderstandings don't occur.

Carry pen and paper. The head retainer needs to write down who is invited to head table and who accepts. The retainer accompanying you needs to jot down names, reminders, etc. as you go through your day. **You** don't write it down. Your retainer does.

Retainers, learn where the bathrooms are. Previous royalty have suggested that Princess/Queen should not wear her crown into a portajohn just in case... Be prepared to hold the crown for her if she takes it off. Don't hang it off your arm. Hold it in both hands in a respectful manner.

When a retainer is wearing a "service baldric" that retainer is on duty whether or not the retainer is with the royalty. If you wish to be "off duty", remove the baldric. Your Princess/Queen will be judged by your behavior while you are wearing the baldric.

At least one retainer needs to stay during feast to provide whatever is needed... a gift card, fetching something from the royalty room, requesting someone's presence, and even serving the Princess/Queen if no server is near. That retainer should be sure to eat before feast. Put a chair somewhere behind the head table so the retainer can sit down. Sometimes the royalty make small plates of feast food for the retainer. This is a perfectly medieval solution for a hungry retainer! Be sure you have brought some feast gear.

If the Princess/Queen takes medication, set your watch (if it has an alarm) to remind her to take it.

Develop a signal for when the Princess/Queen wants to get out of a situation. Practice an excuse such as "Your Highness, you are wanted in the Royalty Room."

Retainers should know what needs to be done and just do it. This is why there should be at least one experienced person with the Princess/Queen at all times. Don't ask the royalty, "What do you want me to do?" Ask a more experienced retainer.

When setting up for Court, be sure to leave a space for the herald(s) next to the King's throne. If there is to be a Peerage elevation, a herald may also need to stand next to the Queen. Leaving space is particularly important when there are other thrones to either side of the King and Queen.

## Packing List

Depending on your personal situation, you may want help from your retainers in packing the car prior to an event. A retainer will be needed to assist unpacking at the event and packing at the event. Remember to check things back *into* the car. It's bad form to leave part of the throne behind!

To Event

From Event

- |                          |   |                          |
|--------------------------|---|--------------------------|
| <input type="checkbox"/> | Gifts   | <input type="checkbox"/> |
| <input type="checkbox"/> | Thank you receipt cards (in basket)   | <input type="checkbox"/> |
| <input type="checkbox"/> | Fan   | <input type="checkbox"/> |
| <input type="checkbox"/> | Handkerchief  | <input type="checkbox"/> |
| <input type="checkbox"/> | Sweat thing Handkerchief  | <input type="checkbox"/> |
| <input type="checkbox"/> | Blow thing Handkerchief/tissue  | <input type="checkbox"/> |
| <input type="checkbox"/> | Sewing kit  | <input type="checkbox"/> |
| <input type="checkbox"/> | Retainer basket: Goblet, bag with hankies and lip-gloss, pen, paper, mirror | <input type="checkbox"/> |
| <input type="checkbox"/> | Thank you for event steward & head cook                                     | <input type="checkbox"/> |
| <input type="checkbox"/> | Banner poles – 2  | <input type="checkbox"/> |
| <input type="checkbox"/> | Retainer baldrics   | <input type="checkbox"/> |
| <input type="checkbox"/> | Princess banner(s)  | <input type="checkbox"/> |
| <input type="checkbox"/> | Kneeling pillow   | <input type="checkbox"/> |
| <input type="checkbox"/> | Red bedspread (to use as rug under throne)                                  | <input type="checkbox"/> |
| <input type="checkbox"/> | Throne  | <input type="checkbox"/> |
| <input type="checkbox"/> | Crown(s)  | <input type="checkbox"/> |
| <input type="checkbox"/> | Emergency coffee kit  | <input type="checkbox"/> |
| <input type="checkbox"/> | Feast gear in box   | <input type="checkbox"/> |
| <input type="checkbox"/> | Big box of regalia  | <input type="checkbox"/> |
| <input type="checkbox"/> | Small box of personal stuff   | <input type="checkbox"/> |
| <input type="checkbox"/> | Does retainer have a chair and feast gear?                                  | <input type="checkbox"/> |
| <input type="checkbox"/> | Scroll blanks and folder containing such                                    | <input type="checkbox"/> |
| <input type="checkbox"/> | 3X5 cards containing info on awards for the court                           | <input type="checkbox"/> |

Other Items

- |                          |  |                          |
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Feast gear includes (custom set, blue glass, goblet with lid, goblet without lid, miscellaneous silverware)

# TRH/TRM Event Information

## General

Event: \_\_\_\_\_ Group: \_\_\_\_\_  
Head Retainer: \_\_\_\_\_  
Date: \_\_\_\_\_ Times: \_\_\_\_\_  
Site: \_\_\_\_\_  
Site Address: \_\_\_\_\_  
Fighting: \_\_\_\_\_

## **Travel**

Transportation: \_\_\_\_\_  
Vehicle Loading: \_\_\_\_\_  
Crash space: \_\_\_\_\_  
Address: \_\_\_\_\_  
Time: Departure: \_\_\_\_\_ Arrival: \_\_\_\_\_  
Unloading Staff: \_\_\_\_\_  
Garb: Day: \_\_\_\_\_  
Court: \_\_\_\_\_  
Evening: \_\_\_\_\_  
Directions: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## On-site

Fees: Site= \$ \_\_\_\_\_ Feast= \$ \_\_\_\_\_ Camping= \$ \_\_\_\_\_  
Event Steward: \_\_\_\_\_  
Royalty Liaison: \_\_\_\_\_  
Rooms: Royalty: \_\_\_\_\_ Scribe: \_\_\_\_\_  
Room Guards: \_\_\_\_\_  
\_\_\_\_\_

<u>Retainers</u>		
From – To	HisRH	HerRH
-		
-		
-		
-		
-		
-		
-		
-		
-		
-		
-		

### Feast

Time: \_\_\_\_\_

Set-up person: \_\_\_\_\_

Retainers: \_\_\_\_\_

Servers: \_\_\_\_\_

Clean-up person: \_\_\_\_\_

Table Invites: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Toasts: TRM's: \_\_\_\_\_ TRH's: \_\_\_\_\_

TSH's: \_\_\_\_\_ TSHier's: \_\_\_\_\_

\_\_\_\_\_ : \_\_\_\_\_ : \_\_\_\_\_

### Court

Times: \_\_\_\_\_ Sign Scrolls: \_\_\_\_\_ Court: \_\_\_\_\_

Performers: \_\_\_\_\_

\_\_\_\_\_

Set-up Person: \_\_\_\_\_

Packing Person: \_\_\_\_\_

Pack Armor: \_\_\_\_\_

Retainers: \_\_\_\_\_

Seneschal: \_\_\_\_\_

Herald: \_\_\_\_\_

Signet: \_\_\_\_\_

Champions: \_\_\_\_\_

\_\_\_\_\_

Gifts: To: \_\_\_\_\_ Of: \_\_\_\_\_

To: \_\_\_\_\_ Of: \_\_\_\_\_

To: \_\_\_\_\_ Of: \_\_\_\_\_



