

INTRODUCTION

Serving on court is an honor and a joy. Always try to remember that the sovereigns have a great burden to carry. As Chamberlain or Chief Lady in Waiting, you have been invited to assist them in their efforts to uphold the traditions and honor of this proud Kingdom; to acknowledge the skills, works, and prowess of our great people and make us proud to be Their loyal subjects. You will be asked to serve as message runner, secretary, body servant, and information service. The role of Chamberlain and Chief Lady in Waiting is a combination of maid and roadie, looking after the Royals' clothes and other belongings, feeding them or keeping track of children or significant others.

Duties include keeping the Sanctum Regnum properly set up and tidy. You should be willing to respond to orders immediately and you must try to be completely invisible and discreet. Remember that Their Majesties are the focal point for many SCA events, and how they look and function is our responsibility. If we are too visible doing our jobs, then some of the magic of the dream fades. But it is also true that they could not do their job alone.

I would like to thank the many Ladies and Gentlemen whose ideas and input have gone into this outline. It has been rewritten many times; each time changes have been made to make it more current, helpful, and accurate.

We have all discovered that for the reigns we've been involved with in various ways, is that a reign is a team effort and the Royals cannot do it alone. The division of labor between Royals and staff is highly individual and must be customized to the given team. So look at this document as a team outline and work together to make it all happen.

Please note that this is a living document. In order to keep it updated, current and usable for Caid, please email lord_cei@yahoo.com with any comments or questions. Also remember that this is a visible role to both the kingdom and public. Many photos will be taken and many of the Kingdom and Baronial web sites are Public Sites. Your image will be a visible one.

At times this job can be quite overwhelming but if you remember to find the fun in it you will enjoy the job immensely. Have Fun!

Baroness Cara Michelle DuValier
Lady Eliada Mellsande d'Alessandria
Baroness Rebecca Mary Robynson
Sir Philip Williams of Aston
Lady Anne de Beausoleil
Baron Cei Myghchaell Wellington

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Overview

cham·ber·lain [[cháym bər lin](#)] (plural cham·ber·lains)

noun

1. manager of royal or noble household: an official who manages the household of a monarch or member of the nobility (from Encarta on-line encyclopedia)

Being Chamberlain or Chief Lady in Waiting is a unique and challenging position. You will learn more about yourself, the Society, and the King and Queen than you ever imagined. This is a very important position. You must be discreet, patient, organized, and generous with time and yourself. As it says above, you manage the household of the monarch. This means that you make sure that every need and desire of Their Royal Majesty's (TRM) is fulfilled to the best of your ability, that anything dealing with the court is handled by you, be it confirming attendance at an event to smoothing over the inevitable personality conflicts, confirming or denying rumors, squelching gossip, or seeing to the care and feeding of the Regalia.

Chamberlain or Chief Lady in Waiting is a long-standing, traditional, and historical title. Feel proud of it! There are many resources within Caid that are here to help you. Supporting the Crown and Kingdom is a big job and there are wonderful people who have done it and will be happy to assist as they can. It does help if you are familiar with the SCA and at least have heard of some of the activities that happen at events. It helps to ask questions! Previous Chamberlains, local Barons and Baronesses, and the Ladies of the Rose are all great resources.

You will find the following resources necessary: answering machine (put a note pad and pen right next to it), writing desk, filing system, calendar (both mundane and sca events), address book, subscription to the Crown Prints, computer, e-mail access, Caid email lists, cell phone, reliable transportation, spare time, endurance, and courtesy.

You need to be available for the entire reign (say 8 months [from Crown Tournament where your fighter becomes Prince thru Coronation where your King steps down]) have the ability to speak freely about very personal matters and the willingness to accept advice, criticism, and assistance from others. Carry a notepad and pen with you everywhere (really) and write everything down, leave nothing to memory or chance.

Note that there is a cost for this volunteer position also; travel, food, lodging, membership, cloths and site fees. Now if you went to a bunch of events before becoming Chamberlain, it might not make any difference. One event a month might be your normal SCA schedule, but the Crowns event list might be much more extensive. Add phone calls, stamps and stuff you suddenly need, that you didn't think of and your planned SCA expenses have gone up. Some of your office needs can be expensed to the Kingdom (check with the Kingdom Exchequer and your Crown about the financial policy) and you should check with your accountant about your personal costs as part of a Not-for-Profit activity, but be prepared for your credit card to get hit.

Money and time is part of the big discussion that you should have with the Crown (or your friends who are fighting next week and want you to 'help out if they win'). After all, once they win they aren't just your friends anymore; they are now your King and Queen! You will manage everything or help manage or just be at their beck and call as they manage it all, once you agree to this job, depending on how that big discussion about roles and responsibilities went. And you might be with them 3 or 4 weekends a month for the next 6 or 7 months depending on how much of the Kingdom calendar TRM want to attend. Remember, it's a hobby and you can have those roles and responsibilities change.

EVENTS

There are three basic types of events: Tournaments, Festivals (non fighting), and Wars. Kingdom law requires that the monarchs attend 4 events (the crown they win, coronation to become King and Queen, the Crown for the heirs, and the coronation to pass on the title). Caidian tradition has the monarchs attending a whole lot more!

Tradition lists the following events that the Crown regularly attends -

- Twelfth Night
- Baronial Anniversaries – most if not all
- Unbelted – Gyldenholt
- Collegiums
- Festival of the Rose
- Queens Champion Events (there is more than one)
- CP Prize
- Crown Tourney
- Coronation
- Day of Meetings
- Princesses Tea
- Peerage Meetings
- Pentathlon (every two years)
- Estrella War Treaty meeting
- (see War below for more)

Tournaments and Festivals are normally one-day events. Things happen fast on those days. It is important that you be very organized; it will make your life so much easier. Before each event, run through the preparation checklist in Appendix C.

Make sure that all the regalia is clean and in good repair. If not, arrange for it to be fixed or take care of it yourself. If anything needs to be replaced or professionally cleaned, get approval from the Regalia Deputy before spending the money. Save your receipts and submit them for reimbursement.

After each event clean the feast gear immediately (DO NOT RUN THROUGH THE DISHWASHER) and repack for the next event.

At each and every event you should have at least the following items:

- Awards box and Promissories
- Recommendations file box or spreadsheet
- Progress tokens
- Feast gear
- Court and Guard Favors
- Fealty tokens
- Court and Guard listings including local members
- Comfort box (containing personal items for TRM comfort; aspirin, sewing kit, cough drops, lint roller, sun block, etc)
- Parasol
- Note pad
- Food

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War (all of them) is a camping event. With feasts, court, battle scenarios, parties and you need to make sure that TRM's are taken care of throughout the entire event (anywhere from 2 days to 14 days). Each war has its own history and traditions, learn them! Awards may be given at court or on the battlefield, be ready for either one. There are special awards that are only given at wars. Not only do you need to bring the usual items for a day event, you need to be sure that any extra items for TRM's comfort and the Kingdom Encampment are supplied. And then there is the camping part: tents, food for 3+ meals a day, and the weather!

Tradition lists the following wars –

- Estrella – Feb
- Potrero – May
- Pennsic - Aug
- Great Western – Oct
- Highlands - Sept

If TRM decide to Process into Court (which is done at big events like 12th night) the order is as follows:

- Herald
- Champions and their Consorts
- King and Queen
- Chamberlain and Captain of the Guard
- Companions and Advisors
- Guards and Ladies paired up in order of rank
- Men on the left, Women on the right (easy to remember: a Lady on the left is no Lady)

If you have questions about this or if Order of Precedence is needed, check with the Heralds office; they are happy to help!

THE STUFF

Care and feeding of Kingdom Regalia:

The Deputy of Regalia and the Ladies of the Rose keep a complete list of the items of Regalia available to TRH and TRM. Many of these items are very beautiful and helpful. They can complement a special costume and are necessary for many court events. Learn what is only for indoor use and what can be used in all settings. Regalia used by TRH or TRM becomes their financial responsibility, and some of these items are very expensive. Be sure that regalia and personal items are watched very closely at all times. Never leave anything in your care unattended, especially the Crowns or Coronets. These items are not only costly; they hold traditional significance and sentimental value. Always treat these items with the care and honor they deserve. If there are offers for new items from the populace, please direct them to the Deputy of Regalia or the Ladies of the Rose. Any item that has solely the Kingdom arms on it is the property of the Kingdom.

Kingdom Trailer:

This beast will be TRM's responsibility all too soon. The inscription painted on the front -- "The Burden of the Crown" -- is accurate. It will need a safe place to stay when not at events. It will also need to be delivered to each event early, so that the Thrones and Pavilion can be set up. The Captain of the Guard traditionally is tasked with this chore. The vehicle that hauls the trailer needs to be at least a full-sized 8-cylinder truck. Kingdom swords, crowns, etc, are NEVER stored in the trailer. Make sure you get a set of keys for this even if you aren't driving it.

Letter of invitation to be on Court or Guard:

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Design should include Their Highness's name, the job title and RSVP information. Paper correspondence with period borders, calligraphic fonts, and artwork are wonderful. Email works too. Include information on what is expected (time commitments and duties). That way the candidate can make an informed decision.

Addresses are the hardest part of this project. Check with former Chamberlains, area Baron/ess, Seneschals, and Peers for recommendations that TRH's can choose from. See Appendix E

Queens Guard Favors:

The design element is normally 4 x 4 inches and is traditionally cross-stitched because it's easy for most to do (but may be machine embroidered) if they are passed out for manufacture. It should include Queen's initial and the letter R, for Regina, as well as the SCA date of reign in Roman numerals. TRH's can choose a different motif or color scheme for each branch of the Guard or include something for the Court.

If cross-stitching, create and pass out a patch kits - include floss, needle, fabric, directions/pattern, and return envelope. Consider the cost and schedule time for their return. Find someone to handle this for you, make sure you have enough, and then the patches will need to go onto made baldrics or favors. They need to be prepared and handed out very quickly.

Make more than you need, Her Majesty may find additional guard anyplace and anytime!

Fealty Tokens:

These are the tokens you hand to the Peers (4 orders), Kingdom officers, and Landed Barons as they swear fealty. Quantity: approximately 350.

Ideas for tokens: these can be associated to the order or office. They can be coins, beads, findings, something related to the Monarch's theme, or to heraldry.

Court Tokens:

These are tokens you hand to your court so that the populace can identify them. They are also a nice thank you for the work the courtiers will do. Quantity: Depends on the size of the court chosen. Ideas for tokens: coins, beads, findings, something related to the Monarch's theme, or to heraldry.

Other tokens:

These are usually given as a simple thank you gift (embroiders, costumers, helpers, or maybe someone special at an event). A Royal Recognition of Excellence might call for a token.

Awards:

Letters of recommendation will begin to arrive almost immediately. Keep these in a safe place until they are read and recorded. Decide who will compile these, record them on file cards/or spreadsheet, and make sure they are at each event (Chamberlain, Scribe, TRM?), letters need to be filed and kept even after information is transferred. Cards must be legible and kept up to date. TRM's must be reminded to make their choices prior to each event. They might chat with the local Baronage for comments. Promisories will need to be completed for most awards (there are some in the crowns keeping or the Court Scribe, and the local heralds may have some also). There is an awards box with all the medallions, become familiar with these ASAP! They need stringing on correct cords (varies by award) and if you need more, check with the Ladies of the Rose and Exchequer. Some awards have no scroll, some no medallion, if you (or TRM) aren't familiar with all the awards, check with your Herald about a lesson.

Queen's Progress tokens:

These are handed out at Queen's Champion during the Queen's Progress around the list field. The Queen, accompanied by those Ladies of the Rose present at the event, will progress around the list field and introduce themselves to as many of her subjects as possible. The tokens are usually some

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small goodie or trinket such as candy or a small bead item. The Queen can always progress at any event.

Queen's Champion Favors:

This can be anything the Queen wishes. It should be a very personal token from the Queen, much like a personal favor. It will be given to the person she will trust to defend her honor. She may also choose to give a small token to his lady, most often a flower.

There are a bunch of Champions – Heavy's, Rapier, Archery (Long and Crossbow), Equestrian, and Youth Combat (4 age brackets). The Favors can be similar to the guard favors or completely different. Tradition states that the Queen sew part/some of the Champion Favor since they are Her champions.

King's Champion Favor:

In the Coronation ceremony the King's Champion receives a tabard and sword. His lady receives a yellow rose from Her Majesty. Their Majesties may choose to also give something more personal.

Warrants:

As chairman of the regional organization, your signature on warrants may be needed for the officers to continue doing their jobs. You will not know everyone that is listed on the forms you sign. If you have questions or concerns, ask!

Communications:

As the King and Queen your words are law. But your words are also encouragement and expected monthly in the Crown Prints publication. These are normally due weeks ahead of time. As you look at the calendar to figure out what events you're going to attend, figure out who is writing your monthly column. You will need to be date aware and talk about Wars, needs of the crown, thank you's, changes to policy or law.

A lot of this STUFF needs to be figured out between the time Crown is won by the new Prince and Princess of Caid and their Coronation – 6 or 8 *very* short weeks away. Ask for help if you need it!!

THE PEOPLE

Who is who - Setting up a court hierarchy isn't necessarily a difficult job, but it must be made clear who covers what otherwise there are miscommunications, duplicated efforts, wasted time and squashed toes and feelings. Make sure that the people you chose are people you can work with comfortably and respectfully.

Chamberlain/Chief Lady in Waiting:

Responsible for everything having to do with the Ladies in Waiting: scheduling, counseling, and contacting, as well as many other things that are in this handbook.

Captain of the Guard:

Responsible for the guards, their duties and shifts and he is traditionally responsible for the trailer, storage and transportation. He should be on the court email list and possibly create one for the guard also.

He will need the following organizational resources: answering machine, writing desk, filing system, calendar (mundane and special events), address book, subscription to CP and Caid email lists, computer, email access, reliable transportation, spare time, endurance, and courtesy. He must be available for entire reign, (if he is unable to make an event, his job falls to you unless he has a

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“second in command”). He must be able to speak freely about very personal matters and willing to accept advice and assistance from others.

Ladies in Waiting:

Responsible for attending TRM (both of them) at all times, arranging the inside of the pavilion, keeping it clean, making sure TRM eat and drink during the day, lots of errands and looking good. Certain Lords or Ladies with special talents may be called upon to use those talents (seamstress, scribe, etc.).

Guard:

Responsible for guarding Her Majesty, the Thrones, The Crowns and Coronets, the Royal Pavillion during private meetings, setting up and breaking down the Royal pavilion and campsite, attending His Majesty on the field if needed, and looking good.

Royal Companions:

Special friends of TRM (shopping partners or drinking buddies). They look good and sometimes offer advice on issues.

Other positions include: Ambassadors, Pages, Scout, Castellan, Scribe, Advisor for “anything”, Bard, Heavy, Archery, Rapier; and Horse, Sergeants, Lieutenants, etc are all positions TRH's may choose to fill.

Court and Guard is an excellent opportunity to involve new people at a Kingdom level, to allow members of the Kingdom to stretch and grow and experience things that not all members of the populace will. Try to choose people who are reliable and discreet.

Landed Barons and Baronesses:

These people are direct representatives of the Crown within the Local regions. They swear fealty to the Crown and Kingdom. They are a great resource for people and support in a local area (guards, court) and they will do what they can to support needs for largesse and answering “how to” questions that we all have.

Ladies of the Rose:

This is the order of Countess’ and Duchess’ within Caid. They have been there and done it. Many are more than willing to assist you and the Crown with how to processes, needs, questions, and just about everything else.

Champions:

The King and Queen will have 10 of them between them. They all get or have some type of stuff because they have won (or come in second) in a tourney. Get all the names and contact info!! Some the Queen will know, some will never be seen again. Work with the Captain of the Guard and TRM’s to figure out if you want them on Guard duty, to process into court, for progresses, or just to show up again at Coronation when they give all the stuff back.

Local Heralds:

These guys are the backbone of court. Some have done this for years, or this might be the first court they have spoken at. Ask them. Make sure that they can pronounce the names of the King and Queen. Court starts when the Crown, the Local Baron and Baroness and the Herald are all ready. Ask what they need if it hasn’t started yet, they might just be chatting.

WHAT is WHAT

The Law:

Modern law takes precedence over SCA law and Kingdom law. That means if Modern law says we can't do something, then we can't, no matter what the Crown, Event steward, SCA or Kingdom law says. As an example, many events take place on school campuses. Zero Tolerance includes us, so we may not bring any live steel, crossbows, etc. onto campus. Another example is consumption of alcohol. Dry means no alcohol, period, end of sentence. Breaking this rule could cost us the loss of a site and damage our reputation in the community. There may be other consequences directly relating to participation in the Society.

Damp means consumption of beer and wine only and some places request nothing purple or red (it stains the carpet and upholstery). Wet means any alcohol. In these last two instances, alcohol consumption when under 21 is a serious modern offense and a serious SCA offense. It is your responsibility to make sure that TRM and the court follows the law. If you need help with this, contact the Kingdom Seneschal. Read SCA and Kingdom Law and carry a copy with you.

Site Fee's:

The event steward may offer complementary entry to the Crown, but this is not a guarantee. Everyone else on Court and Guard should sign in and TRM and the Court should clearly display their site tokens as examples to the populace.

Property:

There are times that you will handle a lot of the Kingdom property. If you have questions about any of it, speak with the Deputy of Regalia, the Exchequer, or any of the Ladies of the Rose.

Your words:

As a direct representative of the Crown, your words on subjects become very, very important. During your time as Chamberlain, you should limit your public views that could affect the Crown or the Kingdom. You have chosen this job and it is to support the Crown. You may have a lot of information about the happenings in the Kingdom. Some of it is propriety information and could cause issue if released or mistaken. Comments on the public lists (email) and at events can be misunderstood. Be careful.

Order of Precedence:

This document is updated regularly by Master Christopher and both you and TRM should become familiar with it. It lists everyone's names and all the awards they have received. This helps make sure you don't give someone something that they already have! If there are questions or issues, let your Herald know. The herald of the day is responsible for a "Court Report" listing all the awards given on that day. You or the court scribe can help by reviewing the list with them sometime during the day or providing your own report as well.

Awards Box:

This is a box with handfuls of new awards, cord and another box of blank and painted promissorys. Extra awards are gotten from the Ladies of the Rose or the Exchequer. Blank promissorys are photocopied by you (or the court scribe) and painted ones show up from the populace. Ask for these at local events. If someone has lost an award medallion, one replacement can be given out if there is a need for more than one, the cost is \$5. New promissorys need to be asked for through the Scribes office.

Gifts to the Crown:

Always track the gifts that come in both at court and through the day. TRM may send out thank you cards or just want to make sure that something is not re-gifted that shouldn't be. All gifts

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coming in that just have the Kingdoms arms on them (or the Queens, Prince or Princess arms) are property of the Kingdom of Caid. If there are pieces with both Kingdom arms and personal arms, or just personal arms, it is personal property for TRMs.

Time as ‘Their Royal Highnesses’

During this busy and hectic time of planning for all the stuff in the following pages you have to start acting like monarchs, without being King and Queen.

- You now have a coronet! Hopefully someone is watching out for fingerprints. You are the only one who should ever put the coronet on your head or remove it. This isn't just head jewelry but a symbol of your station and the Kingdom.
- You will receive gifts, but are not expected to present any.
- You should start having your own people attending you, but you do not have a guard or court yet, they are an extension of the King and Queens Guard and Court.
- You should attend court, lunches, feasts and meetings so that you can get the feel of it all, but you will need to be invited and are a guest at all of these.
- You should watch awards being given, in a rare case, you might even be asked to present awards in the name of the King and Queen (make sure that all items needed: award medallion, promissory and reason for the award are provided to TRH). Normally as the Coronet (TRH) you will stay seated while awards and presentations are given by the Crown. Their Majesties may request that you join them.
- Learning to accept someone bowing at you can be very surprising. You are now royalty and the only people who won't be bowing are the current King and Queen. A smile, a return nod or acknowledgement is needed. There will be a time that the populace will stand and bow when you enter or approach, and they await your command before being able to sit again. Start working on this now.
- Learn a medieval style of signing your name. It will appear on all the scrolls for all the awards that you hand out during the reign. Practice it!
- Get copies of the ceremonys. Memorize if you can, but practice them all.
- Think about stepping down and the personal coronets that you might need to order very soon. And do you have an artist that would love to make your County or Ducal scrolls?

Preparing for events week by week

Coronation

This is your biggest event – your first. Take the time to work as much out as far in advance as you can. A lot to do, a short time frame, traditions to understand, extra people, and lots of pomp and circumstance.

Work Queens Champion at the same time!

Six to eight weeks prior (immediately after Crown tourney):

- Meet w/ TRH and the Captain of the Guard to decide on;
 - form of the court (hierarchy, who is in charge of what) and send invitations to those specific individuals,
 - members of court and guard,
 - court favors (all the same, only for guards, different for guards and ladies...),
 - fealty tokens,
 - progress tokens (something that symbolizes Her Highness),
 - wish-list and information for Kingdom Web Site,
 - calendar (needed for court and guard letters, Kingdom Web Site and CP,
 - garb for Coronation and Queen's Champion
- Draft the invite to be on court (and guard unless the Captain will handle all of this), include your contact info. Draft info on what is expected from Ladies and Guards (this is really helpful – examples Appendix S
- Make sure that the Captain and TRM have worked out who will haul and store the trailer (requires 8 cylinder 1 ton truck, like a suburban) for all the events on the calendar. There is registration paperwork that should go with the driver and they should have insurance that is current.
- Start Yahoo group, make sure it is unlisted and that TRH are on this list – this is a great way to manage court mail. If this type of list is new to you, ask around, there are lots of people who will sit and go over it with you.
- Start your Crown Prince articals.

Ask certain court members to fulfill the following responsibilities:

- LARGESSE COORDINATOR-keeps track of largesse rec'd to be gifted out, largesse rec'd as gifts, responsible for getting thank you's written. This person(s) need to be at opening and closing courts to track what is received.
- GARB COORDINATOR: keeps TRM measurements, tracks fabrics donated or purchased, what is to be made from them, who is making it and for what event.
- SCRIBE: a discreet person with good writing skills responsible for filling out awards to be given. Should be someone interested in scribing to begin with.

Then

- Arrange for embroidery of court/guard favors
- Arrange for fealty tokens to be made.
- Arrange for Queen's Progress tokens to be made.
- Arrange for TRM measurements to be taken and garb to be made for new Coronation or Queens Champion cloths, should be in progress by end of the week.
- Arrange guest list for TRH of special guests to invite to coronation and/or feast. Mark who may be asked to sit at the head table with TRH's
- Contact outgoing chamberlain for advice.
- Set up time to inspect regalia with the Deputy of Regalia.

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- Arrange meeting with outgoing Royals to discuss Kingdom politics and awards that TRM may wish to give but may not be appropriate for them to give (can be given at Queen's Champion). This should be scheduled while still Prince and Princess. If there are open issues after the Day of Meetings (day after Crown).
- Keep eyes open for invite to Princess Tea (this is where the Crown is tried on.)
- Submit royal contact info, chamberlain contact info, calendar and wish list to web minister and chronicler.
- Contact Crescent Herald for copy of Coronation ceremony.
- Order business cards with your contact information
- Contact Coronation and Queen's Champion autocrats and introduce yourself.
- Find out if Coronation and Queen's Champion are dry (no alcohol at all), damp (wine and beer) or wet (any and all alcoholic beverages allowed) sites and inform TRH.
- Find out how many spots are available at the head table.
- Get menu from feast steward; inform him/her of any allergies.
- Check on hotel/crash space availability, make appropriate arrangements.
- Clean your house completely; this may be your last chance for a while.

Five Weeks Prior:

- Review Coronation ceremony with TRH, if there are any changes or additions; make sure these are delivered to the Crescent and Dolphin Herald.
- Contact Deputy of Regalia for a regalia list, review with TRH what regalia is wanted for the reign.
- Revise the list of courtiers; send invites and info on what is expected from them
- Add courtiers to Yahoo group as they accept.
- Start list of Courtiers who will attend Coronation and Queen's Champion, let them know they will be called up in court. Also let them know where TRH are staying for Coronation/QC (if necessary)
- Start address book of court members
- Are there Royalty from other Kingdoms coming?
- Deliver invitations to Coronation and Feast to special guests; confirm those who will sit at the head table prior to sending.
- Check on garb progress
- Check on fealty tokens
- Check on court/guard favor progress
- Confirm with Coronation and Queen's Champion autocrats if refreshments will be provided for TRH.
- Arrange for any special events to take place at Queen's Champion
- Decide on how court will feed itself (potluck, each member takes turns, every man for himself...) and make appropriate arrangements.

Four Weeks Prior:

- Continue adding courtiers to Yahoo group and address book as they accept
- Continue list of Courtiers who will attend Coronation and Queen's Champion, let them know they will be called up in court.
- Check on garb progress
- Check on fealty tokens
- Check on court/guard favor progress
- Practice ceremonies

Three Weeks Prior:

- Continue adding courtiers to Yahoo group and address book as they accept
- Continue list of Courtiers who will attend Coronation and Queen's Champion, let them know they will be called up in court.

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- Check on garb progress
- Check on fealty tokens
- Check on court/guard favor progress
- Check with outgoing Majesties if there is any “Stick” that needs to happen in the coronation ceremony (acting, death scenes, mob of actors, ?)
- Practice ceremonies – speak louder!

Two Weeks prior:

- Continue adding courtiers to Yahoo group and address book as they accept
- Continue list of Courtiers who will attend Coronation and Queen’s Champion, let them know they will be called up in court.
- Post reminder to yahoo list of date and location of Coronation and whether it is a dry or damp site (seldom is it a wet site)
- Check on garb progress
- Check on fealty tokens
- Check on court/guard favor progress
- Arrange Largesse to be given to hosting Baron and Baroness at Coronation or Queen’s Champion depending on activities for court.
- Review changes to the Coronation ceremony with current Majesties and Heralds.
- Confirm responsibility for the Kingdom Trailer. Most likely keys are passed on Coronation day.
- Practice ceremonies and addressing populace in an Open Field – speak louder!

One Week Prior:

- Discuss and finalize Coronation Procession
- Pick up Court and Guard favors
- Pick up fealty tokens
- Pick up Queen’s Progress tokens
- Pick up garb if ready, if not, make arrangements for the garb will be at the event on time.
- Pick up largesse to be gifted.
- Continue adding courtiers to Yahoo group and address book as they accept.
- Confirm attendance of courtiers, set a schedule (2 hour increments?), check with courtiers if they are unable to serve at a particular time.
- Confirm other Royal attendance if any.
- Order Yellow Rose for Queen’s Champion Lady (if that is the token to be given).
- Practice ceremonies and addressing populace in an Open Field – speak louder!

Day of:

- Arrive early
- Find TRH parking spots and Ready room
- Set someone to watch for TRH to point out parking spaces and help them carry things to ready room
- Breathe
- Find Dolphin Herald to discuss timeline (do not pull him out of court if he is serving in TRM last court)
- Ask someone on your court or TRM court to keep you updated on what is happening in court
- Lay out clothes, (if they are finished) or set someone to final sewing tasks.
- Breathe
- Check that TRH favorite beverages/snacks are available
- Members of your new court may be checking in with you at this time, ask someone to let them know to be ready to be called into court and to check their attendance schedule. Remind members of court that while their service is appreciated, unless they are in attendance, please don’t “hang out.”

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- Meet with outgoing Chamberlain and the Deputy of Regalia to do a quick inventory of regalia.

First Court:

Prince/ess Procession

- Sword bearer – required in ceremony
- Prince and Princess Banners
- Personal banners
- Princely coronets
- Shield bearer
- Misc: Cupbearer, spearmen, someone casting largesse, etc
- Music
- Attendance
- This can be as simple or as big as TRH would like it to be.

Coronation Ceremony:

- Gauntlet – Earl Marshal's challenge
- Great Sword of State – ascending King and Queen swear fealty
- Cloaks – placed on ascending King and Queen
- Crowns
- Great Sword of State – from and back to Seneschal
- Yellow Rose – to Queen from A & S minister
- King's personal sword – from Kingdom Earl Marshal
- Symbol of Royal Treasury – from and back to Exchequer
- Scepters – from Seneschal and Crescent Herald
- Fealty tokens
- Laurels & Pelicans Charters – from and back to liaisons
- Guard Baldrics
- Sword and Tabard of King's Champion, yellow rose for his lady
- Court and Guard favors
- Additional tokens
- Yellow rose for new Countess/Duchess
- Awards to be given
- Feast gear
- Empty vase for flowers
- 3x5 cards or list to record largesse received
- Largesse to be gifted
- Pitcher of water or other beverage for TRM
- You will be coming in part way into the event. Try and get stuff onto the dais during a break.
- The Crown will call forward their Court, but they will need people on the dais with them prior to this.

Packing it up:

- Before your first court is over, have someone start understanding everything that has been delivered to the ready room.
- All the Champions stuff, anything that the previous Crown is passing on, stuff from the trailer that needs to go back.....
- All the food can get packed up.
- All the stuff from the previous Court should be gone if you shared a room.
- Ask the Regalia Deputy or a Lady of the Rose questions if you don't know what stuff is or if you need it.
- You have another complete event tomorrow where you need most of this stuff again...!

Queen's Champion:

Much of your advance preparation took place while you were getting ready for Coronation so this is just for the day.

The Queen may restrict who is eligible to fight for her honor at her Queen's Champion Tournament. She may also restrict the types of weapons used. This is also true for her Queen's Champion Archery Tournament, or any other of the Champion events. If HRM chooses to place restrictions on who may fight at QC it is only fair that those restricted from participating be notified as soon as possible. This should be done personally and announced at events leading up to QC. If she chooses to restrict weapons, the autocrat will need to announce that information right away, and at every possible opportunity thereafter.

Arrive when site opens

- Check in with event steward; stay updated on any changes to the day's events, find planned location of Pavilion
- Work with the Captain of the Guards to set up pavilion and thrones (as you look into the pavilion the Queen's Throne is on your right), decorate the inside as needed.

Pavilion set up options:

Since this is the first time for most or all of the guard, and possibly the Crown and the Chamberlains, to put up the pavilion here are some basics. You have to have it look good and be functional for all the court business and still be home.

- Wooden (covered?) tray on either side of Thrones (or between thrones) – Note the new Big Royal pavilion has a pole in the center between where the Thrones normally would go move them in front of this pole, back behind (more populous into the pavilion, or ignore the pole!
- Table behind the thrones with the following items on it: Guard favors, fealty tokens, queen's progress tokens, largesse to be given, pitcher of water, extra favors.
- Table(s) away from the thrones for largesse received, munchies for court, feast gear, etc.
- As court members arrive, set up schedule for day, assign first shift to parking lot to watch for TRM, inform Ladies/Attendants of scheduled shifts

Before Court:

- Meet with TRM as soon as they arrive, get awards information and ETA for opening court.
- Consult with Herald for the day; give him/her list of awards, presentations, announcements etc. in the order that TRM's wish those items to be given.
- Apprise Herald of how long TRM's need before opening court so that the Herald may announce time of Opening Court to the Populace
- Prepare Presentations, put sticky notes on each so court members can see which is for whom.
- Hang medallions in the order they are to be given on the back the thrones.
- Write out Awards to be given make notes as to if they were awarded or not.
- Make notes of presentations to TRM, place gifts in one place in the back of pavilion
- Prepare vase for flowers for Her Majesty, she might get LOTS.
- Make sure there are refreshments at hand for courtiers standing court and TRM (hide all modern vessels)

After Court /During the event:

- Queen's Procession – at some comfortable time during the day her Majesty should gather the Ladies of the Rose who are present at the event to accompany her on her progress. She may also choose to have a local herald. This should take about an hour , depending on how my talking HRM might be in the mood to do, or the business that needs to be handled that day) and she will need the progress favors, a beverage, and a parasol or fan along with a court and guard member.

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- Meet with the rest of the Court and Guard during the procession to cover questions or protocol issues that they may have.
- Make sure that TRM's appointments and obligations throughout the day are met. Reminding them of the amount of business that they still want or should attend to helps keep them on track.
- If they can't or choose not to handle a piece of business, find out if it needs to be rescheduled or if there are issues that are caused by putting it off. Explain what the consequences might be. No matter what, work to make sure they look good.
- Make sure shifts are running smoothly
- Make sure all the courtiers have water and the opportunity to eat
- Make sure the pavilion is clean and organized.
- Pack as many things as possible as early as possible
- Make sure courtiers remain presentable while on duty
- Make sure TRM's are happy and not stressed. If they become tired or stressed make sure they get "alone time" to relax and unwind.

Closing court:

- Make sure you have the Regalia for new Queen's Champion – this was given to you during Coronation yesterday. Today normally has Heavy, Rapier, and Youth(4) Champions.
- Tabard(s)
- Sword(s)
- Queen's Favors for new Champions. A small token for the lady is also nice, but remember that the Queen was his inspiration today.
- Get names and contact information for ALL the Champions – they are now part of Court!
- Prepare Presentations, put sticky notes on each so court members can see which is for whom.
- Hang medallions in the order they are to be given on the back of the throne
- Write out Awards to be given make notes as to if they were awarded or not.
- Make notes of presentations to TRM, place gifts in one place in the back of pavilion
- Prepare vase for flowers for Her Majesty

After court:

- Make sure all non-regalia items belonging to TRM are packed safely and securely and placed in the appropriate vehicle(s).
- Do you need to exchange extra keys with the Crown so that when you lock yours in the car, there is someone with a copy?
- Make sure TRM's receive a copy of awards distributed (or update the awards spreadsheet or file box).
- Make sure copy of list of gifts received is given to person in charge of writing thank you cards (may be Her Majesty or designee)
- Give copy of awards distributed at the event to herald or person making court report for the OP.
- Make sure to THANK all of the courtiers and guards who worked so hard to make the event a success !!!

Standard Event Day:

You will always need to have the following items at every event

- Awards box /promissory scrolls
- Recommendation file box
- Progress tokens
- Feast gear
- Court and Guard Favors
- Fealty tokens
- Court and Guard listings for members of each group

Six weeks prior

Discuss with TRM if they wish to use the Royal Pavilion or the Baronial Pavilion for court
Contact event steward ask if there are any special events/traditions for the day, if there are other VIPs planning on attending, if there is lunch planned for TRM, if TRM can invite guests, if the local Barony/Shire will be providing refreshments throughout the day for TRM and if it is a dry, damp or wet site.

If there is a feast/revel planned ask if TRM will attend, if yes

Inform Event steward of TRM's plans to attend feast

Get list of guests to be invited to sit at Head Table with TRM, and who is already expected.

Five weeks prior

Send invitations to special guests for feast

Arrange for crash space/hotel if needed

Four weeks prior

- Send reminder to Court and Guard about the event and ask them to confirm their attendance (including time they will attend and if they are fighting) and if it is a dry, damp, or wet site
- Find out if Lunch is provided to TRM by the local group. For how many? Menu?

Two weeks prior

- Get feast menu from event steward and provide a list of people for head table.
- Start setting up a schedule of attendance for the day; remember to rotate courtiers so that the same people aren't always in attendance at the same time

One week prior

- Organize largesse gifts to be presented at court
- Start scribe writing awards
- Inventory Medallions, Awards box, make sure they are fully stocked (20 of each medallion, 20 of each promissory)
- Have the following items organized and ready to go:
 - Awards box
 - Recommendation list and OP
 - Progress tokens
 - Feast gear
 - Court and Guard Favors
 - Fealty tokens
 - Court and Guard listings for members of each group
 - Special business for this location or event

Day of

- Arrive when site opens
- Check in with event steward; stay updated on any changes to the day's events, find planned location of Pavilion
- After Guards have set up the pavilion arrange tables inside pavilion
- As court members arrive, set up schedule for day, assign first shift to parking lot to watch for TRM, inform Ladies/Attendants of scheduled shifts

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- Meet with TRM as soon as they arrive, get awards information and ETA for opening court.
- Consult with Herald for the day; give him/her list of awards, presentations, announcements etc. in the order that TRM's wish those items to be given.
- Apprise Herald of how long TRM's need before opening court so that the Herald may announce time of Opening Court to the Populace – May need to work with the Baron and Baroness also.
- Prepare Presentations, put sticky notes on each so court members can see which is for whom.
- Hang medallions in the order they are to be given on the back of the throne
- Write out Awards to be given make notes as to if they were awarded or not.
- Make notes of presentations to TRM, place gifts in one place in the back of pavilion
- Prepare vase for flowers for Her Majesty
- Make sure there are refreshments at hand for courtiers standing court and TRM (hide all modern vessels)

After Court:

- Make sure TRM are on time for any scheduled events
- Make sure shifts are running smoothly
- Make sure all the courtiers have water and the opportunity to eat
- Make sure the pavilion is clean and organized. Pack as many things as possible as early as possible
- Make sure courtiers remain presentable while on duty
- Make sure TRM's are happy and not stressed. If they become tired or stressed make sure they get "alone time" to relax and unwind

Closing court:

- Prepare Presentations, put sticky notes on each so court members can see which is for whom.
- Hang medallions in the order they are to be given on the back of the throne
- Write out Awards to be given make notes as to if they were awarded or not.
- Make notes of presentations to TRM, place gifts in one place in the back of pavilion
- Prepare vase for flowers for Her Majesty
- Make sure there are refreshments at hand for courtiers standing court and TRM (hide all modern vessels)

After Court:

- Make sure all non-regalia items belonging to TRM are packed safely and securely and placed in the appropriate vehicle(s)
- Make sure TRM's receive a copy of awards distributed and gifts received
- Make sure copy of list of gifts received is given to person in charge of writing thank you cards (may be Her Majesty or designee)
- Give copy of awards distributed at the event to the Keeper of the Order of Precedence as back up for the herald to ensure accuracy of the OP.
- Make sure to THANK all of the courtiers and guards who worked so hard to make the event a success !!!!!

War:

Six weeks prior:

- Verify that TRM will attend and ask about how camp is made up – Royals, Court and Guard or Royals and their Household(s) with some Court and Guard or....
- Make sure that their pre-registration packet(s) are sent in.
- Post notice to court list, encourage other court members who are attending to pre-register
- Most wars have a Royal Liaison. Contact them for site info, payment options for Royals, arrival times, other royalty or peers in attendance, location and size of land allocated for Royal Camp (there may be a separate land allocation steward), if there are any special events/traditions for the war, if there is a feast/revel planned for TRM, find out date and time, how many are expected to be served.
- Get list of guests to be invited to feast with TRM and who will sit at Head Table with TRM
- Are the Crown Prints articles written yet?

Five weeks prior:

- Discuss with TRM who will be camping with them and extend invitations as needed.
- Begin arrangements for fighting scenarios, feasts, parties, and courts, get schedule of classes and other special events.
- Inform TRM of invitations from other groups to attend their parties, or other events.
- Find out if there are any elevations planned (Knight, Pelican, Laurel); contact candidate for time and date of vigil, arrange time for invocation.

Four weeks prior:

- Arrange for kitchen facilities or specific household to provide meals for TRM.
- If kitchen will be in camp, delegate food prep, meal planning, etc. Make sure kitchen is large enough to accommodate all who are in the camp, or that the camp has enough room to accommodate multiple kitchens.

Three weeks prior:

- Continue arrangements for fighting scenarios, feasts, parties, courts, inform instructors of TRM attendance in any classes

Two weeks prior:

- Finalize (as much as possible) schedule of events and who will attend where.
- Confirm what will be carried in the Royal Trailer and what will be carried by you, TRM or other trusted members of court.

One week prior:

- Lay out how campsite will be set up on paper, confirm with TRM.
- Make sure a SECURE area is set up for the stuff (mundane and royal) that is left in camp while you are gone. There are a lot of people (known and unknown) in the royal camp.
- Help Captain of the Guards to pack the trailer.
- Inventory Medallions, Awards box, make sure they are fully stocked (20 of each medallion, 20 of each promissory)

Day event begins:

- Arrive early
- Contact site autocrat and royal liaison at you and or Royals are on site.
- Set up Royal Pavilion per TRM wishes, (get help if guards are not on site yet).
- Post schedule so that everyone can see it.
- Assign attendance times around all the events that His Majesty and Her Majesty will attend.
- Make sure that every one stays hydrated
- Breathe as the surprises and schedule changes start
- Clean as you go, it will make packing easier
- If you don't need it again, pack it up

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- Treat each day/event as a tourney and go through that list of needs.
- Its WAR, have fun!

Crown Tournament:

Six weeks Prior:

- Contact autocrat regarding special arrangements for TRM lunch and any special requests from TRM. Find out if it is a dry or damp site.
- TRM need to review Kingdom Law around Crown Tournament and decide if there are any law changes that could affect Crown or the people who will fight in the tournament.
- Tradition has a token or some kind given to those in the lists this day during/at invocation or at the time fighters and consorts are presented. Determine what these might be and being working on them.
- Is the Crown Prints article written yet?

Five weeks Prior:

- Contact Herald for Ceremonies for the day; give to TRM so they can be familiar with what is going to happen.

Four weeks Prior:

- Contact autocrat for information on site, maps, hotels, restaurants, Privy Council location and time, etc.
- Send reminder to Court and Guard about event, ask them to confirm their attendance (including time they will attend and if they are fighting) and if it is a dry, damp, or wet site
- Find out if Lunch is provided to TRM by the local group. For how many? Menu?
- Have garb coordinator start on stepping down garb.
- Work with TRM to limit business and awards at Crown. There is a lot that goes on this day and there may not be time for regular awards.

Three weeks Prior:

- Discuss with CLW and Capt of the Guards candidates to “loan” to incoming Royalty until they have a court. Approach said courtiers.

Two Weeks Prior:

- Check on progress of fighter treats and consort tokens.
- Check with TRM about special treats for the Ladies of the Rose as the wreaths are made.

One Week Prior:

- Prepare information packets with the Deputy of Regalia, the Ladies of the Rose and Seneschal for incoming chamberlain and Prince and Princess, includes this booklet, coronation information, Privy Council information (day after Crown Tourney to introduce incoming Royalty to Great Officers of State), Princesses Handbook, both printed and copied onto disk for easy access
- Inventory Medallions, Awards box, make sure they are fully stocked (20 of each medallion, 20 of each promissory)

Day of:

- Arrive when site opens
- Check in with event steward; stay updated on any changes to the day’s events, find planned location of Pavilion
- After Guards have set up the pavilion arrange tables inside pavilion
- As court members arrive, set up schedule for day, assign first shift to parking lot to watch for TRM, inform Ladies/Attendants of scheduled shifts
- Meet with TRM as soon as they arrive, get awards information and ETA for opening court.
- Consult with Herald for the day; give him/her list of awards, presentations, announcements etc. in the order that TRM’s wish those items to be given.
- Apprise Herald of how long TRM’s need before opening court so that the Herald may announce time of Opening Court to the Populace

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- Prepare Presentations, put sticky notes on each so court members can see which is for whom.
- Hang medallions in the order they are to be given on the back of the throne
- Write out Awards to be given make notes as to if they were awarded or not.
- Make notes of presentations to TRM, place gifts in one place in the back of pavilion
- Prepare vase for flowers for Her Majesty
- Make sure there is are refreshments at hand for courtiers standing court and TRM (hide all modern vessels)

Invocation of the Lists :

This is among the ceremonies kept by the Crescent and other heralds. TRM's should be familiar with this ceremony and be ready to add anything they feel is appropriate. Fighters may be asked to bring their consorts or not.

Unbelted Challenge :

Combatants for the list line up, belted fighters and consorts, facing unbelted and consorts. The belted side should be standing in Order of Precedence, they can normally figure this out themselves and the Heralds will help.

TRM's may choose unbelted fighters to cross over to the belted side to even up the two groups.

Presentation of Consorts :

As the unbelted fighter challenges the belted side, they present themselves to the Crown. A token might be provided from the Crown to the fighters and/or consorts at this time.

Fighting of the Lists:

Tradition has His Majesty on the fighting field with the Knights watching the fighting or marshaling, especially during final rounds

- If the winner of the tourney does not have a support person (CLW, friend familiar with the routine) then TRM's should send a court member to help fit wreaths, arrange processions, and give cue to enter court, etc.
- Prepare the business for closing court in advance. TRM's will want to pay attention to the fighting.
- The Queen usually stands or sits with the consorts of the finalists
- The Ladies of the Rose will also attend Her Majesty.
- Members of the court may be sent to invite the consorts and Ladies of the Rose to attend Her Majesty. This should be handled very diplomatically.
- The Ladies of the Rose will gather at some point of the day in the Royal Pavilion to make the wreaths that the Prince and Princess are traditionally crowned with at the end of this event. A limited staff will need to be in the pavilion and guards will be needed.

After Court:

- Make sure shifts are running smoothly
- Make sure all the courtiers have water and the opportunity to eat
- Make sure the pavilion is clean and organized. Pack as many things as possible as early as possible
- Make sure courtiers remain presentable while on duty
- Make sure TRM's are happy and not stressed. If they become tired or stressed make sure they get "alone time" to relax and unwind.

Final Round:

- Work with Ladies of the Rose and Deputy of Regalia to find the chamberlain designate for the combatants in final round, introduce yourselves and let them know that there will be stuff that they need to get hold of if they win. Make sure they stay with the consorts.

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- The Queen should invite the consorts of fighters in final rounds to be at her side. If one of the consorts is unable to be present a chair is brought with flowers placed in her stead.
- If the victor has no one to assist him, someone who knows the routine should be sent to help out. The winners will be mobbed and will need to be shielded. Make sure “loaner” courtiers are right there for the victor and his consort. Be sure to introduce courtiers to TRH

Closing court:

- Prince/Princess Banners – These should be held or hung behind the winner of the List and the Consort.
- Prepare Presentations, put sticky notes on each so court members can see which is for whom.
- Hang medallions in the order they are to be given on the back of the throne
- Write out Awards to be given make notes as to if they were awarded or not.
- Make notes of presentations to TRM, place gifts in one place in the back of pavilion
- Prepare vase for flowers for Her Majesty
- Make sure there is refreshments at hand for courtiers standing court and TRM (hide all modern vessels)

After Court:

- Transfer all boxes and storage cases for Coronets and banners.
- Offer assistance and contact information
- Make sure all non-regalia items belonging to TRM are packed safely and securely and placed in the appropriate vehicle(s)
- Make sure TRM’s receive a copy of awards distributed and gifts received
- Make sure copy of list of gifts received is given to person in charge of writing thank you cards (may be Her Majesty or designee)
- Give copy of awards distributed at the event to the Keeper of the Order of Precedence as back up for the herald to ensure accuracy of the OP.
- Make sure to THANK all of the courtiers and guards who worked so hard to make the event a success

Attend the day of meetings that follows Crown Tournament if you are able. This will let you pass on information to the Highnesses and their Chamberlains and be available for questions that might arise.

Stepping Down/Coronation:

Six weeks Prior (immediately after Crown Tourney):

- Contact coronation autocrat for location and find out if it is a dry or damp site.
- Keep eye open for invite to Princess Tea, Traditionally given by the “grandmother” contact Secretary of the Ladies of the Rose for information (this is where the Crown is tried on so any adjustments can be made)
- Contact incoming chamberlain to set up time to inspect regalia, offer advice and counsel.
- Arrange meeting with outgoing Royals to discuss Kingdom politics and awards that TRM may wish to give but may not be appropriate for them to give (can be given at Queen’s Champion)
- Contact Crescent Herald for copy of Coronation ceremony
- Check on hotel/crash space availability-make appropriate arrangements
- Contact various Champions to check on condition of their regalia, check against list of regalia rec’d at beginning of reign.
- Have TRM decide on Signum Rex Signum Regina, Signia Regia and find the artisans to work on them.
- Check on stepping down garb
- Discuss guest list for stepping down, send invites
- Post reminder to list about the site, attendance, new garb, court gift
- Is the Crown Prints article written yet?

Five weeks Prior:

- Review Coronation ceremony with TRM, if there are any changes or additions and that it has continuity with the changes in the ceremony from beginning of reign; make sure these are delivered to the Crescent and Dolphin Herald. Have them review with incoming royals about and “stick” that needs to be added.
- Contact the Deputy of Regalia and confirm what you have borrowed from regalia for the reign, set up time to return.
- Review list of courtiers and make award recommendations
- Confirm with Coronation autocrats if refreshments will be provided for TRM

Four weeks Prior:

- Make hotel reservations/arrange for crash space
- Check on garb
- Check on tokens
- Post info on yahoo list
- Start schedule of courtiers who will attend at court

Three weeks Prior:

- Start reviewing award recommendations; have scribe start filling out promissories that are definite

Two Weeks Prior:

- Check on awards and signum tokens
- Continue filling out promissory scrolls

One Week Prior:

- Discuss and finalize Stepping Down Procession
- Confirm with Court and Guard who is attending the event.
- Make final check that all repairs and cleaning are complete or will be complete by coronation.
- Inventory Medallions, Awards box, make sure they are fully stocked (20 of each medallion, 20 of each promissory)
- Pick up Garb if ready, if not, make arrangements for the garb will be at the event on time
- Ask TRM to contemplate what the will say to court after stepping down.

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Day of:

- Arrive early
- Find TRM parking spots and Ready room
- Set someone to watch for TRM to point out parking spaces and help them carry things to ready room
- Breathe
- Find Crescent Herald to discuss timeline
- Lay out clothes, (if they are finished) or set someone to final sewing tasks.
- Check that TRM favorite beverages/snacks are available
- Make sure all Regalia is present and in good repair
- Meet with incoming Chamberlain to do a quick inventory of regalia.
- Select those members of court who will attend behind the throne.
- The Crown will release everyone from service as part of the ceremony; one or three will still be needed until they depart from the dais.

After stepping down (during break):

- Clear away all largesse and personal items from behind thrones
- Make sure regalia from champions has been accounted for and is ready to transfer to new chamberlain
- Gather all court in ready room for big thank you from TRM, Chamberlain, CLW, and Capt of Guards
- Gather all items, make sure nothing is left behind
- Arrange for turn over of trailer and regalia
- Deep breath

Show up at Queens Champion the next day with nothing to do!

Appendix A

Etiquette for a first time Crown

There have been many times in the last two years when a situation would come up at court and I would be asked what does etiquette say I do? In many of those cases common sense provided the answer. In others there are traditions to fall back on. But there was always a time when a snap judgment would have to be made, when we didn't know how it was handled in the past, or if it had even ever come up before.

The way each set of monarchs handle these times gives that reign its flavor and personality, and it would be a shame to lay down a set of rules for everyone to follow and take away that personality on the other hand tradition and ceremony make people comfortable, they feel reassured that things are secure when there is continuity in their leadership, so I felt it might be helpful if a guide were written to give suggestions and examples of how those situations were handled in the past.

Before this guide was written there were few places to go for this information, please don't think that this is the only one. Mundane books on etiquette are somewhat helpful, and there is the occasional article or booklet written on the subject.

Most of these topics come from actual questions that have been raised during recent reigns, some from discussions regarding past reigns. I polled many Ladies of the Rose and other Caidians on their options and feelings about these questions and have compiled their answers. I have tried to include as many differing solutions as possible and at times it becomes apparent there are very few options. Many of the topics were very emotional ones for some people.

I would greatly welcome input from anyone who feels strongly about any subject mentioned, or anyone who found themselves in an awkward situation and searched for an answer.

In conclusion these rules of etiquette are only guidelines, never written in stone, or used as a bible to prove someone's errors. That in itself is very impolite and not what our society is about. Of course situations and circumstance will dictate your actions. Following the basic rules helps avoid hurt feelings and confusion because everyone knows what to expect. In those awkward times when you have no idea what to do, you can fall back on this discussion and use it to get you by.

As you know when you won crown tourney, you made a huge commitment to a large group of people to put their best interests ahead of your own. As a dramatic display of this commitment it is respectful of you, during your tenure as King and Queen of Caid, to put your original persona in part or whole, on sabbatical. You become Rex and Regina of Caid. You use your 'polite' to encourage the theme of the event arranged by the host. This means your personal device is put aside and you use the kingdom arms during your reign.

I have chosen to start with the most formal situations that you will find yourself in as monarchs. One of the most uncomfortable is greeting Royalty from other Kingdoms. One problem is that you usually don't know them at all. If you are fortunate enough to have met them before, it becomes easier. Hopefully you will have had an opportunity to have met them prior to court and will have a fair knowledge of the reasons you will be seeing each other. In the SCA all Kingdoms are equal; therefore all of the Royalty is equal. You should show respect and honor by standing, offering a handshake or other courteous greeting but should not display subservient behavior such as a bow. (This is also true when the King and Queen greet each other.) The appropriate greeting and address would be "cousin". This is also the case for non-SCA Royalty (Other recreation groups, United Way, Renfaire King and Queen). If they are to be present during a Caidian Court, they should be seated on the King's side with Caid Royalty center front. If both kingdoms are conducting their own court business (such as War) they should be seated side by side.

When the King is escorting any Lady he should stand with her on his right. He can offer her his elbow or his hand, remembering her skirts. This helps keep his sword from rapping the lady in the shins, if he is left handed he still offers his right side and pays special attention to his sword.

When walking to court the Queen stands on the King's right, when they reach the thrones they turn in place and sit. Now the Queen is on the King's left. Couples approaching the thrones should be the opposite, with the Lady in front of the Queen and the Lord in front of the King.

To leave court Their Majesties simply stand, King offers the Queen a hand and exit as they were while seated. Don't try to trade places it only looks messy. When you have left the area of court then you can trade places to continue your stroll around the site.

Likewise seating at head table during a banquet can get a little confusing. This is the prerogative of the Queen, it is her duty to find out how many seats are available and see that they are filled. First it is wise to check with the autocrat of the event to see if any prior promises have been made. Then decide early who will be invited and have someone on your court ask them if they would like to join Their Majesties at head table. Seating should be King and Queen in center, Queen on the Kings left (just like sitting at court). The Crown Prince or Baron (highest ranking male) should sit next to the Queen. Crown Princess or Baroness (highest ranking female) should next to the King. Any remaining seat should be arranged in descending order of the royalty (patents or relatives) visiting royalty, new peers and consorts, new officers, etc. If you have guests who are very uncomfortable being split up you can seat them together highest ranking next to the King.

Always remember it is not polite for any of the guests to rise and leave the table before their monarchs do. Of course there may be important business for one of them to attend to and he may be forced to leave early but in general they will sit there until the royals leave. So after you have eaten and the conversation begins to drag, thank your host (Baron/ess) for the meal, and other guests for their company and excuse yourself. You are in control of this situation, if you're bored they probably are too.

The most common situation you will find yourself in is a tourney court. You should enter a tournament court the same as you enter a Grand Court, as detailed above. Check with the heralds for descriptions on how to set up a procession. Once you are seated the Herald will become your guide through court, they should however check with you (ask permission) before beginning each step. Most educated heralds are quite polished at this, but some of the new or very nervous ones may require your patience. Occasionally you will arrive at an event and they will not have a herald, find out in advance if anyone on your court can fill in, in an emergency. If there is any special business you wish to do (announcements, special guests) let the herald, and the local Baron/ess know well in advance.

Sitting in front of your people is sometimes a very nervous position; try to remember how you look to the populace. It is helpful to have a friend in the audience who you can check with occasionally to give you signals to straighten your skirt or speak up.

And how do you know when you should stand up, or to stay seated? Some general guidelines;

Best to Stand:

- To make a point, show support for an issue (Making a speech)
 - The Queen can show support, or disdain for the content of the speech by either choosing to stand with the King or remain seated.
- To receive messengers from outside the Kingdom
 - If the person is of high rank such as a Duke, or brings friendly news, stand and welcome him. However if the messenger is bringing a contract of War, not standing and not greeting them can make a powerful statement to your populace.
- Making presentations

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- If you choose to give a gift to visitors at your court (Baron/ess etc) you should stand. If you have someone on your court put it into their hands you should stay seated.
- Giving awards
 - No exceptions. If her Majesty is giving an award (LOC) both should stand and the award comes from her hands. All other awards both crowns should participate in.
- When Their Royal Highness approach.

Best to stay seated:

- To receive gifts from the populace
 - It can be intimidating when the Royalty stands, of course if it's more convenient to stand or seems more appropriate, use your best judgment.
- During announcements
 - Its very distracting if you are moving around

Occasionally outlying areas have resorted to rather unusual techniques to try to persuade the Royals to attend their events. The most bothersome is issuing a challenge to Their Majesties to attend. They have done this at court in front of the populace with the idea that they can use public pressure to achieve their goals. I suggest you respond to this conduct as honestly, and as calmly as possible, and to the best of your ability discourage this activity. You should not have to defend your schedule.

As Royalty it is sometimes difficult or uncomfortable to accept offers of gifts or help from the populace. They may seem costly or excessive to you. If they are at all within reason go ahead and accept them. Don't cheat others out of the pleasure of playing the game their way. They may take great pride out of being able to say they have done it. If it is truly excessive (gold bracelet, diamond ring, suit of armor, etc), discuss it in private with the giver why you choose to refuse the offer. If it is a reasonable offer, but you think it is being given only to receive recognition, go ahead and accept, their rewards will come when they are deserved.

You will be receiving many, many invitations to events, Most are serious (Pennsic, local anniversaries) some are sent out of courtesy to Your Majesties (they already know you can't come). All must be responded to. Many come late with not enough time to notify in writing, they should receive a phone call right away. Years ago in Caid, when we had only four Baronies, it was quite easy to respond to each request with a personal note, and that will always be the preferred method, but today with ____ local areas, hand written responses become an overwhelming project. This does not mention the thank you notes for gifts and presentations that also need your attention.

No perfect solution has been found for this situation, but the basic rules of etiquette must apply. When given an invitation in person, it is acceptable to respond in person, when given an invitation in writing, call immediately, and try to follow up in writing. When given a gift or presentation, thank you notes should be sent within a reasonable amount of time (2 weeks). These should be written with the help of your court, but should be signed by you and can be handed to a representative of the group. The use of computer generated notes is questionable, but in today's modern world more acceptable, but it is based on your style.

Next would be Kingdom Regalia. Those things that belong to the Kingdom to make your reign more beautiful and regal. Many of the gifts you are given will obviously be for your personal use. They will have your personal device on them or are personal in nature. Some are definitely for Kingdom Regalia; they will have the Kingdom device on them, or are obviously for use by Royalty. Some are not that clear.

Gifts for the Crown

- Anything with the Kingdom/King's or Queen's Arms

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- Anything of substantial value that can be used for a long time
- Anything specified as “for largesse”

Gifts for the individual Monarchs

- Anything with personal Arms
- Anything that is “expendable” in nature (perishables, stamps)

Please ask the presenter and or the Regalia Deputy or the Ladies of the Rose if you have questions about gifts received.

Everything that is entrusted to you by the Kingdom, given to you as presentations, or given to you by your predecessors is your personal responsibly, physical and financial.

Be very careful who you entrust with the care of the Regalia. At an event if the crowns are not on your head they should be in their cases under the watchful eye of someone trustworthy, or on your throne under someone’s watchful eye. If you need to remove it for a brief time, hand it to someone on your court who will respect its value and symbolism. You should never leave it in your car. How many fighters do you know that have had all of their armor stolen, the other items of regalia should be watched at outdoor events where non SCA spectators have access to our things.

There are additional items in storage which may be of use during the reign, ask the Regalia Deputy about them.

You are the King and Queen. No one has a higher station during your reign. This means that no one should remove the crown from your head or place the crown upon your head. You need to do these things yourself.

In the past there has been much discussion on who is called a Prince/ess and who is allowed to wear regalia. Currently the BOD has left this to each Kingdom. In Caid the following is tradition.

The Crown Prince/ess (the person who has won crown tourney and his consort) the appropriate honorific would be Royal Highness. Personal regalia that they have from the Kingdom display the crescent.

Then we have the Prince/ess Royale (natural children of the monarchs) the appropriate honorific would be Highness. There is a Kingdom coronet, a circlet with four crescents that can be worn.

One that is always an issue within the SCA is promptness. You will set the tone to your reign. One of the items that will make you more or less appealing to the populous is your promptness to begin or end on time. Courts can be long and for those just watching sometime tedious. Work with the Heralds if you have questions about how to make this better. If you are attending a local event, let the local Baron or Baroness know ahead of time if they may begin opening court without you or if they will need to wait. Can you give awards during the day or closing court? If you are ready to start, ask everyone else if they are ready. Your job is to lead, have court, and have the day start.

Lastly there is an issue of who is entitled to give or receive yellow roses, the symbol of the Ladies of the Rose in Caid. There are many avenues of thought on this subject, one is that only the Queen should give them or receive them. Then, there is the opinion that the yellow rose signifies the ward of the Legion of Courtesy, and should only be given by the Queen to recipients of that award. Others feel that the description of the award is very specific and can not be confused with a real rose. Some believe that any Lady of the Rose can give yellow roses to whomever they like, or perhaps to each other and the Queen. As you can see this is a confusing topic.

So I leave you to use your own judgment on this topic. Remember that in other Kingdoms, roses of other colors and other flowers have importance or meaning so giving them as gifts to royalty of other areas should be done very carefully (research!).

Appendix B

Wish list: This can be an open list sent to those who ask (i.e. registry style) or it can be a closed list that only the Steward sees. Often it will help to post this on the Kingdom web site under the Royals section.

Caution: If you state that TRH's like something, they will be flooded with it. Make sure they can truly live with their likes. It is also helpful to keep a copy of TRH's heraldry handy (the way they wish to appear). See work sheet to follow.

HIS MAJESTY

FOODS		
ITEM	I LIKE	I DISLIKE
Beverages		
Breads		
Cheese/Dairy		
Meats/Fish		
Fruits/Veggies		
Spices		
Ethnic		
Sweets		
Snacks		
Sauces/Condiments		
Food Allergies		
COSTUME		
Color		
Style		
Fabrics		
Textures		
Trims		
Metalics		
Fabric Allergies		
OTHER		
Colors		
Scents		

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Flowers		
Gems/Jewelry		
Armor, Archery, Rapier, etc		
Household items		
<i>Specific Needs</i>		
<i>Please No's</i>		
<i>Monetary help</i>		
<i>Kingdom Regalia</i>		
HOBBIES		
Interests		
Collections		
Activities		
PERSONA		
Cultural Themes		
Time Period		
Other cool stuff		
Heraldry		

HER MAJESTY

FOODS		
ITEM	I LIKE	I DISLIKE
Beverages		
Breads		
Cheese/Dairy		
Meats/Fish		
Fruits/Veggies		
Spices		
Ethnic		
Sweets		
Snacks		
Sauces/Condiments		
Food Allergies		
COSTUME		
Color		
Style		
Fabrics		
Textures		
Trims		
Metalics		
Fabric Allergies		
OTHER		
Colors		
Scents		

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Flowers		
Gems/Jewelry		
Armor, Archery, Rapier, etc		
Household items		
<i>Specific Needs</i>		
<i>Please No's</i>		
<i>Monetary help</i>		
<i>Kingdom Regalia</i>		
HOBBIES		
Interests		
Collections		
Activities		
PERSONA		
Cultural Themes		
Time Period		
Other cool stuff		
Heraldry		

Chamberlain Survival Kit Checklist

Office Supplies

- Pen
- Notepad
- Calligraphy Pen
- Rubber bands
- Paper clips
- Scissors
- Post it Notes or 3x5 cards
- Stamps
- Note Cards or Thank You's
- Envelops
- Scotch Tape
- Sharpie
- Clipboard or portable writing surface

Food and Feast

- Bottled water
- Goblets
- Munchies snacks
- Ziplocs
- Extra Feast gear
- Extra silverware
- Paper towels
- Napkins

Management Tools

- Chamberlain Handbook
- Latest Order of Precedence
- A handful of each award
- A handful of each promissory
- A handful of tokens
- Kingdom Law
- Court / Guard list and phone numbers

Accessories

- Umbrella
- Fan
- Flower Vase
- Ribbon

Garb

- Hankie
- Safety pins
- Needle and Thread

Health and Beauty

- Hair pins/ties
- Aspirin
- Tissue
- Sunscreen
- Band-aids
- Baby wipes
- Mirror
- Lotion
- Feminine Needs

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Appendix C DRAFT

Chamberlain Event Checklist

Event Name: _____ Date: _____

Location of Event: _____

Event Steward (name & number): _____

Theme for this event: _____

Court location: Royal Pavilion Baronial Pavilion

Visiting Royalty No Yes Who _____

Sitting Court No Yes

Visiting Baron/ess Yes Who _____

Sitting Court No Yes

Lunch provided for TRM No Yes What type? _____ (Menu?)

If Yes Guests allowed? Yes No

Invitations sent? Yes No

Refreshments during the day? No Yes What type? _____

Revel/Feast after event? No Yes

TRM attending? No Yes

If Yes Menu of Feast obtained? No Yes

Guests allowed? No Yes

Invitations sent? No Yes

Other activities planned at Feast? No Yes (If yes make sure TRM have tokens for performers or artisans.)

Schedule of LIW and Guards to attend TRM?

Largesse presentations from TRM set? Who gets what? _____

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Appendix D DRAFT

Chamberlain War Checklist

Event Name: _____ Date: _____

Location of Event: _____

Event Steward (name & number): _____

Royal Liaison (name & number): _____

TRM Camping? No Yes Location of Camp space _____

Court camping w/ TRM? No (make list of where they are camping) Yes

Special guests camping w/TRM? No Yes Who _____

Feasts or special meals planned for TRM? No Yes

If Yes Host _____

Location _____

When _____

Guests allowed? No Yes Invited? No Yes

Host _____

Location _____

When _____

Guests allowed? No Yes Invited? No Yes

Host _____

Location _____

When _____

Guests allowed? No Yes Invited? No Yes

Who is in charge of the kitchen, TRM meals? _____

Meal plans completed when? _____

Kitchen for TRM or Court as well? (circle one)

Court

When _____

Where _____

Herald _____

Scribe _____

Visiting Royalty No Yes Who _____

Sitting Court No Yes

Visiting Baron/ess Yes Who _____

Sitting Court No Yes

YOUR FIRST DAY ON DUTY AT CROWN TOURNEY

When the fighter for whom you are working enters final round, you go to work. The fighter's lady will be invited to sit with Her Majesty and the Ladies of the Rose beside the list field.

She will need a chair, a beverage, and possibly a handkerchief.

This is a nervous time and an exciting place to be. She may need you or a close friend to sit with her.

Tradition has the fighters in finals enter onto the field in procession. The fighter and consort will have titles and award called out, banners and attendance should process with them.

The Deputy of Regalia or Lady of the Rose handling the Prince and Princess regalia that goes with the winner should introduce themselves before the final round.

If your fighter wins:

- Her Royal Highness is welcome to enter the field to congratulate her prince. She should also remember to offer comments to his opponent. You may need to remind her of this and that the populous will over hear what she has to say.
- Without being rude, try to usher TRH to their pavilion as promptly as possible, as they will have things to do. Depending upon the size of the list, you and the new Royal Highnesses will have only about 30 minutes to prepare between final round and closing court.
- Find out if they wish to have time to themselves. If they are very emotional, this may be the best thing. If they are calm, find out whom they wish to receive. They will need time to change clothes, do make-up, hair, etc.
- Find out if they are allergic to flowers or greenery. The tradition in Caid is to place wreathes of rosemary and roses on them at court. If they are allergic, the coronets can be used.
- Find out whom they wish to have in their procession. Traditionally, household and friends carry the personal banners of TRH, as well as the fighter's real sword and shield, goblets, etc. They can include anything they want, but the court should not be kept waiting.
- Have chairs set up in the royal pavilion. A table with a vase is useful between the chairs. Be certain that TRH have something to drink, as they will need it.
- TRH will be given a lot of information and paperwork. As Chamberlain you can collect and file this for later. This is not the time to be conducting business, there is a whole day of it schedule for tomorrow.
- Assign someone to watch closing court and signal you when TRH's procession should approach the thrones.
- As soon as court is over, see to packing TRH's effects. They will be mobbed and not able to get away at a decent time without your help. Besides, they are royalty now and not expected to do this for themselves for a while.
- Before you leave the site, be sure TRH have been given the Regalia that goes with the office and that you understand its condition and ask any questions that you might have.
- Photos will be taken this day. Are you ready for these pictures to be on a PUBLIC web site. Think about yourself, your children and family.

Soliciting Court Recommendations from Baronies/Shires - Sample Letter

Unto _____ do Their Royal Highnesses _____ and _____ send greetings!

Our Coronation draws near and the weight of the Kingdom is upon Us. To aid Us in Our duty, We are in search of those select individuals who may honor Us with their service as members of Our Court and Guard.

Without the aid of find gentles who, by virtue of their skills or talents and gracious manner have made themselves known, We could not perform the obligations of Our positions.

Therefore, should you know of any gentle within your borders whom you feel could accept and carry the responsibility and commitment associated with this appointment, we ask that You make them known to Us anon.

Please reply at your earliest opportunity to Our Chamberlain. We look forward to hear from you!

Writ by Our Hand on the __ day of __, ____.

Please respond by ____ to trh_chamberlain@sca-caid.org or _____

By mail to : _____

Invitation to Court – Sample Letter

[insert date here]

Unto _____ do Their Royal Highnesses _____ and _____ send greetings!

One of the more pleasant duties of Our position is to seek out those special individuals who exemplify Courtesy and Service, and who We may wish to know further. Through your skills, talents, and gracious manner, you have made yourself known to the populace of Our fair Kingdom. Having heard your praise, We are pleased to invite you to join Us on our Court as a _____ .

With the assistance of fine gentles like your, We could not perform the duties of Our positions. Those who accept the invitation to join Our Court must accept not only the honor, but the actual responsibility and commitment associated with the appointment.

Therefore know that, should mundane or other considerations prevent you from accepting, you may decline with all respect and with Our continued best wishes.

However, if your schedule and inclinations do permit you to accept, please reply at your earliest opportunity to Our Chamberlain, _____ .

We look forward to hearing from you very soon.

In Service

Al-Caid

Lady Caid

Please respond by _____ to:
thr-chamberlain@sca-caid.org , or _____
or by mail to _____

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Welcome to Court – Sample Letter

Greeting to the Court and Guard of Their Majesties, _____ and _____!

First I would like to introduce myself. I am _____. I have been asked by Their Majesties to be Their Chamberlain during Their reign. [List resume highlights here] I am very honored that Their Majesties have entrusted me with this responsibility, and I also look forward to working with each and every one of you.

As Chamberlain it is my job to be the right hand for Their Majesties. I see to the organization of Their Court, and the Sanctum Regnum (that is the area around the thrones at events). It is also my job to handle problems and any issues that arise so that Court runs as smoothly and seamlessly as possible. If you have any questions regarding court business or scheduling please come to me first. Should you have questions about Guard issues please see the Captain of the Guard.

Along with this welcome letter you should receive the Current Royal Progress of Their Majesties. Please let me know as soon as possible which event are you planning to attend, and confirm the week prior. Guard members, please give your information regarding attendance to your Captain. This way we can make a schedule so that everyone has a shift and that shifts are not too long. One of our primary goals is to make sure that the Court also has time to enjoy events and relax from their duties.

The schedule and reminders will be handled via a Yahoo Group list; _____. Please let me know if you have not received an invitation to join at the email address you provided us.

Many positions make up a Royal Court. Guardsmen and Ladies-in-waiting have the most responsibilities. Guardsmen provide strength and protection. It is the duty of the Royal Guards to set up and take down the Royal Pavilion, to unload and pack the Royal trailer, to fight for Her Majesty's honor and to protect Her at all times. Courtiers and Ladies-in-waiting handle the gentler duties. They make sure Their Majesties are well attended and are provided with anything and everything They require. Any member of court may be asked to perform several different chores as necessary. You may be asked to be a message runner, body servant, or information service. We are a combination of maid and roadie, looking after the Royals clothes and other belongings, sometimes setting up and serving Head Table, all the while remembering to be completely invisible. Remember, Their Majesties are the focal point for our SCA events. How they look and functions is partly our responsibility, and if we are too visible doing our jobs then some of the magic fades. But it is also true that they could not do this job alone and without our help they would look like two children playing dress up.

If TRM decide to progress into court, and you are on duty, follow them in, bow before them then move around behind them thrones. If they progress out, follow them if you can, (the Captain of the Guard will always be directly behind them, the rest of the guard falls in as best they can) but don't break your neck if you are trapped behind the thrones. It is better to let them leave alone then to make a large display of trying to follow them. Please see the Court Etiquette handout for more on appropriate protocol.

Being on court can be very rewarding, and at other times it is just plain work. The thanks you received may be few, but please try to remember that every time you hear how wonderful the Crown looks you have been a part of that. Every time the populace cheers for Their Majesties it is a cheer for all of us too.

Welcome to the service of Their Royal Majesties.

_____ Chamberlain

Email

Phone

Address

Welcome to Court – Sample Letter 2

Hello to all of the member of Their Majesties Court and Guard

First I would like to introduce myself. My name is I have been asked by Their Majesties to be Their Chamberlain during Their Reign. I haveexperience.

As Chamberlain it is my job to be the right hand for Their Majesties. I see to the organization of Their Court, and the Sanctum Regnum (that is the area around the thrones at events). It is also my job to handle problems and any issues that arise so that Court runs as smoothly and seamlessly as possible. If you have any questions regarding court business or scheduling please come to me first. Should you have questions about Guard issues please see the Captain of the Guard.

The schedule and reminders will be handled via a Yahoo Group list; _____. Please let me know if you have not received an invitation to join at the email address you provided us. Information about work parties, pot luck lunch and special needs will be posted here.

As members of court you may be asked to perform several different chores as necessary. You may be asked to be a message runner, body servant, or information service. We are a combination of maid and roadie, looking after the Royals clothes and other belongings, sometimes setting up and serving Head Table, all the while remembering to be completely invisible. Remember, Their Majesties are the focal point for our SCA events. How they look and functions is partly our responsibility, and if we are too visible doing our jobs then some of the magic fades. But it is also true that they could not do this job alone and without our help they would look like two children playing dress up.

Remember that how you look and act reflects directly on Their Majesties. Try to use proper etiquette and titles at all times. The more we play the game, the more the populace will enjoy our performance and company.

As a Lady in Waiting you will do a lot of just that, waiting. At many times there will be nothing much to do. At those times just keeping Their Majesties company is very welcome. Their Majesties have asked you to attend them so you are always welcome to be nearby. You may wish to bring a small pastime with you such as needlework.

Please do your King and Queen the honor of being loyal, trustworthy and discrete. As a member of the court you will be privy to many conversations and situations, both personal and business related. A great deal of trouble can be avoided if we remember to keep anything overheard while on duty to ourselves. If you have any questions regarding anything you have overheard please come and ask me or Chief Lady, Guard Captain.... Their Majesties have little tolerance for gossips.

Some of the chores that are always necessary:

Make sure that Their Majesties have something to drink. Many times they hardly have time to drink let alone look for their goblet.

At almost every event they will receive flowers. There will be a vase in the Regalia at each event, please make sure that the flowers have water and are displayed.

Gifts are commonly given and received at events. If there are special arrangements for the gifts you will be told. If not, take a look at what has been received, does it need to be refrigerated? Is it fragile? As far as it is possible these need to be displayed for the populace on a table in the Sanctum Regnum. During court they need to be out of the way.

Monday items should not be seen by the populace in the Royal Pavilion, or Sanctum Regnum. Throw a cover cloth over things or move them. Dishes need to be kept clean and safe. The Regalia dishes are fragile and may need to be used more than once at an event. If you are asked to see to Their Majesties feast gear, clean them as well as possible and return them to their place.

At many events Her Majesty is planning to progress around the eric, be sure she is attended and has a beverage. A parasol or fan may be nice.

His Majesty may be on the field. A runner, cup holder or court member familiar with fighting should attend him.

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A photo or two at each event that the Crown attends to be placed in a group album at the end or posted on the Caid web site will help personalize the Reign.

There will be a court basket at almost every event. Inside you will find small necessities that we all might need. These things are for the use of everyone on court. If you take something out of the basket you are responsible to make sure it returns or is replaced.

If TRM decide to progress into court, and you are on duty, follow them in, bow before them then move around behind them thrones. If they progress out, follow them if you can, (the Captain of the Guard will always be directly behind them, the rest of the guard falls in as best they can) but don't break your neck if you are trapped behind the thrones. It is better to let them leave alone then to make a large display of trying to follow them. Please see the Court Etiquette handout for more on appropriate protocol.

Being on court can be very rewarding, and at other times it is just plain work. The thanks you received may be few, but please try to remember that every time you hear how wonderful the Crown looks you have been a part of that. Every time the populace cheers for Their Majesties it is a cheer for all of us too.

Welcome to the service of Their Royal Majesties.

_____ Chamberlain

Email

Phone

Address

Court Etiquette

As a member of the Court you will be in the constant public eye for the next six months. Your actions will reflect on Their Majesties, just as theirs reflect on you. The people of the kingdom expect that as an attendant to Their Majesties, you will hold and upkeep all the virtues worthy of Them. After all, you ARE honorable and valiant, courteous and righteous...that is why TRM have chosen you to join Their Court.

Being on Court is a great honor but it is also a tremendous responsibility. Below are some guidelines we all need to follow in order to make this Court a successful endeavor. Remember that the Court is a team. You bring value to the team with your special skills and talent, and if we all work together we will succeed at making this a wonderful experience for our Monarchs, all Caid, and ourselves.

Consider the work “Court “ as an acronym for the following:
C (courtesy) O (obligations) U (unity) R (respect) T (trust)

COURTESY

General Considerations

Always bow or curtsy to Their Majesties when They pass, and to Their Thrones when you pass by them. Always use a person’s proper title when greetings/acknowledging him/her. Don’t use profanity while on duty; it’s unbecoming and offensive.

Have a Nice Appearance

Always present with a neat and clean appearance. You don’t have to wear your fanciest garb to every event that you are going to work, but it is important to look tidy and put together. Remember that you are a reflection of not only their Majesties, but the whole Court too! Collectively as a team we should look our best. Even guards: when you aren’t fighting, you too should strive to look your best for Her. If you’ve finished fighting for the day, clean up before your shift begins if possible.

Mundane items should not be seen by the populace in the Royal Pavilion. Throw a cover cloth over things or move them. If you are using any space in or around the royal pavilion, please keep your personal things neat and tidy. Guardsmen please do not leave your kneepads, armor, etc. strewn about.

Have a Nice Disposition

Look like you are having fun. If you aren’t feeling well for whatever reason, or you’re having a bad day, ask to be relieved of your duty until you are feeling better. People will look to you as an indication of how Court is going in general. If you are having a bad day for whatever reason, people will instantly think something is wrong regarding Court.

Never argue in a public setting while on duty. Get along with your teammates – you each have a common goal. If there is a problem, notify the Chamberlain.

No Talking During Court

Regardless of whether you are working the Court or in the crowd, nothing is more annoying than whispering and chatting behind the Thrones. It distracts Their Majesties, distracts other working Court members, and makes it hard for the populace to hear. If you need to speak with someone, make sure your position is covered, and exit out the back of the Royal pavilion to have your chat. If you are in the crowd, set an example, Show your respect for what Their Majesties have to say.

Be a Good Listener

Always listen to your teammates and members of the populace if they approach you. You don’t want to appear standoffish or unapproachable. Sometimes people will come to you with a complaint or opinion about Their Majesties or how the Court is run. Always listen to what the person has to say without interrupting until they provide you with an opportunity to speak. At that point, let them know that we appreciate their concern and offer to fetch the Chamberlain. Don’t argue, give an option or blow them off. Often people just want to gripe and are blowing off steam, especially if they feel personally wronged in some way (e.g. “I wrote up my wife for a Lux and she didn’t get it, but so-and-so got one and he doesn’t deserve it...” etc.). Take the first opportunity to rid yourself of the situation by handing them over to the Chamberlain so that you aren’t in a situation where you can be abused. Remember, you are there to make Them look good, not deal with problems. That’s what Chamberlain is for!

OBLIGATION

Chamberlains Handbook – CAID

Be Reliable

Be on time for your shifts! If you aren't going to make an event, notify the Chamberlain. If you say you're going to be there, then be there. We're depending on you! Few shortcomings do more damage to the functioning of the Court than failing to show up.

Be Responsive

When someone asks you a valid question and you don't know the answer, don't tell him or her that you don't know. Offer to find that answer. Tell them that "you'll verify the information", and then find the Chamberlain or a Royal advisor to help you.

Be Responsible

Always follow up on anything you've agreed to do. If you can't complete a task, ask for help or let the Chamberlain know.

UNITY

Be a Team Player

The key to success is teamwork! We each have the same goal = to be the best Court possible and to make this reign an enjoyable experience for all involved. We can't do this without a united effort. Don't be afraid to ask for help. If you are unsure of what to do, the instruction weren't clear, you are getting conflicting information, or you can't do it alone, ask the Chamberlain for guidance.

RESPECT

The Golden Rule

Treat others as you would like to be treated. Always show Their Majesties respect. Even if you disagree with something They say or do, do not disrespect Them by arguing with Them or debating it in public. If you are truly troubled by something Their Majesties have said or done, let the Chamberlain know and They will try to resolve the issue.

Privacy

Respect that the Royal Pavilion is Their Majesties' home away from home. Please do not invite not-court members to hang out there during the day without first securing permission. The Royal Pavilion is a busy place with lots of work to be done, but it can also be a refuge for Their Majesties when They need down time. Inviting a member of the Populace in means that Their Majesties must still be "Their Majesties" and are therefore unable to "let their hair down" and breath.

TRUSTWORTHINESS

Don't' Gossip

People will come up to you all the time wanting to know "what's really going on". They may ask all sorts of questions, even inappropriate questions ("so, who's the King dating now?"). Don't give in to the temptation of sharing something private you may know. Nothing can ruin the reputation of the Court (*your* reputation) faster than spreading gossip or confidential information. Just don't do it. When someone asks you for the inside scoop on something, or to confirm a rumor etc., politely respond that you aren't at liberty to say. Anyone asking inappropriate questions should be direct to, or pointed out to the Chamberlain or to the Captain of the Guard. Their Majesties have little tolerance for gossips.

Discretion

As a member of the court you will be privy to many conversations, and situations, both personal and business related. A great deal of trouble can be avoided if we remember to keep anything overheard while on duty to ourselves. If you see one of Their Majesties start to engage in what appears to be conversation of highly sensitive manner, move to a respectful distance where you can still attend them but are mostly out of earshot. Assume anything you hear is confidential unless you are specifically told otherwise. Within the SCA your King and Queen hold an office similar to a Chairman of the Board for a regional corporation. There are lots of issues that may come up of financial, legal, personal and corporate business that you may not have enough information to understand or place in a correct context. If you have questions regarding anything you overhear, please come and the Chamberlain or Captain of the Guard.