

Guidelines for Court Lists

- Send court lists to the Dragon Signet (dee.white@zondervan.com AND signet@midrealm.org, please send to both addresses) and the Dragon Herald (herald@midrealm.org) by the Thursday two weeks prior to the event; i.e. if the event is on the 22nd send list by the 7th if at all possible. This gives Signets time to locate Scribes and Scribes sufficient time to do a scroll.
- SPECIAL PENNSIC NOTE- please try to have the court list for Pennsic done by three weeks prior to land grab weekend. A number of scribes go for both weeks and can't be reached after the first weekend. And the week before that is usually spent packing. Last minute additions can be done at War but if the majority of the list is already assigned it makes things go smoother. I try to divide the list by region so scribes from the recipient's region are doing their scrolls.
- The Dragon Signet will put the awards in Order of Precedence but if you have a preference within an award group (you want Jim to get his AoA before Greg) then list the names within a group in the order you would like them called up. He/she will look through the list and edit if necessary before sending it to the appropriate Regional.
- Try to include gender/mundane name and local group if possible. This will help prevent "him" becoming a lady and can sometimes help find a recipient if they aren't in court to receive the scroll and someone needs to accept for them. This doesn't always work and there are some scrolls that haven't found homes yet, but I've been able to match up a few scrolls with their owners.
- For royal augmentations please include what you want the augmentation to be and any special reasons or wording you may want on the scroll.
- The Dragon Signet and/or Regional Signet will check the OP and their own records to try to make sure duplicate awards aren't given. Awards may not get put into the OP right away so other resources need to be used if available. I will contact TRM as soon as possible if there are any duplicates or problems for them to resolve ASAP. Awards in question will be put on hold until a response is received.
- It is up to TRM to decide how many recommendations they want to have to consider an award; some reigns have required at least two so they know the proposed recipient is deserving of recognition.
- Court lists can be sent in the format of choice; Excel or Word both work well. Lists have been as short as 5 or 6 and as long as 50; for a large event 25-30 works fairly well. It can be difficult to find enough scribes to do more than that but I have been encouraging the Regionals to contact each other for help if they can't find enough local scribes. This helps cut down on the number of promissory scrolls handed out.
- The Dragon Signet will be responsible for scrolls at Kingdom level events; Crown, Coronation, etc. He/she will collect scrolls and have them laid out and ready to be signed at the time designated by TRM. He/she will also stamp the scrolls and when dry assemble them in order of presentation. He/she will work with the Herald for the event to ensure a smooth process. For all other events (or

if the Dragon Signet isn't present at Kingdom events) the Regional or their representative will provide the same services. If they can't be at the event and can't find someone to take their place, they are to contact the Dragon Signet, the Dragon Herald, the event Herald or the autocrat to work out the details.

- Awards aren't valid unless read into court. If the recipient isn't there and no one steps forward to accept for them, you may want to have the scroll read anyway and then returned to the Signet so he/she may find said recipient or for presentation at a later date.
- The Herald for the court is responsible for making sure court reports are filed with the appropriate people. The Dragon Herald will contact whomever he/she needs to make sure a report is filed; the Herald directly if he/she knows who it is or else TRM or their Chamberlain to see who heralded the court.
- It's a good idea to bring several copies of the list with you just in case no one else remembers to bring one. This may be the first time the Herald has seen the list.
- If desired, a list of scribes who did scrolls for the event can be provided so they can be recognized by TRM; alternately the Herald could read off the name of the scribe when he is done reading the scroll.
- In order to ensure the greatest number of gentles is attending court as possible, it is recommended that courts be after fighting and before feast. Many people who go off site for dinner don't return and this increases the chances of someone not being there if their name is called. Plus a court starting at nine doesn't get over until well after bedtime for those who have children.
- If the seal is painted on a scroll it doesn't need to be stamped but in order to ensure that the scroll was actually one assigned to be done, it should be stamped on the back.
- Peerages may or may not be included on the court list; if they are included please note if the scroll has been taken care of or not.