

## **Signet Checklist, V.3 Winter 2016 Katerinka Lvovicha, Polaris Signet**

Find royal room

Set up designated spot, with a sign, to collect scrolls

Make sure pens are available for signing

Make sure the pens actually work.

Find out who is the herald-in-charge (HIC)

Touch base, say hi, find out when the court meeting is. If they don't know, offer to find out.

Talk to TRM's Chamberlain, or TRM themselves if available. Generally, the court meeting should be 45-60 minutes prior to the scheduled start time of court.

At lunch time, go through the scrolls to make sure that everything is there.

If not, figure out what is missing, track down the responsible party, and apply (POLITE) force and/or persuasion.

At court meeting, lay out scrolls for royals to sign

The King and Queen baskets have the seals, stamps, pens, etc.

If the woodburner is needed, get it out, set it up, and make sure it is working

Sometimes it is helpful to write out TRM's names in runes for them so all they have to do is trace. You can translate runes online.

Get out and sort pens. Make sure they are WORKING.

Stamp everything then take pictures

Check to see if HIC has confirmed order of scrolls with TRM, then put scrolls in correct order

Confirm with TRM that nothing else is needed

Stand behind thrones about 10 min before court

Make sure there is a table (for scrolls) and chair (for you), and adequate space between banners and backs of thrones (3+ yards)

Once court has started, try to keep track of recipients/who takes scrolls for accountability

If subSignet,

after event, type up the list of people who took scrolls and give it to the Signet

Note if TRM took possession of any scrolls, and if any are still in your possession

12.2. If subSignet,

after event, get pictures to [signet@northshield.org](mailto:signet@northshield.org)