

Heraldic Name Consultation Sheet

(PLEASE PRINT)

Client/Submitter Information

Legal name:

Address:

City/State/Zip:

Phone (Best Contact): (Home, Cell, Work)

E-mail:

Gender: M F

Date of birth:

Do you have a profile established on Northshield.org? Y N

Local Group Name:

Local herald:

MDA:

Consulting herald:

MDA:

Consultant's Phone (Best Contact): (Home, Cell, Work)

Consultant's E-mail:

Client File Notes (for consulting herald use only):

SCA Name (existing or proposed):

- | | |
|---|--|
| <input type="checkbox"/> New | |
| <input type="checkbox"/> Already Registered | - When and in what kingdom: |
| <input type="checkbox"/> Resubmission | - Previous name attempted/ Date of Return: |
| <input type="checkbox"/> Name Change | - Previously registered name: |
| <input type="checkbox"/> Alternate Name | - Previously registered name: |
| <input type="checkbox"/> Other | - Please explain: |

Culture(s) desired:

Time Period:

Persona Gender:

M F Don't care

Desired Meanings:

Based on above selections, review the following websites for possible names of interest:

SCA Laurel Sovereign of Arms Names Webpage

<http://heraldry.sca.org/heraldry/laurel/names.html>

[No documentation copies needed from this site but website and article name must be cited.]

Academy of Saint Gabriel Medieval Name Archive

<http://www.s-gabriel.org/names/>

[No documentation copies needed from this site for research but website and article name must be cited.]

Name Selection

No matter what culture or time period, there is a basic make-up to names. Each name is composed of a minimum of a first name (also referred to as a given name) and a last name (sometimes referred to as a byname or a surname). Some names can have more parts (middle names), but all require at least these two parts. You will need to select at least a first name fairly soon so that other SCA members know what to call you. The rest of the name can wait, if needed, until you've done more research/determination of your persona.

People were given last names to distinguish them from other people in the area with the same first name. These last names are generally known as either bynames or surnames.

Bynames were last names given to an individual, not a family, which were not passed from generation to generation. They were given by convenience and circumstance, not by birth. They were designators that were usually straightforward, chosen by the neighbors/family for the individual, not selected by the person themselves.

Surnames were last names that a family took, and passed on to their offspring, generation after generation. Many surnames originated as bynames that the family kept. Surnames started in the 1300's in Western Europe and were in general use throughout most of Europe by about 1500.

Last names (whether a byname or a surname) fall into four basic types: relationship, occupational, locative and epithet.

Relationship names are last names that denote being connected to a family. Examples of such names are: Larsson (Norse for Lar's son); mac Domhnaill (Scots for Domnall's son); Haraldsdottir (Norse for Harald's daughter); Ivanovna (Russian for Ivan's daughter) or Mastroguilio (Italian for Guilio's servant).

Occupational names are last names derived from an occupation. Examples of such names are: Chapman (English for merchant); Cooper (English for a maker of barrels); Shumacher (German for shoemaker); Giardino (Italian for gardener).

Locative names are last names that denote a particular place or general area (usually based on the person's place of origin). Examples of such names are: Ursula of York (English for "from the town of York"); al-Maghrebi (Arabic for "North African"); von Bayern (German for "Bavarian" or "of Bavaria"); "du Nord" (French for "from the north") or della Torre (Italian for "from the tower").

Epithets are not really true names but phrases or terms which describe a characteristic of the person. (Although over time some epithets did develop into surnames.) Epithets can represent a physical characteristic, a character trait or even an event in a person's life. Examples of such are: Barbarossa (German for "redbeard"); Heppni (Norse for "prosperous, lucky"); Knockwalledowne (English for someone who has knocked a wall down).

Last names that are relationship, occupational or locative in nature are fairly easy to locate. If you find a period example of a male name, you can use it as the basis for a patronymic (relationship-type last name based on using your father's first name). If you locate a culture's name for a particular occupation, it can (usually) be used as an occupational last name. If you determine a place that existed in period, you can be "from" or "of" that place. Be aware that you may have to make some minor grammatical changes to the name of the person, occupation or place when forming the last name, to be consistent with how a particular language/culture forms names. But for the most part, these last names are easy to find.

Epithets seem to be a very easy concept. After all, an epithet is merely a descriptive phrase added on after a first name. But they can be difficult to work with correctly. This is due to the fact that not every descriptive phrase is likely to have been used in period as a descriptive phrase. When looking for, or deciding on an epithet, remember that epithets were not chosen by the individual but by the community. And the epithet was chosen for convenience, not for dramatic effect. You would likely find in a town two people named John the Tall and John the Short rather than John Wolfkiller and John Bloodyaxe. Also, as a rule, metaphors generally weren't used to describe people. To a medieval person, a last name like Drakenhand would not mean "He strikes with a dragon's hand." it would instead mean "His hand looks like a dragon's claw." A wise person would have been called Thomas le Wyse not Thomas Quickmind.

Helpful Hints

Be authentic/historically accurate in selecting your name. It makes the SCA experience more fun in the long run because it allows you to "get into" your persona better.

Do not name yourself after an actual historical personage, a legendary personage, a literary character, copyrighted character or favorite role-playing character. These names are problematic. Some are protected and will not be registered; others cannot be proven to be historically correct and cannot be registered. Avoid trying to be an elf, satyr, vampire or other fantasy character. The SCA is a medieval historical re-creation organization and your focus in names and activities should reflect this.

You may not take any title of nobility, or take a name that denotes a rank (i.e. Earl).

You should not use a name that would confuse you with someone already in the Society. For example, if there is already a person in the Society who has registered the name William the Baker, you should not go by the name William the Baker. (You won't be able to register the name and folks may be confused when trying to determine who they need.) The heralds have a list of names already registered, called the Armorial, if you have questions whether about a name is already registered..

Names must include at least one given name and a last name (byname, surname or epithet. (i.e. John Longfellow or James the Tall)

Realize that creating a full authentic name requires more than selecting authentic name parts and "slapping them together". Names in the Middle Ages were constructed differently from the ways they are now. For example, the Gaelic name elements of Seán, Tomás and OCorcran are all dated to the 14th century, however combining them to create the name of "Seán Tomás OCorcran" would not be correct as Gaelic names did not utilize middle names until after the time span the SCA covers. In fact this was the case concerning the use of middle names, confirmation names, and compound surnames for most European cultures. It was only very late in period that a few cultures had them.

No more than two languages may be used in a name, and you can only use two languages **if the cultures that used them had interaction** in period. This is called "weirdness" and requires documentation.

Keep the size of your name in perspective. As a guideline a name should probably not exceed 52 characters, including spaces.

A name should fit your persona. A Chinese courtier named Sven Larsson just wouldn't work.

Avoid using "Name Your Baby" type books for names. Most of them list modern names that are not medieval in style.

When looking for a specific name, don't get caught up on details of the meaning of a name. Most medieval names weren't given because of their meaning.

Know that in period, the spelling of names did vary, but not randomly. Names were spelled to reproduce their pronunciation, but the sound assigned to each letter also varied from one language to another. To correctly determine period spelling variations, you have to understand how the letters correspond to sounds. Examples are: In medieval German, the letters "V" and "F" were pronounced the same. So the medieval German name Friedrich was also spelled Vriedrich.

Naming/spelling/pronunciation "rules" are not universal. A common mistake is assuming that modern English pronunciation and spelling rules can be applied to medieval names. Modern English pronounces "y" and "i" the same in many words, but in Middle English and Old Welsh, they represent different sounds.

Note that the Bible is not the best source for period names. While some names such as Adam, John, Joseph and Mary were definitely used, most biblical names did not come into vogue until very late or post period.

Be aware that some first names in use today, were not always in use. Some names that are used as first names today were used only as last names in period. Others modern first names are misinterpretations of period records. Yet other names were used in period only to refer to legendary people, not real people. Still other names sound period but are modern inventions. Other names, such as plant names, flower names and gem names did not come into fashion until the 19th or 20th century. Just a few of the names problematical names are to avoid include: Amber, Bethany, Branna, Brenda, Bruce, Corwin, Corwyn, Daisy, Eilonwy, Fiona, Ginger, Heather, Iris, Ivy, Jasmine, Korwin, Korwyn, Liam, Megan, Pearl, Ruby and Sapphire.

Consider the possibilities of having your persona be from a more unusual culture. In the SCA there are a large number of Norse/Viking, Scots, Irish and Welsh personas. These are followed closely by French, Italian and German personas. English, while once fairly popular, appears to no longer be one of the leading cultures that gentles select for their persona. While these cultures make up a large majority of the personas in the SCA, they by no means cover all the possibilities. Many areas/countries that existed in period are no longer in existence. Others are just often overlooked by people developing their personas. Consider being from Aragon, Asturia, Brittany, Burgundy, Naples, Navarre, Northumbria, Poland, Portugal, Provence, Russia, Savoy, or Switzerland. Or select a time period for a country that is rarely explored, such as late-period Icelandic/Norwegian, or early-period Russian. Investigate the cultures of people who were Arab, Bavarian, Belgian, Bulgarian, Byzantine, Carolingian, Danish, Dutch, Flemish, Frankish, Kentish, Lombardian, Merovingian, Moorish, Neustrian, Ottoman, Persian, Romanian, Skioldung, Slavic, Swabian, Thuringian, Transylvanian, Visigoth or Yngling. Explore the possibilities.

Citations & Notes: List each name element with Source's Name & Author, Page #, Date of Element, Language of Element and URL (if applicable). For book sources, photocopy the title page and relevant information. For internet sources, print copy of information or article including URL.

Test Drive

To fit into the persona you are creating, you should investigate the culture, read history on the area, and see what kind of names people associated with that era utilized. It is best to be as authentic as possible when selecting a name, because your name and persona are the foundation upon which your activities and accomplishments will be based. The research you do to learn about names can also open doorways to activities and points of interest for you to investigate in developing your persona history.

Try using a name for a while. Write the name down and have your friends pronounce it. Do you like the way most people pronounce the name? Does the name lend itself to joking comments and if so, are you comfortable with that? Do you find it easy to respond when hearing someone call you by that name? Are a large number of folks in your local group already using that name element, making confusion of who is who possible? All of these are factors to consider before making a final choice on a name.

Fleshing Out the Details of the Persona

Once you've settled on a name, how much further you develop your persona is up to you. You already have the most basic of personas...name, culture and time period. You can stop there. For example, you may simply be Mary Smith, a 13th century English woman. Or you can focus your persona on who you are in context of the Current Middle Ages of the SCA. For example, you may be John FitzWilliam hailing from the Barony of Forgotten Sea, member of the House of the Red Sword and a member of the Calontir Brewers Guild. The choice of focus is yours.

Or, if you so choose, you can begin to add particulars to the persona story. Your character's history can be fairly simple, consisting of your SCA name, the time and place your persona is from, and a few facts such as occupation, social status and general family information.

Your persona's life story can also be more complex and include a variety of factors such as: area/time of birth; languages spoken; occupation & craft skills; behavior/manners; pursuits/hobbies; weapons skills; travels; significant events during life (both historical and personal) and area/time of death. To accomplish creating a more multifaceted persona will take time and research. But do not feel pressured to develop a complicated story right away. You can start slow and add more details to the chronicle as you go along.

Begin by discovering who some of the historical notables from your time period were and read about them. This will give you a sense of happenings in the world during the lifetime of your persona. And it may spark a new area of interest as well. Additionally, there are questions that you can use in your research to assist you in developing a very detailed history. Examples of a few of these questions are:

Would your persona have been literate in your chosen culture/time-frame?

What type of money did people of your culture/time-frame use?

How does your persona personally obtain goods (food, drink, clothes, etc.)?

How did people of your culture/time-frame tell time?

How did people of your culture/time-frame keep track of days?

What type of clothes does your persona normally wear? Daily and for special occasions?

What were the eating habits of people of your culture/time-frame?

What does your persona eat in a normal day?

What types of wildlife live in your persona's area?

What kind of religion and religious duties would be required of your persona?

What does your persona know of history/science/medicine/geography?

How did people of your culture/time-frame deal with trade?

Research Questions for Developing a Persona

compiled by Baron Modar Neznanich

SCA Persona: The fictional person you wish to have been, had you lived some time prior to 1600 A.D. Also referred to as your persona story, it involves your SCA name and the history/background you create.

Many people want to develop a persona but are unsure where to begin. What information does one need to obtain to have a good persona story? Following are a series of questions collected from various sources designed to show what information most people consider needful to collect to develop a full fleshed-out persona. These questions are by no means all-inclusive, but hopefully will present at least a good starting point.

If you want to grade yourself on how complete your persona story is, give yourself 2 points for each question you can answer, and then consult the scoring chart at the end of the article.

1. What is your persona's name?
2. What year was your persona born?
3. What is your persona's native country?
4. What is your persona's current country?
5. What are the climates of your persona's native and current countries?
6. What are the terrains of your persona's native and current countries?
7. In what city/town/barn was your persona born?
8. What city does your persona currently claim as "home"?
9. What are/were your persona's parents' names?
10. What are/were your persona's parents' occupation(s)?
11. Does your persona have any siblings, and if so, are any still alive?
12. Is your persona married?
13. What are the marriage customs and typical age of marriage for your persona's culture/time-frame?
14. What type of building does your persona currently live in?
15. With whom does your persona live?
16. Are there members of your persona's household that are not related to your persons (servants/retainers, wards/fosterlings, guests, etc.)?
17. Were pets kept during your persona's culture/time-frame? If so, what kind, if any, does your persona have?
18. What is your persona's occupation?
19. How old is your persona?

20. How long do people like your persona tend to live?
21. What is your persona's ethnicity?
22. Who is your persona's current employer?
23. Would your persona have been literate in your chosen culture/time-frame?
24. What level of education does your persona have?
25. Where was your persona educated?
26. What languages does your persona speak?
27. What units of measure were used by your persona's culture/time-frame?
28. What type of money did people of your persona's culture/time-frame use?
29. What kind of legal system exists in your persona's culture/time-frame, and who make the laws?
30. What is the status of women among your persona's culture/time-frame, and can they own property or conduct business?
31. What major events have occurred during your persona's lifetime?
(Natural catastrophes, wars, revolutions, discoveries, etc.?)
32. Does your persona fight? If so, where did your persona learn to fight?
33. What type of armour and weapons were used by fighters in your persona's culture/time-frame?
And how were such obtained?
34. List your persona's skills and hobbies. For each, write down where your persona learned them.
35. What "class" is your persona? (I.e., royalty, nobility, merchant, middle, artisan, slave, etc.)
36. How widely has your persona traveled?
37. In what capacity has your persona traveled? (I.e., military, sailor, rich person's hobby, etc.)
38. Who is your persona's current monarch?
39. Who is the current Pope during your persona time?
40. What religion is your persona?
41. What kind of religious duties would be required of your persona?
42. How did people of your persona's culture/time-frame deal with trade?
43. With respect to international relations, does your persona favor colonization, isolationism, conquest/conversion, open trade, etc.?
44. How does your persona personally obtain goods (food, drink, clothes, etc.)?
45. How did people of your persona's culture/time-frame tell time?
46. How did people of your persona's culture/time-frame keep track of days?
47. What type of clothes does your persona normally wear?

48. What type of clothes does your persona wear for special occasions?
49. Are there any (sumptuary) laws restricting what your persona can wear?
50. What does your persona eat in a normal day?
51. How is food prepared and preserved in your persona's culture/time-frame?
52. What spices were available to your persona and how expensive were they?
53. What were the eating habits of people of your persona's culture/time-frame?
54. What are the cleaning/bathing habits of your persona's culture/time-frame?
55. What types of wildlife live in your persona's area?
56. Name your persona's favorite musicians/artists/dances.
57. What political figure/party/movement does your persona support?
58. Who is the most significant thinker of your persona's time?
59. What does your persona consider to be the greatest social problem their country?
60. What is most likely to cause your persona's death?
61. What type of medical aid is available in your persona's culture/time-frame, and does your persona have access to it?
62. List at least three of your persona's goals in life. (Learn to write, become apprenticed to a craftsman, visit the "big city", take over the family business, go to the Holy Land, usurp the crown, etc.)
63. What does your persona know of history/science/medicine/geography?
64. What's the most striking scientific achievement of which your persona is aware?
65. Does your persona consider the Earth to be flat, round, or hollow?
66. Does your persona believe that the Earth revolves around the Sun, or vice-versa?
67. What does your persona consider to be the causes of criminal behavior?
68. What does your persona consider to be the true measure of a man?
69. Who has most influenced your persona's thoughts on these questions?
70. Did your persona's culture/time-frame have heraldry?

SCORING

2-20 points	You have an introductory persona story.
21-40 points	You have a basic persona story.
41-60 points	You have a solid persona story.
61-80 points	You have an advanced persona story.
81-100 points	You have a very advanced persona story.
101-120 points	You have an extremely advanced persona story.
121-140 points	You have a persona story with great insights into the medieval mindset

References

Raonull Modar, Saker Herald, "Creating a Name/Persona" (original version), consulting table handout.
Larkin O'Kane, "Creating a Name/Persona" (Ansteorra version from original version), Larkin O'Kane's website.
Cariadoc of the Bow (David Friedman), "The Little Things", Cariadoc's Miscellany.
How to Build a Persona in the SCA by Robert Hole
Things Your Persona Might Know by Nicolaa de Bracton of Leicester
Valentyn's Persona Test by Valentyn Drake
Persona Development Sheet by Gwenhwyfar ferch Llewelyn

HOW LONG DOES THE SUBMISSION PROCESS TAKE? (Information on Submitting Names & Armory and the Time-Frame for Registration)

by Modar Neznanich, Volk Herald (edited for current Northshield practices)

While no one is required to register their name and device, most people feel that it is courteous to do so. By recording the information in the official SCA Armorial and Ordinary listings, it helps to reduce the chances of confusion or offense caused by inappropriate names and armory, and will hopefully prevent others from using the same name and device as you. In some kingdoms, members are restricted from receiving scrolls for awards or fighting in Crown Tourney unless they have registered a name and/or device.

The SCA has organized a registration service through which members may submit their proposed names and armory for approval, and when achieved, be officially recorded. This service structure is known as the College of Arms.

There is a small submission fee to utilize the service. Check with your local or kingdom heralds concerning the appropriate amount.

Local Level

A member of the populace, working with their local herald, determines a name and/or device they would like to register.

Appropriate submission forms are filled out, copied and prepared as needed. The local herald can provide the appropriate information for the requirements on submission forms. Some groups/kingdoms may ask for more copies than others as they need/keep extra copies.

After the forms are completed, the following is turned in to the local herald:

- A) the submission form
- B) 1 copy of any needed documentation
- C) a check or money order written out to the Kingdom in the appropriate amount (to cover the submission fee). Checks to the Kingdom Office are made out to: **SCA, Inc - Northshield College of Herald's**. Do not submit cash.

The local herald will keep the following in the local files, sending the rest on to the Kingdom Office:

- A) one set of your submission forms
- B) one copy of any documentation

Note that the reason a local group should keep an uncolored line-drawing version of device submissions on file is that it is useful if a scribe or other artisan needs to get a copy of a device to make a scroll or other item. Copies made from colored forms can be difficult to work with. It is also nice to have a "back-up" copy, just in case something happens to a submission.

NOTICE!!! Be sure you keep a copy of the submission (and documentation) for yourself. For devices, also keep an uncolored line copy. {This way, if anything should happen to your submission, you do not have to start from scratch.}

Sidenote:

It is possible to submit directly to the Kingdom Office. The Northshield Herald's Office would prefer that you go through your local office whenever possible. However, with the current ruling by the SCA Board of Directors that groups below the status of Barony are not required to have a local herald, some groups do not have a herald and hence members of those group's populace must submit directly to the Kingdom Office. Additionally the Kingdom Heraldic Submissions Officer and/or their staff may run a consulting table at an event or war, where they will take submissions directly.

If you are submitting directly to the Kingdom Office, make checks or money orders to pay for the submission fee payable to:
SCA, Inc - Northshield College of Herald's

Be sure that you include the correct number of copies needed by the Kingdom Office.

[For devices: one color device form, one line-only device form. For names: one name form. Include 1 set of documentation copies for each device or name submitted]

Kingdom Level

The Kingdom Office collects all the submissions received from the local groups. Their job requires them to review all submissions, check for conflicts or other problems and, where possible, add additional documentation to assist in a submission's registration. Because this is a large number of items, the office has a staff of volunteers, knowledgeable in heraldry, who help review the submissions. These staff members are known as Commenters. On a regular basis (ideally once a month - but various factors can cause this to be a once every two months function), the Kingdom Office compiles what is known as an ILoI (Internal Letter of Intent). An ILoI is a list of all the submissions the Kingdom Office has received <since its last ILoI> and intends to register if possible. It is posted to a website for the staff of commenters within the Kingdom to review. Hence, it's name, Internal Letter of Intent. The commenters have 1 month to review the submissions, find conflicts, locate additional documentation and send comments on the submissions to the Kingdom Office. At the end of this month, when the Kingdom Office has received info from the commenters, the submissions are reviewed. Submissions with problems are noted, and a letter explaining the problem is sent to the local office that originated the submission. The submissions that are accepted as ready to send on, are prepared into a packet of forms to be sent to the Society Office and a listing known as an ELoI (External Letter of Intent) or just LoI (Letter of Intent) that lists the submissions the kingdom is sending to be registered if possible is created. The packet of forms and a copy of the ELoI are sent to the Society Herald's Office. An electronic copy of the ELoI is posted to SCA Heralds webpage that the Herald Offices of the other kingdoms, plus those the Laurel-Sovereign-of-Arms has designated as staff and commenters can review.

The Kingdom Office will scan the forms it receives for the Kingdom files into the OSCAR System which is used for commentary.

The Kingdom Office gets to keep a portion of the submission fee to cover their cost of photocopies, postage, etc., and the rest is sent to the Society Office, when the submission is sent on. (If the device is returned at Kingdom level, the money stays at Kingdom level until the resubmission is sent in. It is then sent on with the resubmission. This is why you do not pay for a resubmission, **IF THE RESUBMISSION IS MADE WITHIN ONE YEAR OF BEING NOTIFIED OF THE SUBMISSION RETURN.**

Society Level

The Society Office (also known as the Laurel Office) collects all the submissions received from the Kingdoms. These submissions will be reviewed further, checked for any missed conflicts or other problems and, where possible, additional documentation will be located to allow the submission to be registered. Because there is a tremendously large number of items, the office has a staff of volunteers and a wide number of commenters, very knowledgeable in heraldry, who help review the submissions. These staff members and commenters, with the Laurel Officers, make up the SCA College of Arms. On a monthly basis the Laurel Office compiles the submissions (from the Letters of Intent of the various kingdoms) and lets the Society staff and commenters know which letters will be decided on during a particular Laurel Decision Meeting. The staff and commenters have 3 months to review the submissions, find conflicts, locate additional documentation and send comments on the submissions to the Laurel Office. This much time is needed because of the number of submissions that are reviewed. At the end of 3 months, when the Laurel Office has received information from the staff, the submissions are reviewed. Submissions with problems are noted and a letter explaining the problem is sent to the Kingdom Office, which in turn sends a letter explaining to the local office that originated the submission. Submissions which are accepted as free of conflicts and problems are registered and recorded in the official SCA Armorial and Ordinary listings. A letter is sent notifying the Kingdom Office which devices have been registered. These letters of notification both for accepted and returned devices are called LoARs (Letters of Acceptance and Return). Kingdom Offices, upon receiving these LoARs, in turn notify the local offices. [The archive of LoARs can be found [here](#).]

Synopsis of Submission Timeframe

Once a submission gets to the Kingdom Office, it usually takes 6-8 weeks for the Kingdom process to be completed. This includes processing the submission into an internal letter, the Kingdom Commenters checking it over and sending their comments to the Kingdom Office, then the submission being prepared into an external letter. Why the wide range of time? The process time is shorter if the submission arrives in time to go out with the current internal letter and the process is a little longer if the submission arrives just after the current internal letter has been sent out.

Once a submission gets to the Society Office, it usually takes 4-5 months for it to go through it's checks and balances at that stage. Again the time is shorter or longer depending on when it arrives at the Laurel Office. If it arrives in time to be placed in the current Laurel Decision Meeting listing, it is sooner, if it arrives just after the listing it will take placed on the next listing.

After the Laurel Decision Meeting on a particular Letter of Intent, it can then take 4-6 weeks for the results to be prepared and sent to the Kingdoms. Why so long? With 19 Kingdoms sending in submissions, this results in several hundred devices to be decided on each month. It takes time to prepare the letter of results, have it checked for any errors then produced.

So how long should it take for your submission to processed? It depends. If everything goes exactly right at every stage, it can be done in six and a half months. If it just misses all the stages in the process, it can take about 9 to 10 months.

How good is this? Well, the English College of Arms takes almost 2 years to process a submission, they process only a few dozen devices during that time span and the fee for each device is around \$2000.00!

Submission Fees

NOTE: This information is date sensitive. As prices can and do change, it can be difficult to quote them in an article and keep it timely. Always check with your local or kingdom herald to verify the amount of submission fees.

At current time, in Northshield the fee is **\$5 per element**. Each of these is a separate element: name, device, badge.

Helpful Hints Concerning Forms

General Advice

Please make several copies of the blank submission forms before starting on your submission. Never use up your last blank form.

Before sending a submission in to Kingdom level, have it checked for conflicts and in the case of a name, for proper formation. This can save a lot of time and frustration.

Be sure you keep a copy of the submission (and documentation) for yourself. This way, if anything should happen to your submission, you do not have to start from scratch. For devices, be sure to keep a line-drawing uncolored copy of the design.

Name Form Advice

If registering an unusual name that you have found documentation for, be sure to copy the pertinent pages of the source book and notate the title, author and publisher. This can best be accomplished by copying the title page of the source, if published. This assists in verification of your source.

By indicating that you will allow changes in translation or spelling of names you may save yourself the trouble of having the entire submission returned. If there is a problem with the name and Laurel doesn't have your permission, everything is sent back, even if the device is clear. It is recommended that you NOT check any form boxes that limit changes unless you really, really mean it.