

So, You're Going to be Royalty (or staff), What Now???

Our original intent with this outline was to give an overview of some things that those involved in a reign may find helpful to think about or do from the point of view of both the staff and the Royalty. Shortly into the attempt we discovered that where the Royalty ended and the staff began was completely subjective. Our philosophy for the reigns we've been involved with in various ways is that a reign is a team effort, and the royals cannot do it alone. The division of labor between Royals and staff is highly individual and must be customized to the given team. With that in mind, we have compiled this outline of things to consider during a reign, some of which is pretty standard and will be seen on many other such lists, and some of which is peculiar to us. We suggest that the Royalty and their staff use these lists as a starting point in deciding what things are important for a particular reign, and how the work will be allocated. There will certainly be things that aren't included in this outline that you will wish to add, and we'd love it if when you find such things you share them with us so that we can add them to the outline for future reigns to consider. We hope that your reign is great fun, and that this outline proves helpful.

Fina and Ia

Things to Do Right Away:

At the event:

- 1) Check out regalia
- 2) Get a copy of the book of ceremonies
- 3) Make sure the Crown's staff and the newsletter staff have your contact information, and that you have contact information for the Crown's staff

On the drive home, and soon after the event:

- 1) Re-read Corpora, Kingdom and Principality Law. Arrange to have them with you always. Re-read them again. These are your tools, and your limitations and will outline what is possible. (You did read them before the tournament, right???)
- 2) Consider what impression you want your reign to give (the ideal that you are working for) – Will you stick with one time period? Do you have an agenda??
 - a) How do you want your reign to look?
 - i. Will you wear only Kingdom (Principality) colors?
 - ii. What special touches will you give the presence to make it unique? (furs? special rug? Which banners? Toys/puppets? Weaponry? Scepters?
 - iii. How do you want your retainers to dress? Will they match you? Contrast with you? Do you not care? What about your guards? Will you have them? Do you want them to dress a specific way? Wear specific tabards?
 - iv. What will you use for backdrops (is there a large banner?) How will your court look against that backdrop?
 - v. What will you do with your hair? Crowns and Coronets complicate many hairstyles that you may be used to wearing... Practice various styles. Keep in mind ones that take little time and are easy to do for mornings when you didn't want to get out of bed when the alarm went off, and remember that you may sometimes have to put your hair up in a tent, in the dark, before coffee after a late night...
 - vi. Consider make-up. It's period, and people will be taking your picture a lot – sometimes when you haven't had much sleep. Even the most beautiful face may look washed out in photos taken in bright light. If you haven't worn it before, consider getting a professional to give you tips on how to get a 'natural' look.
 - b) Are you going to be formal or informal?
 - i. What presence do you wish to project? Will your court be like a family? Or very formal?
 - ii. Who is allowed to approach you? Can people sit at your feet? How should your staff address you?
 - iii. Will you script your courts? Or wing it?
 - iv. Will you learn the ceremonies, or have the herald prompt you? (Consider your ability to memorize here...)
 - v. How would you like your staff to address you (and when?)
 - c) Do you have specific things you wish to accomplish in your reign?
 - i. Law changes
 - ii. Emphasize a specific activity? Emphasize diversity?
- 3) Find out what the deadlines are for letters to the Newsletter, and plan to meet them with a letter if you wish to.
- 4) Overhaul your vehicle – it's about to have a rough year and should start out as healthy as possible!

- 5) Have extra keys made so that your retainers never have the only key at the event. The police aren't impressed by people in funny clothes trying to break into a car, especially when they think the owner of the car is King Viking Guy instead of Joe Smith (the name on the registration)...
- 6) Make a list of everyone who has offered to help, listing exactly what they've offered to do
 - a) Who will you allow to help? Anyone who offers? Only those with whom you already have a relationship?
 - b) What things will you have others do? What things do you want to control yourself?
 - c) Who delegates jobs (see project manager section)?
 - d) Who keeps track of where projects are and if they will be delivered on schedule?
- 7) Choose, arrange for, or hire a staff...
 - a. Remember your goals for your reign, and make sure that your staff both know them and agree with them. The staff you choose will reflect on you (and staff, the royalty you serve will reflect on you as well)
 - b. Consider spouses and significant others when choosing staff –
 - i. Do they wish to be included?
 - ii. How much will you wish to include them?
 - iii. Do they understand the time and energy that their spouse is volunteering? Are they OK with it???
 - c. How many staff positions will you have? What will their responsibilities be?
 - i. Will you have a Chamberlain or Head of Staff? Some responsibilities of a chamberlain might be:
 1. Contact events you will be attending and make arrangements/ Complete Event sheets (See Rosamund d'Beauvisage's Event Sheet – will you want something like this for each event?)
 - a. Find out what will be available for the Royalty at the event?
 - i. Royalty room
 - ii. Lunch/Refreshments
 - iii. Will they be expected to pay site fee? Feast fees?
 - iv. Will the event provide local retainers/staff?
 - b. Will they negotiate the event schedule between the Royalty and the event staff? (this can help keep the royalty from looking power-mad...)
 - c. Will they set up accommodations for you?
 - i. Will you want crash space?
 1. Who do you want to crash/stay with you?
 2. What are your requirements for crash space? Children? Allergies? Smoking?
 - ii. Will they ask the event if they will provide hotel space (very tricky... But some groups wouldn't otherwise think of it, and are glad to do so to help the royals.)
 - iii. If the event is not providing a hotel, will they have your credit card number? Or will you make arrangements in that case?
 - iv. Do you want your staff to stay at the hotel with you?
 1. Will you help cover their costs, or share your room with them?
 - d. Will they arrange for meetings (Curia/Stallari/Peerage etc.). How much leeway will they have on arranging
 - i. Space
 - ii. Time
 - iii. Refreshments
 2. Keep a list of those currently working on tasks,
 - a. Have an over-view of what is being done

- i. Make sure each task is only being done once
 - ii. Keep Royalty up to date
 - b. Direct volunteers to the right person
 - c. Make sure projects stay on schedule
- 3. Arrange for other staff/court members
 - a. How many do you need?
 - b. Will you rely on a specific staff, or ask each event to provide you with staff, or both?
 - c. Who will
 - i. Set up presence
 - ii. Set up feast table (invite guests to head table if you are the ranking royals?)
 - iii. Set up toasts
 - iv. Retain at events, take notes, run errands
 - v. Retain in court
 - vi. Transport regalia to events
 - vii. Pack/Unpack at events
 - viii. Will you have specific staff to do Court lists? Or will you do that yourself? (Corpora does not allow you to completely delegate decision-making on awards except in very specific circumstances)
- 4. Retain during events
 - a. Run errands
 - b. Take notes
 - c. Coordinate with event staff
 - d. Make sure the Royals eat and drink
 - e. Make sure the staff eat and drink
 - f. Move Presence as necessary
 - g. Keep the royals hands free
 - h. Take care of any gifts they may receive
 - i. Get addresses for thank you notes
 - j. Locate and arrange meetings with any one you may wish to speak with during the day
 - k. Keep you on schedule (When the royals are late they are making a statement. Only make it intentionally.)
- 5. Retain at court
 - a. Coordinate tokens and/or gifts
 - b. Keep drinks full (especially if court is long, or hot)
 - c. Drink
 - d. Don't lock your knees – it can cause you to faint
- 6. Court lists
 - a. Most royals choose to take care of this themselves, will you choose otherwise? Who will have access to this information?
 - b. Who will get the list to the signet (the signet is the person responsible to arranging scrolls for awards you choose to give)
 - c. If you are doing court lists yourselves, who will be given copies? The Kingdom/Principality Herald? Your Court Herald? Your Chamberlain?
 - d. The Royalty are ultimately responsible for making sure that Court Lists are published in the newsletter so that the awards will be official. Often the herald for your court will send in a court report, but some Royalty choose to track these to make sure they get done. Will you delegate this? To whom?

- e. Will you want a complete list of all awards given in your reign? Who will keep this?
- 7. Thank you notes
 - a. Will you send them?
 - b. Will you write them yourself?
 - c. Will you send them for every event? Gifts only? Crash space?
- 8. Web page
 - a. Who will do your web page?
 - b. How will it fit with the look/feel you want your reign to have?
 - c. How much information will you include
 - i. Personal letters?
 - ii. Measurements?
 - iii. Wish lists?
 - iv. Pictures? Will you have a specific picture for the home page in regalia? If so, arrange for this.
 - v. Personal information (Likes/dislikes? Allergies?)
 - vi. Thank You's?
 - d. Who will send them updated schedules and information?
- 9. Schedule updates
 - a. Will you publish your schedule?
 - b. How far in advance will you publish your schedule?
 - c. Who will inform your staff of your schedule?
 - d. Will you send updated schedules to other royals?
 - e. Will you want the schedules of other members of the Royal family? Who will ask for those?
 - f. Who will send the schedule to the newsletter for publication?
- 10. Keep other staff informed
 - a. Will you have a list serve for your staff –who will maintain it?
 - b. Will you have staff meetings? When and where?
 - c. Who will send an event sheet (if you are using them?) to staff, and which staff will receive it?
- 11. Keeping the Royals informed about problems within the staff
 - a. Have the royalty inadvertently upset someone?
 - b. Does staff feel overwhelmed?
 - c. Do they feel they have enough to do?
 - d. Does the staff feel appreciated?
- 12. Helping event staffs or others surprise the Royalty – many people want to give the Royals gifts. The chamberlain can be responsible for helping people find out what you'd like, how to customize a gift, or get them the information they need to make something fit.
- 13. Tracking down addresses
 - a. For thank you notes
 - b. For invitations (some royals invite others to their Coronation etc.)
 - c. For people the royalty wish to contact formally
- ii. Will you have Co- or Deputy- Chamberlains?
 - 1. What will their responsibilities be? (It is important to have someone who can take over in the event that the chamberlain cannot be there or has too many things to do)
 - 2. Can this person be assigned complete events to handle autonomously?
 - 3. Can they take on one or more tasks that might otherwise go on the chamberlain's list?
- iii. Will you have a Project manager? Some responsibilities of a Project Manager might be:

1. To avoid specific projects, but keep an eye on the big picture. Someone who is involved in a specific project may be too narrowly focused to keep others on track, and some things may be forgotten if there isn't one person whose role it is to coordinate rather than do.
 2. Organize volunteer labor and arrange for delivery of projects such as:
 - a. Sewing garb
 - b. Specific tokens
 - c. Gift Baskets or Pouches
 - d. Twelfth Night gifts
 - e. Crown Gifts
 - f. Specialty Projects (ie. Gifts for weddings, births, etc. that you would like to take note of)
- iv. Will you need someone to care for small children?
1. Someone (not you or your chamberlain – you'll be too busy and young children don't care if you're in court when they have to use the bathroom!) who will be responsible for keeping track of them and making sure they are cared for (fed, watered, sun screened, entertained, not annoying people) at any event they attend.
 2. You may want to consider whether or not you have someone you can leave them at home with while you attend events so that they don't miss too much school or just get too tired and stressed – family or a babysitter
- v. Will you have champions who are part of your staff? (see below)
- vi. Will you ask the local group to provide attendants?
- vii. Will you want a 'master of ceremonies'?
1. Arrange music and/or entertainment before courts, during parties or anytime that people may be bored...
- d. Be very clear about what you are asking of your staff– and ask them to tell you what they expect in return (ie. Do you expect your chamberlain to travel with you? Does your chamberlain expect to travel with you? Can they afford to? Do they have both the time and the money to do what you'd like? Are you willing to compromise?)
- 8) Start thinking about who you'd like for your champions
- a) Will your champions be considered part of your staff?
 - b) What will you expect them to do?
 - c) How many champions will you have?
 - d) How will you choose your champions?
 - i. By prowess?
 - ii. Those who inspire you?
 - iii. Those you wish to encourage?
 - iv. Other methods?
 - e) How much/little will you include their spouses, if they have them?
- 9) Go through the regalia
- a) The regalia minister should have things in good repair, but as the regalia is often in use, they may be unaware of any problems. Contact them to make arrangements for repairs, or to find out how to clean things etc.
 - b) Make sure you have what you need, contact the regalia minister if you think you've forgotten something.
 - c) Make sure your staff knows what the regalia that belongs to you looks like

- 10) Contact the staffs for other royalty (Principality and Kingdom)
 - a) Find out if there are responsibilities that the ranking Royalty would like you or your staff to assume
 - b) Find out what they'd like from you, and what you can do to help them with their reign (Remember you are not King and Queen yet)

- 11) Make a budget for your reign
 - a) Contact the Exchequer and find out about travel funds or other reimbursement the Kingdom may make, and what you need to do to receive that reimbursement.
 - b) How will you deal with reimbursements for those who are helping you with tasks that involve money (i.e. postage or supplies)?
 - c) Will you allow people to come to you for reimbursement if you did not approve the project?
 - d) Will you expect money or supplies to be donated?
 - e) Do you trust the person to keep a running total of what is owed? Will you require receipts?
 - f) If estimates were taken for a project, how will you handle over-runs?
 - g) Group workdays: If you have them, will you provide food? This may be a hidden cost.

- 12) Evaluate what time you will have available, and resign from any e-lists/projects/jobs you will not have time for (hopefully you considered replacements before the tournament...)

- 13) Sign up for any additional lists that you would like to be on in order to keep track of what's happening in the Kingdom (you will probably be automatically subscribed to a list for Stallari or Curia and any peerage lists you were not previously entitled to read)

- 14) Create a calendar on which to keep track of events you'd like to attend (pencil), events you will be attending (marker or pen), and any personal appointments
 - a) The West Kingdom handbook suggests making dental appointments or regular doctors appointments at this time so you can schedule them in and they are not forgotten
 - b) Family occasions like birthdays or anniversaries for both staff and royalty are easy to forget! Mark them in as well
 - c) Also consider writing in the schedules of other royals you will be coordinating with as soon as you have them, so that you will know where the entire royal family will be on any given weekend.

- 15) Make sure you know exactly what area you will be reigning over – a map can be helpful. You can also keep track of your travels on a map in order to see what parts of your kingdom you have visited how long a drive it is to that group that you've never actually visited before...

- 16) Decide how much and where you would like to travel.
 - a) Will you stay close to home?
 - b) Will you make an effort to visit each region once? An equal number of times?
 - c) Do you want to reach a certain number of groups? A certain number of events? Large events? Small events? Events royals traditionally frequent? Events royals usually don't?
 - d) Will you travel outside the borders of your realm? How much?
 - e) Will you travel together? Separately? (If separately, consider this when arranging your staff – you'll need more)
 - f) Where are your priorities?

* Some feel it is important to stay within your own borders to see and be seen by your own subjects. Some feel it is important to get outside of our borders to make connections and be involved in decisions on an SCA wide scale. Some feel it is important to attend events in Kingdoms that support our events (eg. Outlands supporting Quest for Camelot).

- 17) Look at your budget. Reconsider the above

- 18) Talk to your staff. Reconsider the above. Remember that the more events you attend the more work your staff will have – even if they do not attend with you.
- 19) Contact groups about the dates of events for things you know you want to attend that are not yet on the schedule so that you can plan for them
- 20) Inventory clothing (both royals and staff)
 - a) Decide what new clothing you need – look at your schedule
 - i. Will you be attending long wars – Do you have enough clothing to get through them (staff too?) Will you need to make a laundry run?
 - ii. Will you need new clothing for Coronation/Crown etc? What do you have in Kingdom/Principality colors? Do you care?
 - b) Decide what new clothing you want
 - c) Inventory fabric stash and decide what fabrics must be purchased
- 21) Begin contacting those who have volunteered to sew garb
- 22) Estimate other sewing projects or other large projects needing to be started right away (Crown gifts?) Arrange for them to be started!
- 23) Set up local sewing day to make repairs, do basic sewing – or arrange to farm things out to trusted helpers
 - a) Consider adding tags to clothing containing cleaning instructions if others will clean your garb for you
 - b) Consider garb for your children, if you have them
- 24) When you are not the ranking royal it is your job to both provide and seek all information
 - a) At Wars particularly send someone every morning to check with the ranking Royalty to see if they have anything they'd like you to do, or if plans or schedules have changed
 - b) It is nice to let the ranking Royalty know where you'll be, when you will be unavailable, what your limitations are, so that they can ask you to help with things like regency courts, hosting parties, visiting royalty, etc. They may or may not wish your help, but it is nice to be available.
- 25) Find out how each of the peerage orders advises the Crown and attend meetings if possible
- 26) Commission your County (Duchy, Viscounty) Coronets and scrolls
- 27) Remember you aren't King and Queen (or territorial Prince and Princess) yet.

**The following sections are written from the perspective of the ranking royalty attending an event. You may have many of these responsibilities before you step up if you are the royalty of the highest rank at a specific event. If you are not the ranking royalty, remember that responsibilities/privileges for inviting people to head table, courts, toasts, and awards are not yours. You should wait until the ranking royalty have set up their presence (or arranged their head table) and indicated where they would like you to be before having your things a set up. This is where knowing the other Royalty's schedule is invaluable...

To do Before Each Event

- 1) Have staff contact event staff (see Rosamund Beauvisage's event sheet for information that is useful here). This may be a good time for them to encourage award recommendations.
- 2) Decide what you will wear. Coordinate with staff if desired. Arrange appropriate backdrop/banner if desired.
- 3) Arrange Court List and send it to the Signet preferably at least 2 weeks in advance.
- 4) Decide if you will have any meetings and arrange them.
- 5) Make sure there is a list of any special props (award medallions, gifts, items to be delivered etc.) so that they get packed.
- 6) Arranging head table in advance ensures that you will have guests, and they will have feast gear...
- 7) Find out if you can access the site before it opens (night before?) to set up.
- 8) Pack. Pack some more. Pack again. Listen to spouse cuss as they pack (if applicable)
- 9) Arrange for regalia transport if you aren't taking it yourself.

To do At Each Event

- 1) How do you feel about being at an event but not in garb? If this is something you want to avoid, either arrive in garb or have someone delegated to whisk you and your clothes somewhere to change as soon as you arrive. It's really easy to get caught talking to important people about important things and forget to change...
- 2) Have your staff contact event staff immediately, so that they can find out if there have been any changes, and where your things should be.
 - a. Where will your presence be?
 - b. Where is the Royalty room (if any)?
 - c. Where are the bathrooms?
 - d. Where will court be?
 - e. Where will activities take place?
- 3) Contact any officers etc. that you will need for court if you plan to hold one, and let them know where to be and when to be there
 - a. Herald
 - b. Signet
 - i. Arrange to sign scrolls
 - c. Seneschal
- 4) Coordinate with any retainers from the local group that will attend you during the day
- 5) Arrange for any guards or other help you will need during the day.

To do After Each Event

- 1) Get everything out of the car and unpacked
- 2) Check for repairs that need to be made
- 3) Check for notes of things that you promised to do
- 4) Do thank you notes (if applicable)
- 5) Do things you promised to do
- 6) Arrange for things to be cleaned

- 7) Make sure court report goes to the newsletter
- 8) If you changed your court list at the event, update your master list and the database you use to decide on awards
- 9) Take a deep breath, and start on the 'To do Before Each Event' list for the next event...

For Coronation

- 1) All the Stuff you need to do for every event plus:
- 2) Research and decide on a ceremony. Run it past the Crown for approval. Run it past the Herald for suggestions (they will alert you to any conflicts with protocol and tradition that you may wish to consider).
- 3) Arrange for extra staff – it is a really hectic day
- 4) Arrange with your predecessors to try on the Crowns before Coronation
- 5) Turn in regalia and check out new regalia – this may take several hours – some royals have someone to whom they can delegate this. If it is delegated, the person who does it will need to take the time to go through everything with the Royalty later. (Once you get home, make sure your staff is familiar with what your stuff looks like now! It's annoying when they keep packing the heirs stuff in your car...)
- 6) Arrange any regalia for champions etc. that you will need on this day
- 7) Make sure that your predecessors are on your court list for any honors they may be due (County, Duchy, Viscounty, Rose, Persephone's Circle) – coordinate with outgoing royalty so that you know how any ceremonies will be handled, which court these will be given in (if there is more than one court), and what regalia/scrolls they have arranged. *It is usual in the Midrealm and Northshield for the Royalty to arrange their scrolls and Coronets themselves, and have them available when they step down.
- 8) Put fealties on your court list – you will probably do this later as well, but it is a given at Coronation.
- 9) Coordinate with outgoing royalty and event staff so that everyone knows when courts will be etc.
- 10) Arrange any gifts you may wish to give on this day (Baronial? Outgoing Royalty?)
- 11) Arrange to take a few minutes to have the Royals picture taken with the Crown's regalia so that you have an up to date picture for the web site and any other use during the reign.
- 12) Will you have peerage meetings? When?
- 13) Now you are the King and Queen (or Territorial Prince and Princess) – Remember what you wanted your reign to look like and go for it!

For Crown

- 1) All the stuff you need to do for every event plus:
- 2) Discuss any requirements for your tournament with the Earl Marshal and the Seneschal and publish them in accordance with Kingdom Law.
- 3) If you are requiring a special tournament style, an A&S display, or any other special thing, work with the event staff to make sure there will be space available – if there are site restrictions consider how much trouble your special things are worth to you and act accordingly
- 4) Will you go with the standard deadline for letters or change it? If you wish to change it, make sure you get the word out!
- 5) Will you send out acceptance letters? Who will write them? Who will stuff the envelopes? Arrange for any special touches (seals, stamps, enclosures etc.)
- 6) Will you publish the list of combatants? Where? When?
- 7) Arrange extra staff – this will be a hectic day.
- 8) Will you have a procession?
- 9) Will combatants or consorts be allowed (required?) to make a boast?
- 10) Will you give gifts to the combatants? The consorts?
 - a. Coordinate this with your budget projections
 - b. Arrange these early
 - c. Arrange someone to hand you gifts at the appropriate time
- 11) Will you have pictures taken of the Tournament?

- 12) Will you arrange to have pictures taken with the winners of the Tournament(royalty family photos)?
- 13) Will you have peerage meetings? When?
- 14) Will you provide a temporary staff for your heirs to help with court? Feast? Regalia? They may or may not have come prepared with a staff, or they may have arranged only one person.
- 15) Will you wish to give your heirs gifts?
- 16) Will you allow activities other than Crown Tournament at the event? Will you attend those activities at some part of the day?
- 17) Coordinate with regalia minister to assure the presence of the heirs regalia
- 18) Arrange chairs beside the list ropes for the consorts in the finals.
- 19) Arrange flowers for the consorts (this can be interesting, as sometimes the event provides these, sometimes the Members of the Order of the Rose have provided them, and sometimes they are the Consort's responsibility – have someone find out tactfully if anyone has planned something already)
- 20) If you wish, arrange to have the previous Royal Consorts called up to stand around the finalist's consorts during the finals.
- 21) Do you wish to arrange for a moment of privacy after the tournament for the new Heirs?
 - a. Where?
 - b. For how long?
 - c. Who will help them get there?
- 22) When will the investiture of the new heirs take place?
- 23) Arrange for someone to fit the Heirs Coronets to their heads before placing them – they aren't nearly as regal as necklaces.
- 24) It is kind to have someone tell the new Heirs exactly what to expect in court, especially if they've never done this before
 - a. When they will be called in
 - b. What ceremony will be used
 - c. What fealty oath will be used
 - d. Will they be given an opportunity to speak in court?
 - e. Where will their chairs be?
- 25) Get the new Heirs contact information

Your Heirs Coronation

- 1) Go through all of the regalia you checked out, make sure you have it all, and get it ready to be checked back in. The regalia is the responsibility of the Royals during the reign – they are responsible for turning back in any regalia they checked out, in the same condition that it was in at that time except for normal wear!
- 2) Discuss with your heirs what paperwork you have to turn over, and make sure the files are up to date. (Any correspondence or paperwork that you have that pertains to an ongoing Kingdom issue should be filed and turned over to your heirs [examples might be baronial reports and reporting history, letters about any problems within the Kingdom...]. Paperwork pertaining to your reign alone does not need to be kept [example might be correspondence about events you attended], – questions about how to decide what to file and what to leave out can be discussed with the Kingdom Seneschal).
- 3) It is thoughtful to give your heirs access to the awards database at least a month before their Coronation, and then to coordinate your court list with theirs for this event so that no awards are duplicated.
- 4) Award recommendations received but not in the database should be turned over to your successors. It also may be a good idea to keep a list of all courts held and awards given in case there is a problem with court reports or something gets lost.

- 5) Plan for any gifts you wish to give
- 6) Even after they step down, the (ex-) Royalty may receive gifts and congratulations, and may need more help than they will need at once the reign is really over. If some members of the staff can help them through this day it will be less hectic.
- 7) Coordinate ceremonies/props with Heirs
- 8) Relax and enjoy your freedom!
- 9) Consider your stamina and stress level before making any commitments for this day – some ex-Royals choose to serve head table at their de-Coronation, others want to be free to party with their friends and don't want that responsibility. When making plans for this day, consider the possibility that you may feel either let down, very emotional or just plain tired.

After Stepping Down

- 1) Reigns change things. Whether you participated as Staff or Royalty, expect some differences in your participation in the Society from before the reign.
- 2) Feelings differ after stepping down. Some feel a need for a break, and may feel a sense of accomplishment or relief at the end of a reign. Others may feel a sense of loss and have a hard time creating a role that suits them after the whirlwind of a reign.
- 3) Try to give your heirs some room – it's their time now. It may be difficult for new Royals to step out of the shadow of their predecessors. Of course, the other side of this coin is that Royal Peers do swear to give wise counsel according to their abilities – so give the new Royals the benefit of your experience.
- 4) All the changes that happen during a reign may wreak havoc with relationships – It may be wise to plan to spend extra time re-connecting with spouse, significant other, children, and friends. Some Royals feel that a reign changes them personally; others feel that the change is more in how others perceive them. Either way, re-adjusting to life after a reign, both in the Society and beyond it, can be challenging and take some time.

Gifts and Tokens

- 1) Will you give gifts
 - a. For foreign royalty?
 - b. At Wars?
 - i. Will you ask for donations for gifts?
 - ii. How will you transport gifts?
 - iii. How much are you willing to spend?
 - c. For your Heirs?
 - d. For other members of the Royal Family?
 - e. At the end of your reign for champions and staff?
 - f. Gift escalation
 - i. Will you upgrade a gift if you feel one you have received is 'more' than the one you were planning to give?
 - ii. Will you tone down a gift to match one you have received?
 - iii. If you are not the ranking Royalty will give gifts? Will you coordinate your gifts so as not to 'outdo' those who outrank you?
 - iv. Will you write thank you notes for gifts received in a gift exchange?
 - g. Will you accept gifts or presentations at specific times only?
 - i. In court?
 - ii. At feast?

- iii. Will you sit in state for these presentations?
 - iv. Anytime they can catch you?
 - h. If you plan to give gifts, consider making standard gift packages (pouches, baskets etc.) before your Coronation. These can be customized for specific events as they come up, but having them made in advance will make things easier when you are caught in the whirlwind of a reign.
 - i. A standard gift package or two can travel to all events with you in case you are surprised by a gift-giving occasion.
- 2) Tokens
 - a. Do you wish to have personal tokens to give when you wish to appreciate deeds or work on the spur of the moment? Arrange for these to be made as soon as possible!
 - b. Do you wish to have tokens or favors to hand out at Wars
 - i. Will these tokens be for the heavy weapons fighters only? For all participants in activities that can win war points? For all attendants?
 - ii. Will you give different tokens for different activities?
 - iii. If you are not the ranking royalty, (i.e. you are Territorial Princess) will you coordinate your tokens with the Kingdom royalty?
 - iv. When will you give out tokens?
 - 1. At a muster?
 - 2. At various activities and times?
 - 3. In court?
 - c. If you leave tokens at static displays where the person may not be present to receive it in person, consider leaving a small card that says something like "This is a token from Queen So and So from 'X' Kingdom left in appreciation of your work" So that the recipient will know what the token is.
 - d. If you make favors for a War some things to consider are:
 - i. Cost
 - ii. Durability
 - iii. How it will be worn – Will it stay on?
 - iv. Coordinating with other Royals from your Kingdom on when they are given, and what you are giving.

Formal awards and honors

- 1) How will you decide whether or not to give a recommended award?
 - a. Will you require a specific number of recommendations
 - b. Are recommendations from the local Baron and Baroness the same as any other recommendation?
 - c. What about recommendations from Peers?
 - d. Will you treat AoA's differently from Grant level awards?
- 2) How will you decide about peerages?
 - a. How will you conduct peerage meetings?
 - b. Find out who your peerage secretaries are, and talk to them about how polls have been done. Decide how you will do them
 - c. How many polls will you send out?
 - d. Will you give peerages based solely on polls? Meetings? Your own gut instincts?
 - e. When will you inform the order that you have decided to invite someone into that order?
 - f. Discuss with your signet how you will arrange for peerage scrolls. Some royalty want a scroll to be there for the ceremony, some leave it to the new peer to commission a scroll after the ceremony, some talk to the peer-to-be's advocate and have them arrange for a scroll.
- 3) It is important to get the court list to the signet at least two weeks prior to the court, so that scrolls and their delivery to the event can be arranged.

- 4) Keep a small selection of scroll blanks with you, as well as a calligraphy pen so that if you wish to give an award on the spur of the moment you can have a scroll done quickly on site. A good calligrapher on your staff can do a scroll in half an hour if they have a blank to work from.
- 5) Some people who live near you who can do scrolls and who are willing to have you call on them after you've contacted the signet with your official court list can help you get last minute award scrolls done without making the signet or the scribal community crazy – they can also help should you wish to give an award to the herald, signet, or anyone else who may have access to your court list.
- 6) Consider how much your staff will be allowed to know about awards/peerages/political happenings

Working with other Royals and Territorial Barons and Baronesses

- 1) Principalities and their Royalty
 - a. If you are the Principality Royalty
 - i. Find out from the Kingdom Royalty before you step up what awards if any you will be allowed to give in addition to your Principality awards
 - ii. Always make sure that the Kingdom Royalty are at least as well cared for as you are within your Principality
 - iii. If you wish to hold court at an event where the Kingdom Royalty will be present, ask if you may hold court within the Kingdom court in advance.
 - iv. Provide the Kingdom Royalty with your court list so that they can estimate court times and will know what to expect during court.
 - b. If you are the Kingdom Royalty it is considerate to
 - i. Tell the Principality Royalty clearly what you expect of them
 1. Will they be allowed to give some Kingdom awards?
 2. Will you be bringing staff with you any events you may attend in the Principality (if you are from outside the Principality)?
 3. Do you have any requests for Principality Courts within your courts? (length, gifts to be exchanged or not to be exchanged in court etc.)
 4. Let them know when and where you will expect them to be for court, if they will be invited in or are to follow you in procession etc. – and if you change something on the schedule, have someone let them know, so that they can adjust accordingly.
- 2) Landed Barons and Baronesses
 - a. It is considerate to let the Baron and Baroness of a group where you will be attending an event know what you expect in advance
 - b. If you will allow them to hold a court within the Kingdom court it may be convenient to ask for a court list so that you will know how long their business may take, and what to expect.
 - c. It is thoughtful to let them know if they will be invited to sit in court and at head table early in the day.
 - d. In the Middle Kingdom there is a secretary for the Landed Barons and Baronesses. This person collects their reports and gets them to you, and keeps track of who has sworn fealty. It is nice to find out who this person is, so you know whom to contact if you need this information.
 - e. Landed Barons and Baronesses are often pleased to be asked to conduct regencies, make award recommendations etc.

Baronial Transitions

- 1) Find out how many (if any) Baronial Transitions there will be during your reign

- 2) Decide whether you wish to travel to events close to the Barony in question for the changeover, or whether you wish the new Baron(ess) to come to you
- 3) Decide how much leeway you will give the Barony in deciding on what kind of ceremony they'd like for the changeover
- 4) Plan for any gifts you wish to give
- 5) Read the laws concerning choosing a new Baron and/or Baroness, and decide if you have a preference for how you receive counsel from the populace before making your choice.

Curia and Officers

- 1) Don't forget to schedule Curia (Stallari) meetings. Check the laws to see how many you need per reign.
- 2) Check the laws for officers responsibilities, how they are chosen, and their relationship with the Royalty
- 3) How will you run your meetings?
 - a. Some reigns run them themselves
 - b. Some reigns have the seneschal run the meeting while they observe and keep things moving along
- 4) Read the Curia minutes and attend meetings while you are heirs, so that you have some idea what's been happening (Principality Royalty are members of Curia in the Midrealm. You can take advantage of this to represent the Principality, and learn from the Midrealm officers).
- 5) When and where will you hold meetings?
 - a. At an event?
 - b. Before or after an event?

If there is a law you'd like to change in your reign get started right away. By the time you have consulted Curia, published the change for comment, revised it, etc. you won't have much time to get it read into court.

Entertaining while you are Royalty

- 1) Will you send written invitations? If so, provide
 - a. Time
 - b. Location
 - c. Whether or not food will be served
 - d. Whether or not retainers will be fed as well – and how many retainers are welcome to attend (Most staffs are very reluctant to leave their royalty completely unattended)
- 2) If not sending written invitations, find a way to be very clear about what is happening
 - a. Who is invited
 - b. Time
 - c. Location
 - d. Whether or not food will be served
 - e. Whether or not retainers will be fed as well – and how many retainers are welcome to attend (Most staffs are very reluctant to leave their royalty completely unattended)
- 3) Clearly delineate the entrance to your event
- 4) Delegate someone to meet guests and usher them in, announce or introduce them

- 5) Have someone welcome all guests, find them someone to talk to, offer them food/drinks if appropriate
- 6) Provide space for attendants to sit behind, but with easy access to, their royal
- 7) If providing refreshments, have people available to serve and answer questions about them.
- 8) If you are lucky enough to have several members of the Royal family present, coordinate hosting duties to make sure that all guests are having a good time. You could also ask a group like the Order of the Rose, or Territorial Barons/Baronesses to help host.
- 9) Retainers keep a list of guests' names and where they are from handy in case you suddenly forget. It might be nice to try to memorize the names and pictures of guests you haven't met previously in advance.
- 10) Consider heraldic colors for table or decorations –either your own kingdom, or appropriate colors for each kingdom where you plan to seat them.
- 11) Can you arrange to provide dinnerware? Will you use disposable dinnerware? Arrange for dishwashing? If each guest brings his or her own gear, and you provide dishwashing, how will you avoid mixing up feast gear?
- 12) If gifts will be exchanged
 - a. Provide staging areas for each attendee to place gifts (allowing these to be dropped off in advance is often convenient for guests and their staffs)
 - b. Gift free-for-alls are chaotic and stressful – arranging an order in which the guests can present their gifts one at a time is nice if the royalty wish to hand gifts out personally. Another option is to provide a place for each guest to place gifts received, and have the retainers quietly distribute them. Other things would work to...
- 13) Being late (both as a guest and as host) sends a message – try to send it only intentionally. You might choose to send a staff person to tell a host that you will be late if you are unavoidably detained, or ask staff or other royalty to make your apologies and explanations if you will be late as host.

Miscellaneous

- 1) If you want pictures of your reign, arrange a royal photographer
- 2) Make a list of things that you bring to every event and customize it weekly to make packing easier
 - c. Your personal stuff – make sure to include pain relievers, as grumpy royalty or staff are not fun
 - d. Court list
 - e. Book of ceremonies
 - f. Extra gifts for surprise occasions (If foreign royalty are present and you did not expect them, for example)
 - g. Laws
- 3) Consider who you will invite to head table
 - f. ranking gentles?
 - g. Sitting Barons/esses?
 - h. Winners of Tournaments or contests?
 - i. Friends or family?
- 4) How will you seat people at head table
 - a. According to precedence?

- b. As a way to put people you'd like to have know each other in a place where they can converse?
 - c. As a way to give yourself an opportunity to talk to people you otherwise might not have time to see?
- 5) How will you seat people in court
- a. By precedence?
 - b. Will you split couples?
 - c. So that things look pretty?
- *While there is a 'correct way' to set things up, as King and Queen you determine protocol. There are many people who will be quick to tell you that things are not set up correctly if you deviate from the standard. Be patient, they may have no idea you've done this on purpose, and are trying to be helpful.
- 6) The Royalty and their staff set the tone for the reign. If you are having fun, so will most people. If you are angry or miserable, the event will take on that tone.
- 7) Thanking your Staff/Champions
- a. How will you thank them?
 - i. Will you rely on verbal thank you's?
 - ii. Tokens?
 - iii. Awards?
 - iv. Gifts?
 - v. A combination of these?
 - b. If it is a gift or a token, will you provide it yourself? Or will you have others arrange for them?
 - c. Will you give these thanks in public? Or privately?
- 8) Consider your (and your staff's) tolerance for the SCA, stress, travel, and people
- a. Expect the reign to magnify things (both good and bad) in your lives and the lives of your staff
 - i. Expect old arguments to take on new life – if you had money stress before, now there's more. If you had jealousy issues before expect them to have new life.
 - ii. Relationships will need attention. Ignoring them because you are busy will not work out well. Whether you are royalty or staff, reigning with your significant other or with a friend, time and care to your relationships is important.
 - iii. There may be those around a reign who are willing to take advantage of any crack in your relationship
 - iv. There may be those who are willing to play one member of a reign against the other to get what they want – just like children!
 - v. If you are basically happy in your life, and your relationships are pretty good, with a little luck, you're in for a marvelous time!
 - b. Do you need an SCA free zone in your house?
 - c. Do you need an SCA free day of the week?
 - d. Do you need to arrange for some time alone at events?
 - e. Do you need to save specific time for your family?
 - f. Arrange for whatever you do to deal with stress in advance. You'll need it even if your reign is the most peaceful and easy ever – even fun can be stressful.
 - g. Under what circumstances will you consider not attending a scheduled event? How will you handle this?
- 9) Having members of your staff who travel with you a lot be a warranted herald and seneschal can be useful for spur of the moment courts.
- 10) Share information – Royals share information with staff, it helps them make you look good. Share information between the Crown and the Heirs – it helps you both look better and avoid hurt

feelings. New Royals and their retainers can benefit from the experience of the reign ahead of them if communication is happening.

- 11) While lovely little pouches are nice for tokens, you can't see what is in them. Clear plastic bags aren't as pretty, but you can see what is in them and grab what you want quickly. Decide what is important to you.
- 12) Keep a j-peg of the royalty's personal devices on hand – although you may not think you'll need it for the reign, sometimes people want it for some reason. Much more often than we expected. If the royalty don't have a device consider suggesting that the Kingdom or Principality populace badge or a rose (for the consort) might be appropriate
- 13) Consider how you will handle situations where someone offers (insists on?) doing something you do not wish them to do
- 14) How will you handle it when locals don't know matters of protocol – and, for example, invite people to your head table? Ask you to take off your crown and not be royal while you are at their event? Try to dictate the event schedule? Often these things are not ill-meant, but simply happen because people do not know – but if you allow them to continue a later reign may take offense and be very upset, and the locals may take your acquiescence as approval.
- 15) Have your staff and friends keep an eye and ear out for things that are noteworthy – you can make people really happy by knowing there are new puppies in the hound pack, for example, or that someone has become a grandparent.
- 16) If foreign royalty are attending an event you will not be attending, how will you handle it?
 - a. Will you send a gift?
 - b. An emissary?
 - c. Ask your heirs/Principality Royalty to represent you?
 - d. Ask the landed Baron and Baroness to represent you?