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CAIDAN ROYAL COURT HANDBOOK

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INTRODUCTION

Incoming monarchs and their courtiers have had two handbooks to assist them: the Princess's Handbook and the Chamberlain's Handbook, both of which covered a lot of what is involved in managing a reign. However, some information was missing, some was outdated, and more needed to be added. During the reign of Sven II and Kolfinna II we decided to combine both handbooks under one name, and add all the other information that was needed. Since then, things have evolved and the Handbook has been updated. Enjoy!

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PURPOSE

This manual is designed to provide guidance and assistance to everyone involved in a Caidan reign, including Their Majesties, Their Highnesses, and members of the Royal Court. It combines salient items previously found in the Princess's Handbook and the Chamberlain's Handbook and current information, into a revised "Royal Court Handbook."

This is a handbook, not law. The suggestions in this Handbook are meant to aid you and your court. Because this is a "living document," revisions should be made as new traditions are created.

A Note to the New Heirs of Caid

Congratulations! You are now the Crown Prince and Princess, and soon you will be the King and Queen of Caid. This handbook incorporates advice and suggestions accumulated throughout the years of Caid by the Ladies of the Rose, and various members of Royal Courts. Hopefully, it will help you adjust to your new positions more easily, and provide some information and resources you may find useful. By the very nature of time and experience, it is expected that this Handbook will undergo more revisions and editions. If you or members of your court find that additional information or advice would be helpful, you are encouraged to consider making revisions before you pass it on to your heirs.

By basic definitions, the Royal Court includes the monarchs and the people they select to join them during the whirlwind of Their Reign. For the past seven years, the Royal Court has been organized in the fashion of having the Royals, their Retinue headed by the Chamberlain, their Courtiers headed by the Chief Lady/Lord in Waiting, and the Royal Guard headed by the Captain of the Guard. While there are many other ways to organize a court, this has been popular and successful, so this book will organize itself along those lines.

ROYALS

"This is your opportunity to change your reputation or to confirm it, good or bad. Whatever or whoever you were before no longer really matters. You will be judged forevermore by how you reigned, what you did while on the throne – what kind of Queen you were. Choose how you wish to be known, and become that person!" --Duchess Ceinwen ferch Rhys

Life as Heirs and Royal Highnesses

Attending Events as Highnesses

You now have a royal coronet! You are the only one who should ever put the coronet on your head or remove it, unless you require assistance. Under no circumstances is it something for people to "try on for fun." This isn't just head jewelry--it's a symbol of your station and of the Kingdom.

Although you are not yet the Monarch of Caid, you should try to attend as many events as possible, without jeopardizing your preparations for Coronation or your persona life, of course. Some reasons for this are:

- Many people feel nervous about public speaking or being "on stage," which is a large part of being an SCA Monarch. (Something to consider before you and/or your consort enter Crown Tourney.) Attending events with the reigning Monarchs while you are Princess will allow you to ease into this without having the responsibility of

being center stage.

- It will help you to get to know your populace and them to learn about you. Right now, you are very interesting to the populace and they want to see you and hear what you have to say.
- It will help you learn the day-today tasks of being a Monarch. Again, since you are not yet the main focus, you can watch what the current Monarchs are doing, what They say in response to difficult questions, and how They resolve problems brought to Their attention. Also, They can show you how the awards system is handled, and perhaps may allow you to give out some awards (this will very much depend on the individual Monarchs and Their opinions on this particular subject). This will make it much easier when it's your turn.
- Finally, in Caid it has become customary for the Monarchs to attend as many events as possible during Their reign. Becoming accustomed to this level of activity as soon as possible will be beneficial.

Attending events as Royal Highnesses requires coordination with the current Monarchs. At this time, even though you may have already selected your court, they do not become official until you step up at Coronation. If you do not have a large-enough household or social group available to take care of your needs as Royal Highnesses, Their Majesties will loan you ladies/lords in waiting and guards from their court to attend you. It is expected that regardless of the personal relationship you may have with the current Monarchs, They will extend the courtesy of accommodating you in the Royal Pavilion at events.

You do not need to provide gifts to hosting nobles at events you attend as Crown Princess, unless you are representing the Crown, or unless you wish to, perhaps because you are already close friends or it's in your home area. Coordinating this with Their Majesties can insure you are properly provided for with Largesse.

If you attend events without Their Majesties, ask in advance if They would like you to deliver awards in Their Name. You do not get to select awards at this time, but you can act as the voice of Their Majesties if They wish for you to do so. If so, be aware that you will need to also coordinate with both heralds and scribes to assure that you have award certificates with Their Majesties' signatures.

Learn How the Kingdom Runs

As it is with any performance, there are a lot of behind-the-scenes activities and workers who make the Kingdom run smoothly that many people do not know about. Knowing who does what can help you achieve your goals during your reign more easily, and help inform you about who is deserving of reward. It's especially gratifying when you are able to reward those who work out of the limelight.

You may have come from another Kingdom where things are different. SCA cultural anthropology is a fascinating topic, and it's sometimes the case that traditions from other kingdoms can be incorporated into Caid's culture. However, try to avoid the "Well, when I was in XX, we did it THIS way" approach.

It may have been a while since you reigned, and you may have a strong desire to "bring back the old traditions." As with any organization, things evolve and what may have worked back then might not be as welcome now. Definitely be prepared to embrace the fact that social media is an important factor in how Caid and the SCA communicates.

Corpora & Kingdom Law - Read, or at least review, the copy of Corpora and Kingdom Law that was given to you by the Kingdom Seneschal after Crown Tourney. If you can't locate it, ask for another one. It is critical that you understand how SCA Law affects you and what your prerogatives within the Law are. You can change it, but you cannot break it without endangering your reign and the welfare of the Kingdom. Few of us have no enemies, and if one of yours reports a specific and documented incident in which you violated Kingdom Law or Corpora, the Board must, by its own rules, take notice and possibly action. You can also locate these documents online:

- [Corpora](#)
- [Caid Boke of Law](#)

Great Officers - Communicate with all of your Great Officers. Make an effort to meet each Great Officer in person so you can put a face to the name, and learn what exactly it is that they do. A good working relationship with your officers can go a long way toward helping you achieve your goals with minimum effort and stress.

Peerage Meetings - Find out when the Peerage meetings are during your reign (the secretaries of the Orders will probably discuss upcoming dates with you) and plan to attend them, if possible. In the distant past, the Crown called the peerage meetings, but in Caid, the Crown is a guest at the meeting. Although these meetings may not seem pertinent to you if you are not already a peer, it is a very important responsibility of a Monarch. You will have an opportunity to discuss candidates at the meetings.

When the Peerages approach you with a recommendation to elevate a candidate, remember that even though the Peerage made their recommendations, YOU will be given credit or take the blame for making that elevation. Therefore, it is important that you know what kind of commentary was made during the discussion of that candidate before you decide whether or not you want to act on that recommendation. You do NOT have to elevate any candidate you do not agree with, regardless of a recommendation by the Peerage.

Preparing to Reign

- Organize yourself – make checklists, practice packing the car, make sure your vehicle is in good working order, make sure you know how to get to the event, and definitely check the traffic before you leave.
- Deal with health or allergy problems – keep medications or other necessities on hand at all times, and be sure that your Chamberlain and Chief Person-in-Waiting knows the details.
- Personal finances – reigning is expensive. Determine how much you can afford to spend and choose your expenditures accordingly (i.e., which events really require new garb, how much travel can you really afford, what kinds of gifts can you realistically give, etc.) Estimate that an average reign will cost at least \$5,000 per person and quite possibly more. Make it a top priority to discuss with the Kingdom Exchequer what you can and can't legally deduct from your taxes, and what costs are covered and/or reimbursed.
- Confidentiality and privacy – get used to knowing a lot of things that most of the Kingdom doesn't know, and get used to keeping it that way. Pay attention to who is around when you are discussing confidential issues; someone is almost certainly listening. Be very clear with your court that you expect them to keep

- your confidences, and if they don't, deal with it firmly and quickly. Also remind them that they represent you but do not speak for you.
- Scrolls - If you don't already have one, work with the Scribe Armarius to 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! Appoint a Court Scribe and be sure that person works closely with the Scribe Armarius to insure that the supply of needed documents is maintained, and that formal scrolls are ready, as needed, for important ceremonies like peerage elevations.
 - Ceremonies - Ask the Crescent Herald for printed copies of Caid ceremonies. Memorize them if you can (by the end of the reign, you'll know "the routine",) but practice them all. (Often a good exercise while driving to and from events.)
 - Personal and political problems will occur, both in person and online. Don't let them fester – deal with them right away with as little drama as possible. Remember that once something has been posted, whether on an email list, or Facebook, Instagram, Twitter, etc., it has a life of its own and will undoubtedly spread and grow.

Selecting Your Court

It is entirely up to the Monarchs which positions to have on court and who should fill them. Some positions, while customary, are not steeped in tradition, and each court is a little different, depending on the personas and preferences. Setting up a court hierarchy isn't a difficult job, but make sure that everyone clearly their duties and responsibilities, and the chain of authority. If these duties are not clear, there may be miscommunications, duplicated efforts, wasted time, and hurt feelings.

Make sure that the people you choose are people you can work with comfortably and respectfully, and who can work with each other. The ability to maintain confidence should be a top priority when selecting your court.

You may have been a Chamberlain or Chief Person-in-Waiting in the past, and that's great BUT your job now is to be the Monarch. Let your Chamberlain and Chief Person-in-Waiting do THEIR job! Micro-managing will only create stress and hurt feelings.

The primary court structure used in Caid currently is as follows:

- The Retinue, headed by the Chamberlain (includes advisors, companions)
- The Court, headed by the Chief Lady/Lord in Waiting (includes senior ladies/lords in waiting and ladies/lords in waiting)
- The Royal Guard, headed by the Captain of the Guard (includes Lieutenant Guards and Guards).
- You can add other roles as desired, such as court scribes, costumers, bards, brewers, pet tenders, babysitters, and more; however, oftentimes these functions are already filled by someone on your basic staff. Having too few people makes it hard on you; having too many make it unwieldy and confusing.

Some Observations about Your Royal Court

- Your court is here to help you, but not be your slaves. This is a volunteer organization. If you abuse Your court, people will disappear.
- As much as you may want to include your entire household or only close friends, positions on court are a way to shine a light on those whose talents might not be well-known. It's a good idea to ask a hosting area to appoint a

- courtier who can join your core group for the day.
- These people have accepted a position on your court because it gives them an opportunity to really play the medieval game. Therefore, let them help you! Don't wave them away when they offer to carry something for you, or fetch you a drink. That's their job and they want to do it.
- Make sure you say "please" and "thank you" a lot.
- When making a request of anyone, make sure you are giving them enough time to comfortably get the job done (i.e., don't ask for award promissories 10 minutes before court, or new garb two days before an event).
- Spread out the work – try to keep one or two people from doing it all. Although they may enjoy it at first, they WILL burn out. Learn to delegate.
- Notice who is always there and who gets the job done. At the end of your reign, you will have a chance to recognize those really special people. Make sure you know who they are.
- You will receive far more food than you can possibly eat. Consider having a special table always set up to share your extras with the court (anything on the table is "fair game"). This will insure that the food doesn't go to waste and you won't eat more than you should, plus your court will feel included and rewarded.
- ALWAYS be considerate of other people's time, the event schedule, and your court's personal schedules. If court is scheduled for a particular time, do everything within your power to begin at that time.
- As the adage says, "Punctuality is the politeness of kings." Although the event probably won't start without you, plan to be there at the setup time.

Preparing for Coronation (Stepping Up)

There are many things to think about when preparing for your big day. In fact, an entire book of its own could be made to cover just that! However, without going into a lot detail, here are some things you need to think about before Coronation.

- Select your court officers (Chamberlain, Chief Lady/Lord, and Captain) as soon as possible so they can assist you with your preparations.
- Remember to delegate as many tasks as feasible.
- Decide if you would like a theme for your reign, and if so, choose it (i.e., are you doing your entire reign strictly in persona, or will you participate in the themes of different events as they occur?).
- Discuss your plans and thoughts for your reign with key court members – Chamberlain, Chief Lady/Lord in Waiting, Captain of the Guard, etc. They will be much more effective at helping you achieve your goals if they know ahead of time what they are.
- Plan the Royal Progress. In other words, look at the Kingdom calendar and decide which events you will attend. Leave some free time and remember that things will come up, people will beg you to attend events you hadn't planned on, etc.
- Get a copy of the Coronation ceremony as soon as possible and review it. Work with the Crescent Herald so that you can customize it, if you wish, while maintaining the Kingdom's traditions.
- Look at your speaking parts in the Coronation ceremony and attempt to memorize them as much as possible. This will minimize stumbling the day of the ceremony, even though a herald will be there to prompt you. (Driving to and from events as Heirs is a great time to practice memorizing!)

Life as Royal Majesties

After a little while, you will become more comfortable in your role as Monarchs. The day-to-day business will be less stressful and more routine. However, try never to lose the excitement you had when you first stepped up, as this is infectious and will keep your court and the populace interested.

Coronation (Stepping Up)

The day of Coronation is very exciting and hectic, tiring and exhilarating. Your biggest responsibility is to be there, on time, ready to take over and participate in the ceremonies necessary to crown you King and Queen of Caid. No matter how anxious and stressed-out you feel, don't take it out on the people around you.

- Review the Coronation ceremony ahead of time, and make sure that you have all props necessary for the various points of ceremony that you will be enacting (i.e., the Crown Prince's personal sword--and yours if you're a fighter too, a yellow rose for the Arts & Sciences officer, etc.). Discuss any questions or concerns that you have with the Crescent Herald and his/her staff.
- Do NOT pull an all-nighter the Friday before the event, especially if you have to travel. If you have a solid schedule and people to help, you should be able to get everything done by the beginning of the week, which will leave you time to gather things calmly.
- Be sure to make full use of checklists! Don't rely on your memory for every little detail. Going to your own Coronation isn't quite the same as getting ready to sit in the audience.
- You may want to consider having some small token to give to each person or group who gives you a gift. It is not required, or traditional, but a nice touch. Ideas for this are a small pre-done thank you scroll, little bags of cookies, a "jewel," or some other small largesse. Take into consideration the length of the day's proceedings. If there's a banquet you may bestow tokens of your favor then--it would definitely be historically accurate to do so.
- It is your choice whether to give awards on this day or not. Coronation is already a very long day packed with excitement and activity, so unless there are very special awards you feel MUST be given that day, it may be best to defer your first awards until the next day at Queen's Champion.
- Make sure you have tissues handy (for you and others.) You may think you're not going to cry but the odds are good that at some point you will.
- Relax and enjoy yourself. This will be one of the most memorable days of your life.

Queen's Champion

Queen's Champion Tourney is also a very busy day, and you don't want the additional stress of rushing through court to get the fighting started. Get to the event early so that you have time to prepare before court. Here are some items to consider for this event:

- As with all of the events for the rest of your reign, have any awards you wish to give that day already chosen and ready. Don't be afraid to ask your herald about anything you don't understand, or for which need further clarification.

- The Queen is expected to Progress around the event site, meeting and greeting the populace. This may be done at any time during the day, but be sure to take into account the lunch that is most likely planned for you, as well as to not let it get too late. Review the section on "Customs and Traditions" for more details on this activity.
- You want to be sure that you watch the finals of all Champion combats, including Youth. It means a lot when the Queen observes them in person.
- It will take you a while to get used to needing to be aware of everything that's going on at an outdoor event. You may want to ask some of your experienced Royal advisors to help you track activities.

Coronation (Stepping Down)

Some monarchs consider themselves "lame ducks" as soon as Crown Tourney for their successors is over, but this should not be the case, especially since there is now more than six weeks between Crown and Coronation. While you want to be sure to include the Crown Prince and Princess in as many of the public and behind-the-scenes activities as possible, you are still the monarchs until you crown your successors.

More details about preparations for stepping down are discussed further in this document but it's important to remember that in the SCA we always leave a site cleaner than when we found it--and that includes the state of the Kingdom, as well as the regalia and accoutrements. Make sure that everything is accounted for and in perfect order.

Issues That Will Probably Arise

About the time you are feeling pretty comfy, something will happen that snaps you back to the reality underlying the game. You never know what it will be or where it will come from, so just try to be aware of what's going on throughout the Kingdom. There are no specific guidelines for handling touchy situations, because they are all different. However, here are some wise words you might find helpful:

Avoid impulsive speech and action. Make sure your heralds and other officers keep you informed, and refuse to make snap decisions on anything you haven't had time to think about. "We will take it under advisement" has become a watchword of SCA royalty for good reason – the most plausible sounding plans and requests can be full of unspeakable pitfalls, and the lightest and most casual jest can turn ugly.

Remember the ultimate source of your power. Your position and ability to touch people's lives depends on the structure of the SCA, which set up the lists you won and the rules by which you govern. Protect the Society and its good name, because its honor is yours. You can work to change the rules when you don't like them, but do so with the courtesy and restraint that should guide all aspects of chivalrous conduct.

In Caid, the inner band of the King's Crown is inscribed with the words, "You Rule Because They Believe." Your people give you the trappings of absolute monarchy, but it is unwise to think that you can make them do whatever you please. You may be able to command anything they already want to do, but, while you may have some leeway because most people are reluctant to break the illusion, be cautious about demanding things simply because it's your whim. The best memorial for your reign is the memory of joy, but it's a fragile thing easily lost by trying force your personal agenda, trying to make a lot of changes

simply because you can, or ignoring those who are working hard because you don't like them. The concept that these are "your people" is an illusion; push them too hard and they'll suddenly remember that they're really free citizens of a democracy, and decide that they're no longer interested in playing the game your way.

It is often the case in the SCA that the line between illusion and reality is almost non-existent. Whatever you do, you will define royalty for some of your people – newcomers never forget their first King and Queen. As royalty, you are the ultimate chatelaines for the Kingdom. So act like royalty; be gracious whether you feel like it or not, **and look pleased with your lot in life**. Your people need and want to admire you, respect you and yes, envy you; if you don't play your part, it's difficult for them to play theirs. Let people serve you in whatever ways they can, be it large or small; it will enhance their enjoyment of the Society, and make it likelier that they will follow you in more serious matters. Always remember that you are the focal point of the "play" and others will take their motivation from your actions.

CAIDAN CUSTOMS & TRADITIONS

Champions

King's Champion - During the reign of Jason III and Isabel, the other finalist in the Crown Lists was officially designated as King's Champion. Since then, there have been exceptions to this rule--for instance, in the case of a personal conflict between the victor and the runner-up, or for other personal reasons on either new monarch or finalist's part. Naming a King's Champion is not required but there is regalia if one is designated.

Queen's Champions - The Queen now has Champions for all Combat forms: Armored, Equestrian, Rapier, Target Archery (Handbow), Target Archery (Crossbow), Thrown Weapons, Unarmored Combat, and Youth Combat (of varying age brackets). On occasion, you may be asked to make other forms champions as well (i.e., Youth Target Archery).

It is your prerogative to deny any potential participant the privilege of competing to be your champion. However, if you choose to do this, it is only polite for you to notify them in advance if at all possible or take them aside privately at the event. Do not send someone else to do this task on your behalf unless the circumstances are such that you are unable or unwilling to do so; in such a case, the King would be the one to do that for you.

It is also your prerogative to restrict or specify which weapons or types of weapons may or may not be used during that event. In the past, some Queens chose not to allow any war-related weapons (pole weapons, glaives, etc.) In other cases, the Queen has requested that all entrants must demonstrate their ability in some artform, or has asked that event combatants carry a consort's favor. This event is a great opportunity for you to help give entrants a chance to show their non-martial skills.

Carefully consider whether you wish to permit non-Caidan (out-of-town) entrants into the Champion lists. These positions hold great honor and it's sometimes considered a slap in the face to your populace when someone wins who won't be attending any events during your reign.

If for some reason, a Champion is unable to serve, work with them to designate a replacement. This could be the result of deployment in the armed services, a job relocation, and/or health or family reasons. Usually the winner of the specific list becomes the Queen's Champion for that martial form. You may elect to change this, but it requires great finesse so as not to upset people, especially those who have made the effort to enter the Lists. While you may not be able to attend every single event during your reign, it's expected that you will be present at any Queen's Champion events.

Gifts FROM the Crown

It has become customary for the Monarchs and hosting nobility to exchange small gifts at the opening court of an event. A gracious exchange of gifts will add to the overall appeal of your reign, and set a good example. Give some thought to the gift and check the Likes/Dislikes section for the Baronage or Monarchs of the area you're visiting. This is not an opportunity to do a wholesale dump of gifts you received that you may not want.

Some Monarchs have appointed a court member to arrange gifts and/or gift baskets for them. If you choose to do this, remember – they are NOT providing the gift, just arranging it. Make sure you give them money ahead of time to purchase the components, and time enough to do it! Remember also that Corpora has placed some restrictions upon certain types of gifts, so be sure to consult with the Kingdom Exchequer about this. Also

respect local regulations (especially about alcohol). You don't want an area to lose access to a site over a bottle of wine!

Gifts TO the Crown

It is not unusual for monarchs to receive gifts from members of the populace during the reign. As the prime example of courtesy to the Kingdom, it is expected that the Crown makes a point to keep track the gifts that come in both at court and throughout the day(s) at an event. It is advised to appoint a member of the Court to do this. In particular, insure that things aren't re-gifted inappropriately.

All gifts coming in that just have the Kingdom's arms on them (or those of King, Queen, Prince and Princess) are considered property of the Kingdom of Caid and become items of regalia. Items with both Kingdom arms and your personal arms, or just your personal arms, are your personal property.

As a side note: you are going to get a LOT of baskets. A LOT. You can certainly re-use the baskets themselves for gifting, assuming they are not hand-crafted or personalized, and perhaps even make a ceremony of it, saying that you believe in returning baskets full, which gives you an opportunity to decrease your collection and show that you have used the items in the basket that the area gave you. You can donate them for area raffles too. (However, just because you may have been Queen before doesn't mean that your new sisters should be deprived of their share of gifts and baskets.)

Whatever you do, DO NOT take to social media to post pictures and whine about how many baskets you have! That is most definitely NOT well-received.

It is considered polite to send thank-you notes for gifts received. How you handle this is up to you. Some Queens prefer to write notes themselves while others choose a secretary to prepare the notes for them. In either case, be sure that YOU sign the notes. Email is acceptable (and possibly more efficient) although not quite as elegant. Be sure when the note-taker is gathering information about gifts, s/he obtains both a surface mail and email address. You can also help by requesting on your Royal Preference page that gifts include information about the gifters and artisans.

If you decide to do the thanking on Facebook, be sure that you do so consistently throughout your reign. It's the little things that count.

LADIES OF THE ROSE

The Order of the Rose was created on January 6, 1968 by Sheryl of Thespis, Queen of the West, and was intended to include all ladies who ruled as Queen. Over the years, different kingdoms have altered this and made it a polling order. However, Caid has remained true to the original intention (and has the good fortune to include among the populace Countess Amina de Talavera, formerly known as Sheryl of Thespis.) We include those who have ruled as Queen or territorial Princess, not only of Caid but we also extend the courtesy to former Queens and territorial Princesses who have moved to Caid.

[Compendium Caidis - Roses page](#)

Caid's Ladies of the Rose represent decades of experience in the SCA and provide a valuable resource. A number of them are also Laurels and Pelicans, as well. They can be quite strong-minded and sometimes quick to offer advice, even when not asked, but two things are true for all: they have been where you are and they care deeply about Caid.

Princess's Tea

For the past 20-odd years, a "tea party" is held for each Princess prior to Coronation, attended by the Ladies of the Rose. The purpose of this tea is to introduce the new Princess to the Ladies of the Rose and to have an opportunity to become comfortable with the Ladies and ask questions. In Caid, Ladies of the Rose represent a peerage order that includes former Queens and Princesses (of Principalities) both in and out of Caid. In some Kingdoms, the Order of the Rose is a polling order but such has never been the case in Caid, nor was it the intention of the founder of the Order for the SCA, Countess Amina de Talavera--who happily for us is a Caidan.

This can be a costumed activity either at an event or private home, or it can be a private party at which garb is not required. Customarily, there is good food, a variety of beverages (both unleaded and adult), and a lot of conversation, including advice that Ladies of the Rose have for the new Crown Princess. Some of it is quite humorous, but even that has a solid grounding in a real event that occurred to that former monarch.

Recently, it has become the responsibility of the most recently stepped down Lady of the Rose to host the Tea (i.e., the Princess' royal "Grandmama"). That Lady can either personally host the Tea or pass the responsibility on to another Lady, as long as she makes sure it is being handled. Remember that this will one day be your responsibility, when you have a royal "granddaughter!"

If this is not your first reign (especially if you've been Queen twice already), consider the upcoming event schedule. If it's going to be a burden on the Ladies of Rose (or you) to have a full, formal event, you may decide not to have a Tea, or you may decide to turn it into a work party for Largesse. Sometimes these Teas are held at events like Portrero or GWW. Discuss other obligations the Ladies of the Rose may have at those events. You may decide to have a sort of open house so that they can come by for a brief period rather than trying to be in several places at once. Explore your options carefully and courteously.

It is traditional that the Queen make a Progress (a procession) around the eric at the Queen's Champion tournament, sometime during the day. All Ladies of the Rose who are present are invited to accompany Her Majesty on this Progress. During this Progress, the Queen is introduced to members of the populace, either by an attending Herald, or She may ask that someone in the pavilion or area she's visiting introduce everyone to Her by name. The Queen has a brief chat with the populace and distribute some small token to her people (a cookie, a piece of candy, a flower).

It's very helpful when a Lady of the Rose who lives in the area of those being introduced can add some information about the people. This is the only "traditionally" expected Progress, but it is a nice touch at any event, and the Queen doesn't have to distribute tokens on other Progresses unless she wishes to do so.

Festival of the Rose

Originally called The Queen's Arts Tea, this is an official Kingdom event held in your honor and designed to focus on the arts and sciences. Because it may not be quite as appealing to fighters to attend (because there's usually no fighting), it has become customary to make a special effort to include fighters who are also artisans so that they can set an example for their brothers and sisters-at-arms. As with all calendar dates, the event may have been set up a year or so before your reign, so your Chamberlain and Chief

Lady-in-Waiting should work closely with the event steward to make sure that the event accommodates your wishes and the resources of the hosting area.

Use of Regalia

It is traditional in this Kingdom for ONLY the Caidan monarchs to utilize the Caidan regalia (i.e., the thrones, the crowns, etc.). This means that no one else should be sitting in the Thrones or putting on the gear, especially the crowns and coronets.

While it may seem like a friendly gesture, or all in fun, to share these things with a monarch from another Kingdom, remember that most people in Caid revere these items highly and by displaying casual regard for them, you are diminishing their importance. Therefore, if, for example, another monarch tries to sit in an empty Caidan throne, politely but firmly offer him or her another chair.

Remember that all regalia is meant for the Monarchs, not the Prince or Princess (other than those items specifically designated for them, such as the coronets and banners). Therefore, during your time as Heirs, it is expected that you will request permission from Their Majesties before using any item of their regalia. Once you become royal heirs, your personal banners are put aside in favor of those in the Kingdom regalia.

Wreaths for Crown Tournament

It has become a tradition that the Ladies of the Rose gather during the day of Crown Tournament to craft the rose and rosemary wreaths presented to the victors of the day. This was a conscious decision by the Ladies of the Rose for several reasons. There were several instances in the past where the wreaths being provided were not only plain, but unacceptable (plastic roses, etc.). Also, the wreaths being made by Ladies of the Rose imbues them with some symbolism and special attention from those who have been there. It is also a visible sign of cohesiveness by the Order of the Ladies of the Rose. Besides these very good reasons, it can also be very enjoyable and gratifying for the Ladies of the Rose to see the beautiful end result. If for any reason you are allergic to roses and/or rosemary, be sure you let someone know!

Yellow Roses

The symbol of the Queen of Caid is a golden (yellow) rose and the display (and wearing) of a wreath of yellow roses is reserved for Queens, Crown Princesses, Territorial Princesses, and Ladies of the Rose. While kingdoms and non-Royal members of the populace might have a golden rose on their device or badge, it's not considered appropriate for non-Royal ladies to display a golden rose on their garb unless it's part of their approved device, and then it should be displayed within the device as a whole so as not to cause confusion.

The Queen may give yellow roses as She pleases--real ones, as well as a Legion of Courtesy, which is a golden rose dependent from a blue and white cord or ribbon.

RESPONSIBILITIES AND EXPECTATIONS

Having entered Crown Tournament and won, you and your consort have made a public commitment to serve as Caid's monarchs. Unless absolutely necessary due to things like unexpected military deployment or job transfer, or a personal (family or health) situation, you are expected to meet your obligation. It sounds scary (and in some ways it is), but what it means is that you are expected to behave like a grown-up. It doesn't mean you can't have fun too, but you must be ever mindful about your actions and words, both in public and on social media.

Keep in mind that a Monarch does not get to do whatever they want. In fact, there will be more obligations and restrictions on your behavior and your time during your reign than at any other time in your SCA life. **Remember: you serve the people, not the other way around.**

Responsibilities

- There are many varied responsibilities involved with being a Monarch of the Kingdom of Caid, and certain things have become expected of our Monarchs by the populace, officers and peers of the Kingdom. Although they do change and evolve, following are some guidelines you may find helpful.
- Work with officers and peers to resolve issues brought to your attention. Be sure you have as much information as possible about the situation before you make any decisions. There are as many sides to the truth as there are people involved, plus what actually happened.
- Work with Kingdom Seneschal to maintain, uphold, and/or revise Kingdom Law. Read [The Boke of Caidan Law](#)!
- Do the best you can to maintain a full staff of Great Offices. If one of the required offices stays vacant longer than 30 to 45 days, the Kingdom's status, and its ability to sponsor events and bestow valid awards, could be in jeopardy.
- Act as a mediator. From time to time, you will be called on to solve problems and/or misunderstandings between two or more parties. It is important to be fair and impartial. As noted above, listen carefully to all sides, and take time to consult with advisors, as needed, before making any decisions.
- Attend peerage meetings when invited. Don't be afraid to ask questions but try to spend more time listening than talking.
- Promote major Kingdom events (Collegium, wars, etc.) by talking about them at Court and on Facebook, and by attending them if at all possible.
- Visit as much of the Kingdom as you can, including what are described as "outlying" areas. These areas are frequently neglected and your visit can help make them feel included. If necessary, it's ok to split events between Monarchs, or ask Your Heirs and local Barons and Baronesses to present awards in Your name.
- Encourage all aspects of the SCA – fighting, arts & sciences, and service. A kind word or small gift from the Crown can mean a lot to a fighter, artisan or any person doing something noteworthy!
- Make yourself available to the Kingdom – officers, peers, general populace – as much as possible. A good monarch should listen carefully to what her populace wants in a Kingdom and a monarch. That said, be sure you are clear about reserving time for your own life: work, family, etc. You don't want to burn out part-way through the reign.
- Participate fully in events by attending feasts and revels, at least for a little while, in addition to the main event, even if you don't feel like it, unless you are ill or you

have travel arrangements that can't be altered. Be sure to make your apologies rather than just disappear (and if you're taken ill for some reason, ask your Chamberlain or a courtier to extend your regrets for your departure.)

Care and Maintenance of Kingdom Regalia

The Regalia Officer, who is a member of the Order of the Rose, keeps a complete list of the items of Regalia available to Their Highnesses and Their Majesties. Remember that any regalia You use becomes Your financial responsibility - some of these items are very expensive. Whether the regalia is in the possession of the Royals, or a member of Royal Court, it is very important that **regalia and personal items are watched very closely at all times**. Never leave anything entrusted to you 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 Regalia Officer <regalia@sca-caid.org> before authorizing any expense or creation. Any item that has only the Kingdom arms on it is the property of the Kingdom. Should any item of Regalia become damaged during the course of the reign, contact the Regalia Officer immediately to discuss the degree of damage, and an appropriate course of action.

Confer with the Kingdom Seneschal and Kingdom Exchequer regarding changes you might need to make to your homeowner's or renter's insurance to cover the inclusion of the regalia during your reign.

EXPECTATIONS

Meeting the populace's expectations is the most difficult part of being a good monarch, because everyone has different expectations. Different Kingdoms have different styles of Monarchs that they seem to prefer. You will be compared to other monarchs, but don't let that keep you from establishing your own style.

In the past, Caid preferred monarchs who were more "Royal" (formal). In the past several years, and certainly with the use of Facebook, being more casual is accepted, and in certain circumstances, encouraged. It is a challenge to strike the correct balance of "Royal" and "approachable" and "fun."

The main thing to remember is that you are now the rulers of Caid. You may see yourself as the same old you but with fancier headgear, but there is much, much more to it than that. Now it's about how others see you, and the perception of others is difficult to manage. While it's impossible to please everyone, there are some commonsense guidelines that will help you enjoy a successful reign.

Attire

Royalty in the Middle Ages was as well dressed as possible, especially in public. (After all, they had real staff!) The King was usually a warrior, and often appeared in armor even at an indoor court. In the SCA, a warrior-king should look like a King rather than "some guy in armor." **Remember that, as Royalty, you are the hallmark by which the entire Kingdom is judged.**

If costuming is not your forte, there are almost always costumers throughout the Kingdom, including Laurels, who are willing to help with garb. Don't be afraid to have

your Chamberlain **ask (rather than demand)** help for you in this area. However, be careful not to assume that you will automatically receive free costuming services from whomever you like (or free at all – be prepared to pay for any costuming you are offered. You are, after all, a patron of the arts!)

Words

Understand that everything you say (and post) now takes on a hundred times more weight than it did before. If you criticize someone, it can be crushing. If you praise someone lightly, it can mean everything. If you say something crude or post what might be considered an inappropriate photo, it will be all over the Kingdom in minutes, if not seconds--and possibly the entire Known World just as quickly. If you say something vague, trust that someone will "hear" it in the worst possible way and pass it along as fact. Keep that in mind with all your communication. It's not fun and it's not nice, but it is the way it is. Regardless of rank and title, people will be people.

Bearing

At the same time that you are attempting to be this "Royal" person, try to remain accessible to the populace. Think of someone you have always regarded as a perfect hostess--someone gracious, warm and caring. Think about how that person would act in your situation and use that as a guide.

This dual role may seem difficult or even impossible to achieve. However, the most important aspect of it is that you are trying. The populace is very perceptive and they seem to know when a person cares about the Kingdom, the job of being good monarchs, and the image they are projecting. Even if everything doesn't go perfectly, if you are seen to be doing your best, the Kingdom can be very forgiving. kKeep in mind that this works both ways. If you do not appear to be trying your best, they'll see that, too. This isn't said to scare you but it's better to hear it now, at the beginning, rather than later when things will be harder to fix.

Decorum

Yes, the SCA is a game. Yes, it's all in fun. And No, you may not do whatever you feel like, whenever you feel like it, while you are monarchs.

The Crowns are positions around which very reverent ideas are based. During your reign, you will embody the beauty, romance and pageantry of the Middle Ages as seen through works like *Le Morte d'Arthur* and highly romanticized books and movies about the time. For many people, their SCA lives are much more than that; it is a major and important part of their lifestyle. Don't ruin their game by being rude, crude, or thoughtless.

Some specifics to keep in mind are:

- Encourage others to participate in your perspective of the SCA, but do not force it upon the populace. While many people refer to "The Dream," remember that vision is not necessarily a universal one beyond furthering the cause of courtesy, chivalry, and honor.
- Avoid impulsive speech and action. Remember that if you do not have the answer, it is fine to say "I'll get back to you on that" or "We shall take the matter under advisement" or "Thank you for sharing that with me. We shall consider your

words.”

- Most of the populace will never know any more about you than what they observe from a distance, and the impression they get while attending court. Since they can only judge appearance, it is obvious that appearance must be exemplary.
- Allow people to bow or reverence you. This is part of the SCA game, and while it may be hard to get used to, it goes with the job. Just acknowledge them with a nod or a smile and continue on your way. Some may wait to be acknowledged, so watch!
- The Queen is First Lady of Courtesy – this is an actual title that belongs to her in Caid. Therefore, you will be expected to always be courteous “to those of every degree,” as it says in SCA ceremonies. Encourage courtesy in others and lead by example.
- Thank your hosts at every event.
- Acknowledge guests (i.e., monarchs from another Kingdom) with toasts and kind comments.
- Even if it is not publicly witnessed, a royal “thank you” goes a long way. In fact, sometimes a private “thank you” travels further than a public one.
- Make sure you have someone keep track of what gifts you are given and by whom.
- Thank-you notes should be sent out weekly.

EVENTS

Kingdom Law requires that the monarchs attend four events during their reign: (1) the Crown Tourney they win, (2) their own Coronation as King and Queen, (3) the Crown Tourney to determine their heirs, and (4) the Coronation of those heirs. However Caidan tradition expects the monarchs to attend a whole lot more!

Tradition lists the following Caidan events that the Crown regularly attends :

- Twelfth Night
- Baronial and Shire Anniversaries (most, if not all, and which may include a trip to Western Seas)
- Gyldenholt Unbelted
- Collegium Caidis (at least one day)
- Festival of the Rose (which is held in YOUR honor)
- Queen’s Champion Events (there is more than one)
- Crown Prints Prize Tourney
- Crown Tourney
- Day of Meetings/Privy Council (held the day after Crown Tourney)
- Coronation
- Princess’ Tea
- Peerage Meetings (normally, each peerage holds one formal meeting per reign)
- Arts & Sciences Pentathlon (every two years)
- Potrero War (May)
- Great Western War (October)
- Highlands War (September)

There are out-of-kingdom events which Caidan monarchs have been attending either traditionally (as in, for years) or customarily (as in, more recently). You may be unable to attend all of these. The reign is long and budgets only go so far, so choose what

suits your schedule and funds the best. If you can't make to all, don't let anyone make you feel that you've let the Kingdom down; your real-world self has to be able to support your SCA self!

- Estrella War Treaty meeting
- Estrella War (February, Kingdom of Atenveldt)
- Gulf Wars (March, Kingdom of Gleann Abhann)
- Pennsic War (August, Kingdom of Æthelmearc)

Site Fees

The Event Steward may offer complimentary entry to the Crown, but this is not a guarantee, nor does it mean that you shouldn't donate your site fee if you so choose. However, everyone else on Court and Guard should sign in and pay their fees, and everyone should clearly display their site tokens as examples to the populace.

Court

One of the single most visible acts of the Crown involves presiding over Court. As you have most likely experienced previously by attending a court, courts can be anything from short to long, exciting to boring, or emotional to dull. While holding court may be a true pleasure for the Monarchs, it is important to always remember that court is also a show for the spectator. How you are remembered as a Monarch is influenced heavily by how people remember your courts – not only in terms of WHAT you do during court, but HOW you do it. The inscription inside of the King's Crown says it best, "You rule because they believe." Part of your challenge as the Monarch of Caid is to do everything within your power and ability to give the populace reason to believe. Following are some suggestions for Court:

- Keep courts as brief as possible, without sacrificing important business – you should not leave your populace standing in the hot sun any longer than necessary (and if the day turns out to be hotter than expected, be flexible and consider moving court to a shaded area.)
- Recognize the populace with Kingdom awards, but don't hand them out like candy. A carefully chosen award is more meaningful than one that has been given to everyone in the area! Consider requesting that your officers, Barons and Baronesses identify local people who deserve awards.
- Try to remain interested (or at least look like you are) at court, even a long one.
- Stand up when you give awards at Court. Sitting gives the impression that you don't care about what you're doing.
- Speak up – it is polite to speak loudly enough to be heard by the majority of your audience. Have someone appointed (like a herald) to give you a signal if your volume starts to drop, if necessary.
- Say something special for each award recipient, if at all possible. Use "cheat sheet" cards, if necessary, to remember what they did to deserve the award.
- There are people who go to court but chatter throughout the proceedings, which is not only distracting but makes it difficult for people in the back of the hall or site to hear you. If you see people doing this, especially standing in the back, quietly send a member of your court to go back there and suggest that the chatters move their conversation outside or away from the area. If that doesn't

work, you may need to stop court and address them yourself but try to avoid the extra drama if you can.

Awards

One of the best parts of being monarchs is the ability to recognize the talents and effort of others through the bestowing of awards.

Letters of recommendation will begin to arrive almost immediately, and your predecessors will also pass along recommendations from their reign. Keep all recommendations (both written and email) in a safe place until they are read and recorded.

It's up to you whether you want to handle these yourself or assign a trusted member of your court to do it. In any case, you should keep detailed records of who sent the letter, when you received it, who is being recommended for which award, and action(s) taken. Letters should be filed and retained even after information is transferred to a spreadsheet.

Do your homework. Talk to the local baronage, if the recommendation is for someone in their area. Talk with peers and advisors who know the people being recommended. Remind everyone with whom you speak that the discussion should be held in the strictest confidence.

Even if a formal scroll is not being given at the time the award is bestowed, some sort of interim scroll will need to be completed, if one goes along with the award. Be sure to consult with the Scribe Armarius regarding proper format for these documents. Someone on your court should be assigned the task of insuring that certificate, medallions, and award cords inventories are always maintained. Certificate & Cord Inventory: <http://royals.sca-caid.org/awards/inv.php>

If the awards box is running low, check with Regalia Officer and Kingdom Exchequer for more medallions and Scribe Armarius for more certificates. Areas may gift you with award cord to keep the supply full but you or the courtier handling largesse can always put out a call for more. You want to be sure that the following Kingdom webpages are kept current.

The herald of the day is responsible for preparing a "Court Report" listing all the awards given at the event. You or your court scribe should review the list with them sometime during the day or providing your own report as well.

Scribal FB Pages

Be sure that your Court Scribe has joined the following FB pages:

- Caid College of Scribes (public group)
- Caid Award Certificate Project (closed group)
- Digital Scribes of Caid (closed group)
- Scribal Play Day (public group) - optional
- SCA Scribes (public group) - optional
- SCA Scribes and Illumination (public group) - optional

Awards Database

A Supplemental Order of Precedence is maintained on the Kingdom website at <http://royals.sca-caid.org/awards/op.php/> Either you or a member of your court should work with the Crescent Herald and the Kingdom Webwright to be sure that the information is updated after every event.

Bestowing Awards

One of the most gratifying things about being monarchs is the ability to give awards, especially to those who have been working "under the radar" for a long time. However, this ability has some pitfalls too. Friends may assume/expect that because you're Queen, you'll give them an award. People you barely know may suddenly act like you've been best friends forever in hops of getting an award. People may even come up to you and say, "Why did you give so 'n so that award?"

Peerages can be particularly tricky. If someone who has been doing work for a long time doesn't have a peerage, there's probably a reason for that, which can range from bad relations with former monarchs to something about their work that doesn't meet peerage standards. As much as you might want to right a perceived oversight, remember that after you step down, the recipient still has to deal with the results of your generosity. This is why it's important to read the recommendations from the peerages and talk to them before you decide to elevate something. On the positive side, you'll know when you made the right decision.

Warrants

One of the responsibilities of the Crown involves the warranting Greater Officers. As "chairman" of the regional organization, your signature on warrants may be needed for the officers to continue doing their jobs. You may not know everyone listed on the forms you sign, but you should make every effort to meet them in person and talk to them.

As of late 2014, the Pelicans and Laurels are being consulted via their respective e-mail lists on Great Officer changes, so this gives you another source of information about the people stepping into major offices.

COMMUNICATION

Crown Prints (CP) Articles

It is expected that the Crown will contribute a monthly article to the *Crown Prints*, which generally takes the form of a letter to the Populace. The schedule for publication is located here: <http://chronicler.sca-caid.org/submissions.php>

Work closely with the Kingdom Chronicler to accommodate the publication schedule. Make sure that you are aware of when each article will appear and mention upcoming Wars, needs of the crown, thank you's, and changes to policy or law that will be pertinent at the time.

Thank-you Letters

Thank-you letters written by and/or signed by the King and Queen should be sent to event hosts and in acknowledgment of gifts and presentations. It's best to send the thank-you within a week of receiving the gift, although after a major event like Coronation, you may need more time. You may not have time to write and distribute these yourself, so you'll want to designate someone on your court as your secretary. This person will keep track of what you receive, who gave and/or made it, what their surface and email address is, and helping you prepare the notes. There's a good chance that during the reign you'll receive note cards, so that will help (and sometimes you get stamps, which helps too!)

Even if you have assigned the bulk of the note preparation to the secretary there will be special notes you want to do yourself, perhaps to your own area, to close friends, or to monarchs of other kingdoms. You want to be sure that everyone is thanked in as personal a way as possible. While Facebook is convenient, remember that once you've thanked one person publicly, you'll probably need to keep doing it that way or others will feel slighted.

FEASTING

One of the grandest and most historically-accurate activities we do in the SCA involves a feast. Community gatherings over food and drink are one of the most common rituals shared among all cultures and time periods. Thus, it is important for the King and Queen to participate at feasts, and help set the tone for everyone's experience.

In addition to traditional feasts, it has become customary for TRMs to be guests at al fresco lunches and dinners. If the planned meal is potluck and it hasn't already been stated in the event notice, arrange with your Chamberlain to request that recipe ingredients be included with the dishes. Given the variety of modern food allergies, your request will probably benefit other diners.

You will be given the honor of going through the line first, so be sure to sample judiciously. Members of the court and/or guard should not expect to have first priority, nor should they expect that their feast fee will be comped.

It may happen that you have not received an invitation prior to the event for lunch and the court has already made plans for lunch, and then an invitation is made at the event. You can explain that the court had already made preparations but you would be happy to see what has been prepared (and there's almost always room for dessert!)

- When eating with others, remember that you set the pace and the tone. Traditionally, they can't begin until you do, so don't keep the other diners (and the cooks) waiting.
- Your or your Chamberlain should notify the head chef well in advance about your food allergies, even if the information is already posted on your Royalty page on the Kingdom website. If your allergy is such that it requires special food, offer to bring your own.
- Make sure you find out what the seating arrangements are. The Crown is usually comped for the feast but it's not appropriate to assume that you can invite members of your court to sit at the head table too, or be comped for their meals. Your Chamberlain should work with the event stewards so that you know who else will be at the head table. You'll want to prepare a suitable toast for those guests, as well as the kitchen staff and event stewards.
- If the feast is held in a Barony, the local landed Baron and Baroness are your hosts. (If visiting royalty is attending, you are their hosts.) If the Baron and Baroness give you the opportunity to add guests to the head table, consider including your champion(s) or perhaps peers who were elevated at the event, with the understanding that their household may have already made arrangements to sit together to celebrate the elevation. Do your best not to impose on your hosts' generosity.
- Remember that the King or Queen should always toast the visiting royalty, hosts, event stewards, kitchen staff, and, of course, the Kingdom. Likewise, acknowledge all toasts given to you and your hosts.
- Many of the sites we use are dry, and that includes the parking lot. Don't jeopardize the area's use of the site by sneaking out to the parking lot for a drink.

LIFE AS A ROYAL PEER

Once you have reigned as a monarch, your SCA life will be forever changed. Many people think that once they step down, life will go back to normal, except for a new title and a coronet, but such turns out not to be the case. Here are some of the responsibilities and expectations that come with being a Royal Peer:

- Step down gracefully and let Their new Majesties take the reins of the Kingdom.
- You will be much more of a focal point than you were before. People have spent the past 6-9 months watching you, and they will continue to do so, including commenting about what you wear and say and do.
- Your opinions and words will carry more weight than they did before your reign, although not as much as if you were still on the throne.
- You are now a Lady of the Rose, and whether you like it or not, you are expected to act like a peer. After your successors' Coronation, some former Queens find it difficult to "step down," as it were, and feel that they have a responsibility to stay deeply involved in the running of the kingdom. Don't be one of these people! The new Queen is entitled to enjoy her reign fully, just as you did--and may do again.
- You may not agree with what your successors are doing but if you have a problem, discuss it with them directly--not in public and not on social media. Even if they may not be behaving in a courteous manner, there's no reason that you shouldn't.
- Unless you're already part of a household, get used to doing things for yourself again. Hopefully, courteous people will offer to carry things for you but in case they don't, give yourself a stepping-down gift of a small cart or conveyance of some kind.
- As a peer of Caid, those from other Kingdoms will judge Caid by your appearance and behavior.

ETIQUETTE

Tradition and ceremony provide continuity for the populace and a general outline for your reign. These rules of etiquette are only guidelines, however; situations and circumstance will dictate your actions. Following some basic rules helps avoid hurt feelings and confusion because everyone knows what to expect, especially in awkward times when you might not have a clear idea of what to do.

Crowns

You are the King and Queen. No one has a higher station during your reign, which means that no one should remove the crown from your head (unless you need help) or place the crown upon your head (again, unless you need help, but it should be done away from the public.) You need to do these things yourself, unless you are physically unable to do so. With the sole exception of Their Majesties, this also applies to the Prince and Princess Coronets.

Kingdom Arms

Winning Crown Tourney means that you and your consort have made a huge commitment to a large group of people to put their best interests ahead of your own. To symbolize this commitment, your personal device is put aside and you use specific Royal arms during your reign. This doesn't mean that you can't receive gifts with your personal device on them, but for the duration of the reign, your coat of arms is that of the King and Queen of Caid.

- The King's Arms are identical to the Kingdom Arms (Azure, a crown within a laurel wreath Or, between three crescents within a bordure embattled argent).
- The Queen may use the Queen's Arms (Azure, a rose Or between three crescents, all within a bordure embattled argent) or the Kingdom's Arms (Azure, a crown within a laurel wreath Or, between three crescents within a bordure embattled argent)
- The Crown Prince may use the Crown Prince's Arms (Argent, three crescents and on a chief azure a dolphin embowed argent) or the Kingdom Arms, differenced by a label Or.
- The Crown Princess may use the Crown Princess's Arms (Argent, three crescents and on a chief azure a rose Or) or the Kingdom Arms differenced by a label Or.
- For a graphic display of these devices, go to:
http://wiki.caid-commons.org/index.php/Caid#Royal_Arms

PROCESSIONS & COURT

For many years, it was the custom to hold a Grande Marche in which the populace assembled in a line and then processed into court in order of precedence. Given the number of people at event, it's no longer practical to do this. However, it is perfectly acceptable for Their Majesties to Process into Court, especially at major events like 12th Night.

In such cases, the order of the procession is:

- Herald (the Crescent Herald, TRM's personal herald, or a member of the Kingdom's heraldic staff, who announces the procession.

- Champions (with or without their Consorts, as TRM prefer)
- Chamberlain and Chief Lady-in-Waiting
- Companions and Advisers
- Guards and Ladies paired up in order of rank, with the Captain of the Guard processing last--unless the Guard marches first and arrays themselves to "protect" the area around the thrones
- And finally, the King and Queen
- If there is visiting royalty they process into court after TRM are standing at the thrones so that they can welcome their guests. If the visitors have no retinue, attendants from TRM's court should be assigned to escort them and wait on them during the day.

Technically, no one should sit down until they have the Crown's leave to do so, unless prior permission has been received or they are unable to stand.

When court is over, Their Majesties stand, the King offers the Queen his hand, and they exit as they were while seated, followed by guests and members of their court. If TRM are remaining in the throne area, the herald gives the populace leave to depart.

Surviving Court

Despite your best efforts, Court can sometimes be lengthy, so you will want to be seated on the thrones for most of it except:

- When addressing the populace.
- To welcome the Crown Prince and Princess into court.
- To welcome visiting monarchs. There is no need to stand when messengers (non-royalty) present their credentials unless you and the King make this part of your regular procedure. For theatre's sake, do not stand when a messenger from another kingdom brings a declaration of war, unless you are also a fighter or you are the fighter who won the Crown.
- Making presentations to your hosts
- Bestowing awards. Other than the Legion of Courtesy, the Signa Reginae, or a personal commendation, both monarchs stand when bestowing awards.

You may remain seated:

- To receive gifts from the populace, especially when the presenters are children so that you don't appear to be looming over them. Some presenters may stay kneeling until you raise them up; it depends on what customs they follow.
- During announcements. You don't want to distract attention, especially during announcements about the day's events or when new laws are being read.

Instruct your court that unless absolute necessary, there should be no chatting behind the thrones. This is particularly important during presentations, awards, and entertainment. Work with your court so they recognize signals from you for a beverage or for handing you an award or presentation that you're making.

Seating at Feasts

Protocol for who sits where at the head table during a feast isn't terribly complicated. The monarchs sit in the middle of the table, with the Queen on the King's left (just like at court).

- If visiting royalty are present, the King or Prince sits on the Queen's left and the

- Queen or Princess on the King's right.
- If no visiting royalty is present, the Crown Prince sits on the Queen's left and the Crown Princess on the King's right.
- If there is no Crown Prince and/or Princess, the hosting Baron sits on the Queen's left and the hosting Baroness on the King's right.
- Any remaining guests should be seated in descending order of precedence.
- If you have guests (including visiting royalty) who are uncomfortable about being split up, you can seat them together, highest ranking next to the King.
- If any of the guests at the head table require an interpreter, that person should be seated next to them.

Interacting with Other Royalty

In the SCA all Kingdoms are equal; therefore, all the reigning 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.) You may, if you choose, use the Elizabethan greeting of "cousin" to fellow monarchs. You might also refer to other Queens as "sister" (implying the Order of the Rose connection), as the King may refer to other Kings as "brother," "sword-brother," or "brother-in-arms." Do some research about terms that a monarch in the land of your persona might use.

If foreign Royalty are present during a Caidan Court, they should be seated on the King's side. If both kingdoms are conducting their own court business (such as at a War) they should be seated side by side. Usually the host kingdom Crown sits in the center and is flanked by the other Crowns. Typically the other principal Crowns are seating close to the hosting Crown in order of host(s) and then guest.

Remember that kingdom traditions vary regarding seating arrangements: in some kingdoms the Queen sits on the left (as you face the thrones). If you are responsible for setting up a court with visiting Royalty, consult with the Crescent Herald regarding proper arrangements and protocol.

Prince/Princess Royale

The monarchs' children may be designated as Prince or Princess Royale. The appropriate honorific for a Prince/ess Royale is Highness (as opposed to Royal Highness, which is used for the Crown Prince/ess). There is a coronet--a circlet with four crescents--that can be worn but probably only by older children who will be able to take better care of it.

You should include information about the children along with your likes/dislikes on the Royalty website. Don't hesitate to be clear about things, such as no candy or checking with you before bestowing certain kinds of gifts, and in particular whether they have any allergies. You also want to be very clear about photos, and whether or not people have your approval to post them and where. (It's also a nice touch to send a thank-you note from your child/children for gifts they receive.)

You'll want to include at least one person on your court who is responsible for childcare. Do not assume that all of your court and guards are fond of children or are there to take care of them for you.

RETINUE

Your Court is responsible for ensuring the personal comfort of the Crown. This includes providing food or beverages, reminding Their Majesties of schedule commitments, and creating and maintaining the "Sanctum Regni" (the area around the thrones). They will do a myriad of task silently and efficiently so that you are able to do your job as Queen.

Your retinue consists of the members of your court. They will form the core support staff for you during your reign, so it's important that you choose people you can work with, who can work well with each other, and who will maintain your confidence at all times.

Chamberlain

The Chamberlain supervises and supports the administrative aspects of court business. This includes insuring that award medallions, award cords, and certificates are stocked and available. The Chamberlain also interacts with the heralds to arrange the order of business. The Chamberlain may also be called upon to research summaries of award recipients for TRM comments during award ceremony. S/He should contact event stewards and local nobility prior to events to confirm pavilion space, people sitting with TRM during court(s), etc.

The Chamberlain is also the primary liaison with out-of-kingdom nobility and royalty for inter-kingdom events. Ideally, s/he needs to be available from the time you become heirs through the reign until your heirs have been crowned. Above all, your Chamberlain needs to be a Very Very Organized person who will help you be organized as well!

It's important that you choose someone whose discretion you trust completely, and who is not going to assume "power" over others simply because s/he is the person closest to the Crown.

Advisors

Regardless of your activity level before winning the Crown, no one can know everything going on in the kingdom, and no one can think of all the implications or concerns to be considered prior to a decision or action. Monarchs call into their service people who have by their long experience and discretion proved themselves to be sources of good advice and counsel. Discretion and SCA experience are required for this position. Advisors may be peers (including Royal peers), former Chamberlains and/or courtiers, and/or close personal friends. Advisors should remember that the Crown has asked for their advice, not their orders. Relevant advice requires knowledge of a situation, so your advisors must be people whose discretion you trust implicitly and completely. They must also be people who know the difference between giving advice (a good thing) and speaking for you (potentially a bad thing).

Companions

If you so choose, you may appoint close friends of any rank who are there to give you moral support throughout the reign. They are the modern equivalent of BFFs (and may very well be so in real life). They will be entrusted with information that requires them to be the most discreet of all your courtiers.

Chief Lady/Lord in Waiting

In addition to all of the duties listed for Ladies or Lords-in-Waiting (aka "courtiers,") the Chief Lady or Lord-in-Waiting (CLiW) is responsible for the administrative tasks related to organizing the Court and their duties, and interacting with the Chamberlain. The CLiW sees to the Crown's personal comfort, and assist whenever possible by organizing and/or providing food, water, or attendance for privy breaks. The CLiW schedules courtiers to provide service and attendance, and may arrange setting and service of head tables during banquets.

About privy breaks: It may sound funny but when you're Queen, you want to be sure you always take at least one attendant (and maybe a member of the Guard too) with you when you go to the privy. Some people see an unattended Queen as an opportunity to chat "in private" when in fact you have more pressing needs at hand. More than one former Queen can regale you with horror stories of being interrupted during a bathroom break or shower and unable to get away from the situation politely.

Senior Lady/Lord in Waiting

In much the same way as the Lieutenants for Guards, these individuals are familiar enough with the workings of the Court that they can step in at events to organize the Courtiers when the Chief Lord/or Lady cannot attend. This person can also be considered the CLiW's deputy, in the event that s/he is unable to attend you.

Lady/Lord in Waiting

These are members of the populace you invite into your service during the reign. They may be given any number of tasks: cupbearers, assistants, logistics (packing, unloading, setting up, tearing down, etc.). If you've ever served on a royal court, you know how many little things need doing during the day that you can't do for yourself when you're Queen.

Largesse Coordinator

For many years, the Queen and her court pretty much handled making items to be given as gifts both at Caidan events and to other monarchs at wars, etc. Almost 20 years ago, this trend changed as more and more gifts began to be exchanged. The individual designated in this role keeps track of largesse commissioned and received both as promised and as gifts, to whom the largesse is to be given, and preparing thank you's for items received. The coordinator doesn't need to make largesse him/herself but should be extremely well-organized and able to keep track of everything needed and dispensed.

When you have heirs, you'll want to be sure that they have largesse to distribute as needed. When you step down, whatever is in the collection should be passed on to your heirs to help bolster the supply. Unless clearly specified, largesse should NOT be considered as gifts for your court; that's YOUR responsibility, not the Kingdom's!

Garb Coordinator

Even if you're used to making your own garb, you probably won't have time during your reign, so you'll want to have a person on your court who helps coordinate that for you. People will offer to sew so the garb coordinator keeps track of measurements for both

monarchs (and children, if appropriate); fabrics donated or purchased; what is to be made, by whom, and for which event. The coordinator also schedules fittings and stays in touch with those who are sewing to be sure that production is going according to schedule. Do not assume that all offers of garb are being done gratis; it's courteous to compensate costumers for the fabric and their time.

Court Scribe

Appoint someone on your court who will work with the Scribe Armarius to be sure that scrolls, certificates, and special documents are prepared as as needed, including completed scrolls for peerages. Your Court Scribe should be a particularly discreet person with good calligraphy skills. The Court Scribe is responsible for taking care of the box of award certificates that the previous court scribe should pass on. There should be copies of all of the necessary certificates in the box. You should provide the Scribe with the names and awards that you plan on giving at an event as far ahead as possible; at least a week allows time to calligraph the certificates and make sure they will arrive on site. If you have trouble finding an appropriate scribe or team of scribes, contact the Scribe Armarius for assistance. If there is a desire for unique award certificate designs, tell the Court Scribe as soon as possible so that they can arrange to produce new designs before the reign starts. *(Added 7/21/15, from Dame Richenda Elizabeth Coffin, Scribe Armarius)*

Pets

If you bring your pet(s) with you to events with you, be sure you appoint someone willing to serve on your court in this capacity. While it's your responsibility to insure that all registration and vaccination paperwork is current and present, along with food, water bowls, leashes, toys, etc., this person will be able to help with feeding, walking, and cleaning up. (It's ok to include information about your pet's likes and dislikes on your web page, especially to insure that well-meaning people don't indulge your fur children with table scraps or other things they aren't supposed to ingest.)

Royal (Queen's) Guard

The Royal Guard provides protection for Their Majesties, the Thrones, and the regalia, in particular, the Crowns. It is the duty of the Royal Guard to set up and break down the Royal Pavilion and campsite, to ensure privacy during Their Majesties' confidential meetings, to unload and pack the Royal trailer and to bear the Queen's favor with honor. The Royal Guard is frequently called the Queen's Guard. Members of the Guard, including the Captain, may include fighters from all the martial disciplines, and may be male or female.

Captain of the Guard

In addition to all of the duties listed for members of the Royal Guard, the Captain of the Guard is responsible for the administrative tasks related to organizing the Guard and their duties. The Captain is also responsible, either directly or through approved delegation, for hauling and storing the Royal Trailer.

The vehicle that hauls the trailer needs to be at least a full-sized 8-cylinder truck, and the driver(s) need to have the appropriate vehicle and property insurance. (Note: Kingdom swords, crowns, etc, are NEVER stored in the trailer.)

Compensation for hauling the trailer should be reviewed in advance with the Kingdom Exchequer. The Trailer needs to be at every event early so that the Royal Pavilion, Thrones, etc. can be set up in a timely manner.

The Captain is responsible for maintaining a contact spreadsheet of Guard members as well as some form of online communication (elist or closed FB group). In addition, the Captain is responsible for coordinating schedules to insure that Guards are always present at events and have been assigned their tasks.

Lieutenant Guards

In addition to performing the duties listed for members of the Guard, the Lieutenant Guards should take a leadership role. They may be asked to assist the Captain with administrative or organizational tasks. These individuals are familiar enough with the workings of the Guard that they can step in at events to organize the guards and the workings of the royal pavilion and campsite when the Captain of the Guard cannot attend.

Guard Duties

It is an honor to serve on the Royal Guard, but it is also a job. The major duties of the Royal Guard include:

Set-up and Tear-down

These are the busiest parts of an event for the Royal Guard. Unless given a different task or injured/incapacitated, all members of the Guard present should help with set-up and/or tear-down. Hopefully this won't happen, but keep an eye out for members of the Guard who may always be "too busy" to do the hard work but are always available for the high-profile tasks.

Guard members are responsible for checking in with the Captain or designated representative the day of the event, and notifying the Captain if they are unable to attend. As Queen, be sure you explain that while you appreciate their service, illness and/or modern-world obligations take precedence.

Attending the Crown

In General

Explain to the members of your Guard (and ask the Captain to help with this):

- Be discrete. Members of the Guard should assume that everything they hear while serving as guards is confidential unless specifically told otherwise. Part of their duty as a guard is to keep everything they hear while on duty to themselves. Guard members should be encouraged to ask the Captain or the Queen if they have any questions about a situation.
- Always offer to carry any large or heavy burden for Their Majesties and Their Court, as well as anyone they see struggling with items. In particular, members of the Guard should assist ladies and children.
- Look their best. Cover any modern gear that is part of their fighting kit. If they have just come off the field, they should take a moment to tidy up before attending Their Majesties.

During Court

The Captain of the Guard should insure that members of the Guard:

- Pay attention to the business being conducted and don't not carry on side conversations and goof off behind the thrones, especially at outdoor events.
- When stationed at the end of the aisle, offer to escort any unescorted ladies called into court (regardless of whether guard members themselves are male or female).
- When the Guard makes a presentation to Her Majesty, they should arrange themselves in rows of two behind the Captain. As they march in, each pair should bow bow after the pair in front has completed their bow and moved to the right or left to stand or kneel. When they march out after the presentation, they should turn at the end of the aisle and bow to thrones.

On Progress

Likewise, the Captain of the Guard should insure that members of the Guard:

- Pay attention! Nothing looks worse than when Their Majesties move on and Their Guard doesn't notice!
- Step back out of earshot when Their Majesties are conducting confidential business and politely prevent members of the populace from approaching Them until Their business is concluded. Guard members should not consider themselves police and should never behave in a rude or threatening manner.

Fighting at Tournaments

If Guard members plan to fight at a given event, they should let the Captain in advance, if possible, and check in throughout the day to indicate availability for assignment. They should always wear their Guard favor on the field, in addition to any personal favors they carry. In addition to saluting the one whose favor they bear, they should always salute the Queen before the combat.

Fighting at Wars

Even if Guard members are part of a regional or personal levee, they should also learn to function as a fighting unit at wars and melee events under the direction of the Captain and/or Lieutenants. This includes Rapier and Archery units.

CORONATION DAY

Your Procession

- The Crown Prince's sword bearer (and/or yours if you are a fighter or if you are the one who won the lists) – this sword is required in the ceremony
- Banners of the Crown Prince and Crown Princess (if you're using them)
- Musicians and/or singers
- Your Personal banners
- Your personal shield(s)
- The Crown Prince and Princess coronets carried each on a pillow
- Miscellaneous "extras": Cupbearer, spearmen, someone casting largesse, etc.
- Members of your court, with the lowest-ranking people marching first
- Depending on the age of your children, they should either march with a courtier, or perhaps as a shield or cupbearer
- You and the Crown Prince

Basic Order of 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 – give to you and returned to Seneschal
- Yellow Rose – given to the Queen by the A&S minister
- King's personal sword – given to the Kingdom Earl Marshal
- Symbol of Royal Treasury – given by and returned to the Kingdom Exchequer
- Scepters – given to you both by the Seneschal and Crescent Herald
- Oath of Fealty from the Great Officers; you give fealty tokens
- Landed Baronage - you give fealty tokens
- Laurels & Pelicans Charters – given by and returned to the Order secretaries; you give fealty tokens to each peer who comes forward to swear fealty at all events during your reign
- Your Chief Lady-in-Waiting, Chamberlain, and Captain of the Guard are called into service; tokens and favors given
- Sword and Tabard of the King's Champion is given and a yellow rose (or other token) given to the consort
- Court and Guard are called into service; favors are given
- Additional tokens as thank-yous for various services
- If new royal peers are being made, you will give the new Countess or Duchess a yellow rose for new Countess/Duchess
- Awards

There is usually a break between the final business of the outgoing monarchs and the business conducted prior to the start of the Coronation ceremony. Use this time for your Chamberlain to arrange to get the items you'll need set up in the throne area including:

- At least one empty vase for flowers
- 3x5 cards or notebook to record largesse and presentations received
- The Largesse, favors, and fealty tokens you're giving
- Goblets and beverages for you, plus cloth napkins AND tissues.

All of these items should be arranged well in advance, and set up calmly the morning of Coronation, with minimal drama or displacement of the outgoing monarchs.

CHECKLISTS

As soon after winning Crown Tourney as possible (the sooner, the better):

- Select your Chamberlain, Chief Lady-in-Waiting, and Captain of the Guard and extend an invitation to them to be on your Court. Of these three, the most crucial is Chamberlain.
- Work with the Captain of the Guard to draft a list of potential Guard members and what positions to offer them. You may also wish to consult members of the Chivalry and the Baronage for Guard recommendations. Get addresses (surface mail or email, whichever you prefer) and prepare your invitation. Don't hesitate to include members from Western Seas even if they may not be able to attend an event on the mainland; they are, after all, part of the Kingdom regardless.
- Work with the Chamberlain (and Chief Lady-in-Waiting, if you have someone already identified to serve in this position) to draft a list of potential courtiers. Consult with the Baronage to obtain recommendations. Be that those people are not already immersed in service to their Barony. There are lots of worthy people in the Kingdom so there's no need to limit invitations to those who are already in positions of responsibility. Get addresses (surface mail or email, whichever you prefer) and prepare your invitation. Invitations to the Guard and Court should come from you rather than the Chamberlain, although you may ask the Chamberlain to follow up with people if you don't hear back in a timely manner.
- Likewise, figure out who you'd like to be your Garb Coordinator, personal Herald, Largesse Coordinator, Court Scribe, Advisors, and Companions, and whatever other positions are needed.
- Work with your Chamberlain, Chief Lady-in-Waiting, and Captain of the Guard to determine who will hold which positions and be responsible for which task(s). Then customize the invitations to include specific details.

Favors & Tokens

You'll need to produce a large number of favors prior to Coronation, including those for the Guard, as well as the Court and Retinue, so you want to get the design for those finished and production started.

You also need to plan what you and HRM will be giving as fealty tokens and progress tokens. Consult with the Kingdom Exchequer to see what costs are reimbursed vs. what you'll have to expend from your own funds.

Wish List & Preferences

As you can see from [the Caid Royals website page](#), the Kingdom website provides a page for the monarchs and heirs on which they can list various preferences, likes, dislikes, and in particular allergies. Your Chamberlain should coordinate with the Kingdom Webwright to

insure that this information is made available soon after Crown Tourney, and is maintained throughout the reign.

You will also want to establish a "progress" which is a list of events that you plan to attend. Again, your Chamberlain should work with the Kingdom Webwright to insure that information is kept current. <<http://royals.sca-caid.org/75/progress.php>>

Also provide the Kingdom Webwright with photos, photo releases, and contact information for your retinue <<http://royals.sca-caid.org/75/contacts.php>>

Online Communication

You and your Chamberlain should work together to set up a contact list that includes SCA and modern names, surface mail addresses, phone numbers, email and Facebook contacts. You may wish to establish a closed Yahoo group or Facebook group. Be aware that even though the group may be set to private, there are always ways to gain unauthorized access, so it's advisable not to post anything that is confidential or which might be harmful to you, your family, and/or the Kingdom if it were to be made public.

The Compendium Caidis (aka the wiki) is a fantastic resource for past, present, and future information. You may wish to designate someone on your court to be responsible for working with the Editor-in-Chief to maintain info on the wiki that relates to your reign, or you may ask the Editor to appoint someone on the wiki team to assist you.

If you haven't already done so, take some time to peruse the wiki. The list of your predecessors is a great place to start: [Compendium Caidis - Royals](#), as is [Compendium Caidis - Caid](#)

Coronation

Six to eight weeks prior (immediately after Crown tourney)

After you have confirmed the core of your team, the following things should be addressed:

- Design and 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 your measurements to be taken and garb to be made for new Coronation or Queen's Champion clothes. You have several options regarding garb for Coronation:
 - Clothes in your persona's period
 - Blue and white for Caid
 - A "theme" (with the understanding that beginning in 2016, Winter Coronation will occur at 12th Night, so the theme may already have been set. Your Chamberlain should work with the event stewards)
- If a feast is planned, your Chamberlain should work with the event stewards regarding seating at the head table, and also let them know about any food allergies you have
- Send invitations to other royalty and nobility whom you wish to invite as special guests
- Set up time to inspect regalia with the Regalia Officer.
- Arrange as many meetings as needed with outgoing Royals to discuss Kingdom politics and awards.
- Work with the Ladies of the Rose hostess to determine a convenient time for the

Princess's Tea.

- Submit royal contact info, chamberlain contact info, calendar and wish list to Kingdom Webwright and Kingdom Chronicler
- Contact the Crescent Herald for a copy of Coronation ceremony, to discuss the ceremony and possible variations.
- Order business cards with your contact information. There are a number of people in the Kingdom who are happy to assist with graphic design and production of these.
- Even if you already know them personally, have the Chamberlain contact Coronation and Queen's Champion event stewards to discuss arrangements
- Find out if Coronation and Queen's Champion sites are dry (no alcohol at all), damp (wine and beer), or wet (any and all alcoholic beverages allowed) sites and inform your court
- Your Chamberlain or Chief Lady-in-Waiting should check on available accommodations for you for Coronation and Queen's Champion. Work with them to make arrangements. Be prepared to cover these costs out of your person funds.
- Clean your house completely; this may be your last chance for a while!
- Make whatever arrangements you need regarding your modern-world jobs. Being monarchs can and will suck up every available moment of your time. If you have a job that permits you to work on personal matters, great, but don't jeopardize your income if it doesn't. Being King and Queen is NOT cheap, and there's no GoFundMe for it!

Five Weeks Prior:

- Review Coronation ceremony with TRM, especially if there are any changes or additions; make sure these are delivered to the Crescent and Dolphin Herald.
- Review the Regalia with TRM and the Regalia Officer. This is also a good time for the Crown Prince to get any of his personal regalia (chain and/or sword) in good order, as well as armor
- Follow-up on the list of courtiers to be sure people have responded. Once you have a complete list, prepare and send a welcome letter that explains your goals for the reign and what will be expected of them
- Work with the person on your court who is handling online communication to be sure that everyone is able to access the court email list
- Your Chamberlain and Chief Lady-in-Wait should start a schedule of who will be doing court and feast duty, and what to expect in that part of the Coronation ceremony. Be sure that your Chamberlain knows who is staying where for that weekend. You are NOT expected to fund transportation, accommodations, or food for your court or guard.
- Check on the RSVPs for your invited guests
- Your Chamberlain should be working with the appropriate court people in charge of your garb, the fealty tokens, and the favors. Be sure they keep you posted on the actual progress. (Sometimes, well-meaning courtiers don't understand that "I've got it under control, Your Royal Highness" is actually more stressful than helpful.)
- Arrange with the Chamberlain and event stewards 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 ask the Chamberlain and Chief Lady-in-Waiting to make appropriate arrangements.

Four Weeks Prior:

- Continue adding courtiers to Yahoo group and address book as they accept
- Continue reviewing the 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. Practice. Practice. Practice.
- If you are bestowing any peerages and the candidates are reciting their fealty oaths in a language other than modern English, ask for a copy of that so that you can at least become familiar with how it will sound.

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.
- Check on garb progress
- Check on fealty tokens
- Check on court/guard favor progress
- Check with the outgoing Majesties to see if their stepping down includes any theatrical extras (death scenes, mob of actors, elephants, etc.)
- Practice ceremonies – speak louder! speak slowly. Enunciate

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 the e-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; you should already have had at least one fitting
- Check on fealty tokens
- Check on court/guard favor progress
- If you haven't done so already, arrange for any 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! Look up and out into the crowd. Don't be afraid to make eye contact.

One Week Prior:

- Discuss and finalize Coronation Procession
- Arrange for the delivery or pick-up of:
 - Court and Guard favors
 - fealty tokens
 - largesse to be gifted to hosts
 - Queen's Progress tokens (unless it involves baked goods that are being prepared the day before)
- Arrange for a final fitting on the coronation garb, if it's not already finished. Do NOT leave this to the night before the event!!
- 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.
- Arrange for the token to be given to the Queen's Champion's consort (a yellow rose, if that's what you decide to give, or whatever token you've selected)
- Practice ceremonies and addressing populace
- Get as much asleep as you can
- Ask the Chamberlain to confirm that parking spaces and a ready room have been arranged
- Ask the Chamberlain to coordinate with the Scribe Armarius regarding any scrolls that you will need to sign prior to the start of Court

Day of Coronation:

- Arrive early - you are not expected to attend TRM's final court but you should be all ready when it's time for your part of the show to start
- Check in with your Chamberlain, Chief Lady-in-Waiting, and Guard Captain to get assistance in unloading the vehicle, getting your items to the ready room, and getting dressed
- Arrange to sign scrolls, as needed
- Breathe
- Ask your personal Herald to get any updates on the day's timeline
- Ask someone on your court to keep you updated on what is happening in court
- Eat something. Laugh. Breathe.
- Stay calm no matter what and try to keep your Court from getting wound up. (This is especially true if you have children who are participating in the ceremony)
- Your Chief Lady-in-Waiting should be checking with all members of your retinue and court to be sure they are present and ready. Remind members of court that while their service is appreciated, unless they are doing something in the ready room, they might want to attend court or move to another part of the hall where their chatting won't disturb the court proceedings (or you!)
- Your Chamberlain and the Regalia Officer should do a final check to be sure everything you need is in order

The last piece of business for the outgoing monarchs is to release their court, at which time you will probably be assembling QUIETLY at the back of the hall.

Packing it up after your Coronation:

- Before your first court is over, have someone start organizing everything that has been delivered to the ready room.
- All the Champions' items, 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 ready room.
- Ask the Regalia Officer if you have any questions about the care and availability of regalia items.
- You have another complete event tomorrow where you need most of this stuff again...!
Queen's Champion:

Much of your advance preparation should have occurred while you were getting ready for Coronation so this is just for the day.

Queen's Champion Tourney

As Queen, you may restrict who is eligible to fight in your Queen's Champion Tournament, although be careful how you handle this. If someone who lives out of Kingdom wants to fight, be sure that s/he is amenable to sharing the honor with whichever Caidan finishes closest to the top. You may also restrict the types of weapons used, for instance using standard tourney weapons rather than those more commonly used in war. (This is also true for your Queen's Champion Archery Tournament, or any other of the Champion events.)

If you decide to place restrictions on who may fight at QC it is only fair to let those restricted know as soon as possible. This should be done personally and announced at events leading up to QC. If you decide to restrict weapons, that information should be announced at every possible opportunity thereafter, as well as at opening court at the event itself.

Arrive when site opens

- Hopefully, your Chamberlain has already made arrangements with the event steward(s) to reserve parking spaces for your vehicle and the trailer as needed.
- Check in with event steward yourself (usually the event stewards will come to greet you personally) and be sure to introduce the event steward to your Chamberlain who will be keeping you updated on any changes to the day's events.
- Likewise, arrangements for the placement of the Royal Pavilion should have been made in advance, so that when you and/or your guard arrive, set-up can begin immediately.
- 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.
- If you're going to be late (stuck in traffic, road issues, fussy child) let someone at the site know, and be sure they tell the event stewards right away.

Pavilion set-up options:

Whether this is the first time or the 100th time you've been involved in setting up the Royal Pavilion, it needs to be set-up without drama, and arranged so that it looks good, is functional for all the court business, and still serves as your "home away from home" for the day. The following are items that should be included inside the Pavilion:

- Wooden table of some kind on either side of Thrones (or between thrones) and covered with a napkin or mesh cover of some kind. The new Big Royal pavilion has a pole in the center where the Thrones normally would go, so you may want to move them in front of this pole or behind it.
- 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) set up behind from the thrones for largesse received, munchies for court, feast gear, etc. Be sure to provide cloth napkins and/or mesh covers of some kind to protect the food from bugs, and keep an eye on where the food is in relation to the sun.
- As court members arrive, they should check in with the Chamberlain for their assignments, and once everyone is there (or 30-45 mins. before court), hold a brief court meeting to be sure everyone knows what they're supposed to be doing.

Before Court:

- Meet with your Chamberlain as soon as you arrive, review awards information as needed (often this involves finding out if recipients are actually in attendance), and

work with the heralds to determine the time for opening court. Because court can't start without you, it's important that you are ready to start at the time stated in the event notice, unless circumstances beyond your control prevent that from happening.

- Consult with Herald for the day regarding awards, presentations, announcements, etc.
- Apprise the Herald conducting court about time you might need prior to court actually starting, so a call to court can be given that allows the populace time to get themselves in place.
- Be sure someone has prepared your presentations; double-check that the right sticky notes are on the right items, so that court members assisting you hand you the correct item
- Medallions should be hung on the back of the thrones in the order they are to be given
- Be sure that someone is taking notes when awards are given, in case the recipient is not present
- Be sure that people are ready to put presentations you receive in a safe place in the royal pavilion, and that someone is recording all presentations you receive. If the person recording the presentations plans to use a tablet, be sure it's covered with something that makes it look like a book! There are already enough anachronistic cameras, so you don't want to add to the modernity. There's nothing wrong with taking notes by hand, the old-fashioned way.
- Make sure there are refreshments at hand for courtiers standing court and TRM (hide all modern vessels)
- Hopefully one of your courtiers has vases ready for the flowers you will receive. If you receive something you're allergic to, ask one of your courtiers to handle the item for you, with your apologies to the presenter. (One way to avoid some of that is to have your Chamberlain confer with the event stewards in advance of the event, and review your likes/dislikes.)

After Court /During the event:

- Queen's Procession – At some comfortable time during the day send someone to invite the Ladies of the Rose present and any guests you wish to include (members of your family, the hosting baroness, etc.) to accompany you on your progress. It's helpful to ask a local herald to accompany the procession as well. Be sure that the tokens you're giving (usually wrapped candies) are in a basket, and someone will be holding a parasol for you. (Yes, you're the Queen but the sun doesn't care!)
- This is a good time for your Chamberlain to straighten up the royal pavilion and coordinate the rest of the day's activities with the guards and courtiers.
- With the help of your Chamberlain, make sure you keep your appointments and meet your obligations throughout the day. This includes paying attention to the fighting, especially the children, and the final rounds of your champions' fights. It's helpful to ask your Chamberlain to remind you about these things as long as it's done quietly and unobtrusively.
- Your Chamberlain may have to do some ad hoc schedule rearranging on your behalf (yet another reason for that person to be professional and discreet.) Make sure shifts are running smoothly
- Make sure all your courtiers have water and the opportunity to eat (and make sure they understand that if they're sick, they stay/go home. And if they have to take medication, they need to take it rather than skipping it. Yes, it's a lot like taking care of your children.)
- Be sure your Chamberlain works with your courtiers to insure that the Royal Pavilion is always neat and organized (this includes packing things that might not be needed after a certain point.) No one's personal items should be strewn about, nor should

food be left out if there's any chance of it spoiling.

- Make sure your courtiers remain presentable while on duty. On hot days, be sure they all stay hydrated and take frequent breaks in the shade.
- It often happens that you may need some time to yourself just to regroup. Be aware of the warning signs and ask your Chamberlain to assist you with going to a quiet area in the park or on the site and making sure you're not interrupted. This should be done quietly and calmly. If you start to feel unwell, take whatever steps are needed to get help. Shouting "Medic!" should be avoided unless it's a life-threatening emergency.

Closing court:

- Make sure you have the Regalia for new Queen's Champion which was probably given to you during Coronation. Normally, for Queen's Champion tourney, you'll need the items for Armored, Unarmored, Rapier, and Youth (up to 4 age groups) Champions which includes a tabard or sash. The Queen's Champion is entrusted with a sword.
- There should be Queen's Favors for all. Although you were the fighters' inspiration throughout the day, it's nice to give a small token to the winners' consorts, or, in the case of youth combat, a small gift (flowers or cookies) for the winners to share with their parent(s). NOTE: Be sure that one of your courtiers get names and contact information for ALL the Champions – they are now part of Court!
- Presentations should have sticky notes on them so that your courtiers hand you the correct ones, as requested.
- Medallions should be hung on the back of the throne in the order the awards will be given.
- As with Opening Court, be sure someone keeps track of whether the award recipients or their representatives were present, and instruct the populace as to whether bestowal of the award on absent people should be kept a secret.
- Likewise, the Chamberlain should have appointed someone to make notes about presentations you receive, and someone(s) to make sure the presentations are organized carefully in the back of pavilion.

After court:

- You and/or your Chamberlain should make sure all non-regalia items are packed safely and securely in the appropriate vehicle(s).
-
- 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.
- Good Rule of Thumb for ALL events: Be sure that SOMEONE besides you has a key to your car in case yours get locked in the car.

***Be sure you THANK all of the courtiers and guards who worked
so hard to make the event a success !!!***
(In fact, be sure you ALWAYS thank people both publicly and privately.)

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

- Be sure arrangements have been made regarding "housing" for the event (Royal Pavilion vs. hosting area's Pavilion for court), and don't wait until the last minute to let the event stewards know whether you need space or housing.
- 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. Be sure you have discussed these arrangements in advance with the event and feast stewards. Do not arrive expecting them to accommodate your entire party!
- Arrange for crash space/hotel if needed

Four weeks prior

- Send reminders 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 the hosting group will be providing lunch for TRM, and whether guests are included in that invitation. Also confer with the event steward regarding special dietary restrictions and/or preferences.

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
- 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 !!!!!

Wars

You will enjoy your time at wars, both local and away, if your royal household is coordinated and well-organized. If your Chamberlain can't attend you, be sure that there's someone willing and able to serve in that capacity. If the event is occurring outside the U.S. and/or requires special documents and/or vaccinations, be sure that you and those attending you have taken care of that. (Remember that you DO need a passport to enter Canada!)

The following tasks can be delegated to your Chamberlain, as you choose.

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? If the Chamberlain or a courtier is drafting these for you, be sure you see the final text before it's submitted for publication.

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 about any invitations sent to you from other groups to attend their parties, or other events.
- Work with the Crescent Herald and secretary of the Order (Knight, Pelican, Laurel) regarding any vigils and/or elevations. If you are traveling to another Kingdom, find out whether vigils and/or elevations are planned and consider providing some token of esteem.

Four weeks prior

- Arrange for kitchen facilities and/or specific household to provide meals for TRM. This will vary depending on where the war is, whether the hosting area is providing meals, etc. Be sure that everyone involved in food preparation knows about food preference and allergies, and follow safe food handling procedures (which includes NOT prepping food if one is sick!)
- 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

Work with TRM on arrangements for fighting scenarios, feasts, parties, courts, gifts, etc. If TRM plan to attend any classes, let instructors know in advance.

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.
- Work with the Chamberlain regarding campsite layout, which includes 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. Also be sure that a preliminary schedule of duty has been prepared and confirmed as much as possible.

One week prior

- As needed, work with the Captain of the Guard on packing the trailer. NOTE: The trailer must be in a secure area at all times, whether at events or not, and no valuable Regalia should be packed in there.
- Inventory Medallions, Awards box, make sure they are fully stocked (20 of each medallion, 20 of each promissory)
- If travel to the event requires several days' travel, be sure that all vehicles are travel-ready (oil, tires, etc.), all registrations are current, all drivers are licensed. Make sure that everyone has a first aid kit in their vehicle.
- Verify all travel arrangements, including who is picking up TRM from the airport, as needed.
- Let the event steward and royal liaison know when TRM are arriving/have arrived.

Opening Day of the Event

- If at all possible, TRM should arrive at the event early. If they can't do that, be sure that the Chamberlain and/or Captain of the Guard can, so that set-up is coordinated and as stress-free as possible.
- Let the event steward and royal liaison know when TRM are on site.
- Set up Royal Pavilion per TRM wishes. Ask the event steward for assistance, as needed. Ideally everything should already be set up at least the day before the actual event begins.
- Post the work duty schedule and sign-in sheet where everyone on the court can see it.
- Call a court meeting early in the morning, and verify assignments. Remember that TRM should be attended at all times.

In General

- Make sure everyone stays hydrated and healthy.
- Keep breathing 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
- Treat each day/event as a tourney and go through that list of needs.
- Its WAR, have fun!

Crown Tournament

Getting ready for Crown Tourney is a multi-stage process, but it doesn't have to be overwhelming if you follow the guidelines below:

Before Crown Tourney

Six weeks prior

- Be sure arrangements for lunch have been confirmed with the event steward, including whether the site is dry.
- Review Kingdom Law regarding Crown Tournament and decide if there are any law changes that could affect the event 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.
- Have you written your article for the *Crown Prints* yet??

Five weeks prior

- Your or Your Chamberlain should contact the Crescent Herald about Ceremonies for the day, and be sure you have copies of everything you'll need. (Consider maintaining a binder of ceremonies so that you can memorize them when you're traveling to events)

Four weeks prior

- If detailed information about the site (including directions, local hotels and restaurants) isn't available in the *Crown Prints* or on Facebook, ask your Chamberlain to contact the event steward. Be sure everyone on your court who is attending has that information.
- Your or your Chamberlain should send a reminder (email, Yahooogroup, FB) to Court and Guard about event, ask them to confirm their attendance (including time they will arrive and if they are fighting).
- Find out if the local group is hosting the Crown for lunch, and what the menu is. While the Crown is usually comped for meals, feel free to pay anyhow as a donation to the area's coffers. Be sure that you or your Chamberlain explain about any food allergies.
- If this hasn't happened already, insure that your Garb Coordinator has started working on your stepping down attire.

Three weeks prior

Discuss with your Chamberlain, CLiW and Captain of the Guard about candidates to "loan" to incoming Royalty until they have a court, then ask those people if they are willing to provide that service. If the victors have reigned before, odds are that they already have a retinue.

Two weeks prior

- Check on progress of fighter treats and consort tokens.
- Coordinate with the Chamberlain about refreshments for the Ladies of the Rose during the wreath-making activities. Sometimes a local area may asked to showcase culinary efforts of its populace by contributing to the refreshments. Also check with the Ladies of the Rose (via the FB group) about flowers and rosemary, who is bringing it, how much it will cost, etc.

One week prior

- Work with your Chamberlain, the Regalia Officer, the Ladies of the Rose and Kingdom Seneschal to provide/update information packets with the for incoming Prince and Princess, and their Chamberlain. This includes this booklet, information about Privy Council information (day after Crown Tourney to introduce incoming Royalty to Great

Officers of State), and Coronation. Be ready to provide the new Princess and Chamberlain with this information on a CD.

- Your Chamberlain, working with the Regalia Officer, should inventory the awards to insure there's a full stock of medallions and cords. Also check with the Scribe Armarius about the status of award documents.

Crown Tourney Day

Before Opening Court

You and members of the Court should arrive when site opens. The following tasks may be delegated to your Chamberlain:

- Check in with event steward and be sure that the Captain of the Guard knows where the Royal Pavilion is to be set up (unless that's already been done).
- Work with the Captain of the Guard and courtiers to arrange the pavilion interior.
- 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 the Crescent Herald and staff regarding the order of awards, presentations, and announcements. (This may be a task you prefer to do yourself.)
- Apprise the Herald about how long TRMs need before opening court so that calls to court may be issued to the populace.
- Prepare the presentations, including sticky notes on each so court members can see which is for whom.
- Be sure the medallions are hung on the back of the throne in the order they are to be given.
- Appoint someone to keep track of which awards were given vs. those that might have been deferred because the recipient wasn't present.
- Appoint someone to keep track of presentations to the Crown, and someone else to coordinate placement of the items in the back of the royal pavilion.
- Your Chamberlain should also insure that there are plenty of empty vases and some water for the flowers you receive.
- Make sure there are refreshments at hand for courtiers standing court and TRM, and that everyone has eaten, hydrated and taken any necessary medications.
- Hide as much modern stuff (cans, bottles, phones, gear) as possible. Remember that the area of the Royal Pavilion is always a "photo op" whether it's occupied or not.

After Opening 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.

Invocation to the Lists

This is among the ceremonies maintained by the Crescent and other heralds. You should be familiar with this ceremony and feel free to add anything you feel is appropriate. Fighters come forward with their consorts, so be sure there is enough room in the Royal Pavilion to

accommodate everyone, if at all possible.

Unbelted Challenges

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. You may choose unbelted fighters to cross over to the belted side to even up the two groups.

Presentation of Consorts

After the unbelted fighters challenge the belted side, they present themselves to the Crown, with consort, as a group of four. This is when you bestow a token to the fighters and/or consorts, and offer personal words of encouragement.

Crown Lists

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

- Prepare the business for closing court as much in advance as you can. Use the breaks between rounds because you and the King will be focused on the fighting, especially the final rounds.
- The Ladies of the Rose will gather at some point of the day in the Royal Pavilion to make the rose and rosemary wreaths that will crown the new Prince and Princess. A limited staff will need to be in the pavilion and guards will be needed. Refreshments should be arranged in advance of the events. Do not be offended if a Lady of the Rose can't attend; she may have pressing business elsewhere--like helping her consort during the day.
- 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.
- For the final round, you sit on the throne, which is placed at the edge of the field, with the finalists' consorts on either side of you, and the Ladies of the Rose in attendance. If one of the consorts is unable to be present a chair is brought with flowers placed in her stead.
- The winners will be mobbed, both by their friends and those wishing to curry favor early. Make sure "loaner" courtiers are right there for the winner and consort, if needed.
- If the winner of the tourney does not have a support person (household member, courtier, or personal friend familiar with the routine), provide a member of your court to insure that the wreaths fit comfortably and a herald to arrange processions with the victor. Be sure to introduce the courtiers to the new Prince and Princess so that it doesn't seem as though strangers have been sent to take over the preparations. The winner may already be a Royal Peer or a member of a household accustomed to serving the Crown, in which case they will know the routine.

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 are refreshments at hand for courtiers standing court and TRM

(hide all modern vessels)

After Court

These tasks should be handled by your Chamberlain and designated courtiers:

- 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 backup 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

Day of Meetings

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

Immediately after Crown Tourney

- Contact coronation event steward 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 Before Coronation

- Review the Coronation ceremony with the Crescent Herald and TRH to see 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 Regalia Officer 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 event stewards 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

Work with your Chamberlain, the Crescent Herald and the Scribe Armarius regarding awards to be given, including the status of scrolls and ceremonies.

Two weeks prior

- Check on award inventory including medallions, the Signi, and any personal gifts you are giving to your court.
- Continue to maintain correspondence with the Scribe Armarius regarding scrolls.

One week prior

- Discuss and finalize your Stepping Down Procession
- Confirm with Court and Guard as to who is attending the event. Make sure your Chamberlain has set up the attendance schedule for Closing and Coronation court.
- Verify with your Chamberlain that all regalia repairs and cleaning are complete or will be complete by Coronation, and that receipts for any work have been or will be verified and given to the Regalia Officer.
- Your Chamberlain should double-check the inventory of awards to be sure they are fully stocked (20 of each medallion, 20 of each award certificate)
- Your Chamberlain should also confirm a parking spot for you and a ready room.
- Arrange for a final fitting on your garb (even if you're the one making it). Insofar as it's possible, your garb should be completed at least one week before the event.
- Take some time with work with your consort on your final words for the populace. This is something that should come from the heart. It's difficult to sum up the experience of being monarchs in just a few words, so don't be embarrassed to ask for help. However, because it's personal, what you're going to say to yourselves until the moment you say it.

Day of the Event

- Arrive early, in good spirits and good health.
- Let your Chamberlain and Captain of the Guard know when you're arrived (they've probably got lookouts posted and people ready to help you carry items to the ready room.)
- Breathe. Be sure that you have eaten, had something to drink, and taken any medication you need.
- Your Chamberlain should let the Crescent Herald know that you've arrived so that you can all confer on the morning's schedule.
- Let your Chamberlain handle getting your garb ready, arranging for snacks, and making sure the Regalia is ready. Your time at this point is best spent having a few minutes in private with TRH.
- Your Chamberlain should meet with the incoming Chamberlain and Regalia Officer to

do a quick inventory and make sure all is in order.

- Ask your Chamberlain to call a court meeting and review the attendance schedule. You will release everyone from service as part of the ceremony, but one or three will still be needed to escort you as you depart from the dais.
- After that, have a final personal moment with your court and guard. If you prefer, this is a good time to give out personal gifts rather than during court.

During the Break

- Under the Chamberlain's direction, all largesse and personal items should be taken from behind the thrones to the ready room.
- Your Chamberlain should insure that champions' regalia has been accounted for and is ready to transfer to new chamberlain
- Consider providing lunch in the ready room for your court and guard, as a thank-you.
- Be sure that all personal items have been accounted for, packed up, and locked in your vehicle (or stashed in a corner of the ready room, if you don't feel comfortable putting things in the car.)
- If this hasn't already been done, your Chamberlain should coordinate handing over regalia to the Regalia Officer, and your Captain of the Guard should arrange for turn over the trailer to his/her successor, including all relevant paperwork (registrations, maintenance records, etc.)
- Take a Deep Breath. You did it! (Don't be surprised if you feel weepy, light-headed AND relieved.)

Previous version: Princess's Handbook

<http://rose.sca-caid.org/handbooks.php> - Information in the previous version has been incorporated into this document.

Previous version: Chamberlain's Handbook

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Notes

Notes that still need to be organized into the main handbook:

- Attending out-of-kingdom wars, especially Pennsic and Gulf Wars
- Expanding interactions between the monarchs and heirs
- Explain what the awards database is and how to work with the Crescent Herald and Kingdom Webwright to keep it current
- Work with the Crescent Herald to create a binder with printed copies of all ceremonies
- Awards: Who provides what, how many are needed, and when to order, including Signae Regis and Reginae
- Convert gender references for monarchs and heirs to be all-inclusive

CREDITS

The original *Princess's Handbook*, written by included thoughts and commentary from many people: Peers--royal and otherwise, non-peers, and members of previous courts. It also includes excerpts from other handbooks that were begun but never finished, plus handouts and class notes. Special thanks to Countess Leonora Morgana for her quintessential "file."

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