

# The East Kingdom College of Scribes



East Kingdom Scribes Handbook  
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The line drawings herein created by Maestra Dresden are simple guides to assist you and may be used freely without permission.

Should you have any questions about the guidelines contained herein, please direct them to the Tyger Clerk of the Signet at [signet@eastkingdom.org](mailto:signet@eastkingdom.org).

## NOTE TO EAST KINGDOM SCRIBES

The Office of the Tyger clerk of the signet is responsible for converting the wishes of the Orders and the King and Queen of the East into works of art intended to be presented during court at Royal events. Over the years we have managed to turn out the vast majority of original scrolls on time to present them at the scheduled event. This is a difficult process, and it is in large part due to the willingness of the scribes of the East to undertake short term assignments and return them promptly and correctly. The signet's office extends its deepest thanks to the artists that make this all possible.

It is important to keep some things in mind when working on scrolls for the Signet Office. The Signet Office views scrolls as both heraldic documents AND works of Art. Therefore we, as artists, should try to keep a professional artistic attitude toward scroll production. While most recipients will greatly and enthusiastically appreciate your efforts, some will not. We should do each scroll with the philosophy that this is a learning experience; with every scroll we complete, our skill is increased.

This philosophy of professionalism should carry over into selection of materials and creativity within a medieval framework. Signet Office artists (colloquially called scribes, no matter the materials used) should use their best judgment in selecting quality materials that meet their financial capabilities in order to do the best job possible. Creativity is, of course, very important, but we should not forget to do some research as well. Artistic freedom is respected, but scrolls necessarily need an authentic medieval flavor.

Finally, remember that we are all servants of the Crown, entrusted with the most privy confidences of the Realm: The knowledge of who is to be honored with what awards. Please use discretion when discussing assignments. You should only discuss a current assignment with the contact person included in the assignment, the Royal Personages, collaborators on the same assignment, or the Tyger clerk of the Signet. Remember that it is the right of the royals to change, reschedule or cancel any award, and foreknowledge in the recipient could lead to hurt feelings. If you become aware that a recipient does not handle surprises well, Please notify the Royalty immediately. They can then make the decision as to whether the award will continue as a surprise or not.

If you have any questions regarding this document or policies of the Tyger Clerk of the Signet's Office, please contact me at: [Signet@eastkingdom.org](mailto:Signet@eastkingdom.org)

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## GETTING AN ASSIGNMENT

When the Royalty decides to acknowledge an individual with an award document or gift that bears a scroll, they contact the Tyger Clerk of the Signet, who is then tasked on the Crown's behalf to assign the creation of that scroll to the scribes of the East Kingdom College of Scribes.

The Tyger Clerk chooses a scribe for an assignment based on the scribe's availability and the information conveyed when he/she filled out the questionnaire to become a scribe for the East (lead time preference, skill level, and comfort level). It is encouraged that all gentles wishing to do work on Kingdom scrolls please work through the Tyger Clerk to avoid the potential duplication of labor.

At minimum, the Tyger Clerk conveys the following information to a scribe in a scroll assignment:

- the name of the recipient
- the bestowed award
- when and where the scroll will be given, including the Anno Societatis year (must be a published event)
- why the person is getting the award
- which Crown is bestowing the award
- any registered device (blazon/emblazon) if the award is armigerous (Award of Arms/AoA, Grant of Arms/GoA, Patent of Arms/PoA)
- any further personalization information as needed

When available, the name and contact information of someone who has firsthand knowledge of the recipient getting the award is given to the scribe. This information can be used by the scribe to personalize the scroll specific to the recipient.

If you haven't recently received an assignment and would like one, please contact the Tyger Clerk or their Backlog Deputy and request some work, and remember to keep your contact information current with the Signet Office.

Privacy and discretion are mandatory for all scribes, authors, and artisans who accept assignments.

## CREATING A SCROLL

### ILLUMINATION:

It is nice to match the persona of the recipient when possible. Generally the illumination will at least consist of one large capital and a few other painted or rubricated letters. If choosing to do an illuminated border, borders can either completely surround the text (all four sides of the page) or be partial (down one, two or three sides). Please let the Signet know ahead of time if you will be working in a non-paper material, and see the section on "Alternative Materials Scrolls" for further reference.

### MARGINS:

Leave a margin of **at least** 1 inch around all the planned illumination.

### SCROLL SIZES:

While custom framing is a beautiful way to display your scrolls, it is also very expensive. Because of that it is suggested that you create any paper scrolls on pages measured to standard framing sizes.

### A WORD ABOUT WAX SEALS AND FRAMING:

Given that the cost of framing a scroll set with a seal (the Signet Office recommends the use of pendant seals rather than directly upon the scroll, for less chance of any potential accidents with wax on your work) can be cost-prohibitive due to the need for custom framing. Therefore seals should be used sparingly.

### CALLIGRAPHY:

Choose any period lettering style you wish. It's nice to match the persona of the recipient, if you can. The calligraphy must match the illumination in period and in style. Remember to type a "cut sheet" containing your text on a separate page for the heralds to read, especially if the language on the scroll is not in English and is in a hard to read script (i.e. any hand other than Carolingian, Humanist, or Roman Capitals). Please notify the Tyger Clerk in advance if you will be penning

your scroll in a language other than English, so this can be noted on the docket for court and translation assistance can be arranged for ahead of time.

#### NAMES:

Depending on the style of calligraphy you are working in, the name of the award recipient and of the award may optionally be set off in some fashion: centered on a separate line from the rest of the text, in a different color of ink, or with small illuminated capitals. The names of the Royalty may also be treated this way.

#### SIGNATURE SPACES:

Always leave room for both Royalty to sign the scroll (except in the case of a single Royal bestowing the award or title, such as for a royal Championship scroll, a royal Cypher, or a similar award). In addition, any award giving Arms (Award, Grant or Patent) must bear the signature of the Brigantia Herald or a representative herald selected by the Brigantia Principal Herald.

For events where the King and Queen may not be present, the Crown may opt to grant permission to the Heirs or a designated Territorial Coronet (Baron and/or Baroness of a Barony, or a Viceroy and/or Vicerene of a Crown Province) to bestow an Award of Arms on their Royal Behalf.

Please do not draw a pen line or a dotted line for signatures. You may either leave appropriate blank spaces, usually at the bottom of the scroll, draw a light pencil line which may be erased later, OR calligraphy the words "King of the East", "Queen of the East" and (where appropriate) "Brigantia Herald" in a small hand beneath the signing area so that they may sign over or next to their titles.

Note that the King's and Queen's signatures (or Prince and Princess' as appropriate) should be to the left of or above Brigantia's, as they outrank Brigantia, and they are the ones giving the award.

For a examples of whose signatures go on which Kingdom scrolls refer to the sample wording document.

#### BACKLOG SIGNATURES:

Whenever possible, the Signet Office prefers to have the original awarding Crown sign a backlog scroll, but if this is not possible, the current reigning Crown always has the option of signing the scroll "on behalf of their esteemed ancestors" (followed by the name of the original bestowing Monarch or Monarchs).

#### SIGNET OFFICE SCROLL NUMBER (SOSN) AND CREDITS

This is a unique tracking number assigned to each scroll for archival purposes. The SOSN should be placed on the back of each scroll along with the names of each person who created the scroll. It is also a good idea to write any documentation you want to convey to the recipient, e.g., Illumination inspired by the Visconti Hours, late 1300.

#### SCRIBE'S MAKERS MARK & SIGNING THE BACK OF YOUR WORK

A scribe should always lightly print their name neatly on the back of the scroll in pencil, and also put a small maker's mark somewhere on the front of the scroll. This can be anything from your initials or name to a little drawing hidden neatly in the illumination or illuminated capital.

Each scribe may also opt to include their contact information on the back of the scroll whenever possible - either in case the recipient wishes to have the scribe who did their AoA fill their Arms in later once the device has been registered, or in case the recipient may opt to send a thank-you note to the scribe.

## TRANSPORTATION OF SCROLLS: GETTING IT THERE

### Carrying a scroll to the event:

Transport all scrolls FLAT, sandwiched between two pieces of thick, rigid cardboard or other highly stiff material that will protect your work from the elements and also shield it from prying eyes. If you prefer not to purchase a commercially made folio, there are many good websites available online with instructions on how to create your own scroll case or scroll holder.

### Delivery at the event:

Upon arrival at the event, ask for directions to the Royal Room, and once there, give it directly to the person in charge of collecting scrolls (usually the Signet, the Royal Herald, the Court Herald or a Royal Retainer designated for the task of collecting scrolls). Do not just hand it over to anyone, or leave it in the Royal Room without specifically handing it to a designated person.

This is especially true for Coronation, when many retainers themselves may be receiving awards and the royal room is busy. It is easiest for a scroll to be misplaced during this time, so make sure you communicate with those present.

### Mailing the scroll to the Royalty:

If a scroll must be mailed, first ask Tyger Clerk where the current King and Queen prefer scrolls to be mailed and to whom. Then allow enough time to be sure it will arrive no later than the Wednesday before the scheduled event. Early delivery will not only save your wallet the extra expense of shipping costs, but may also act as a safeguard in case of weather delays during shipment, from storms or other unexpected issues.

Always first try to send the scroll with NO SIGNATURE REQUIRED. But if you must send the scroll via a courier that requires a signature, ask the Royals what address this should be delivered to because they may ask you to send the scroll to a work address or a neighbor.

Pack your scroll securely between two pieces of rigid cardboard as large as or larger than the scroll itself. The padded mailing bags by themselves or flimsy thin cardboard mailers are NOT rigid enough to protect your work. If possible, place it into an archival bag or Ziploc bag to be assured it is waterproof, as well.

Always write "DO NOT BEND" in large letters on the outside of the package on both sides. If you have time enough you can send it via Priority mail, but sending scrolls via courier (Fed-X, UPS, Express Mail) is recommended. This way the package can be traced if something happens to it. It is a good idea to contact the Royals in advance to let them know the scroll will be coming by some mail carrier so they know to expect it.

## AWARDS PRESENTED IN THE EAST KINGDOM

The following is a list of the award that are given out in the East Kingdom. Any accompanying regalia is listed in parentheses. Emblems are included in a separate document of Sample wording.

### AWARDS REQUIRING SCROLLS:

- **Award of Arms**
- **Order of the Silver Wheel** (medallion, Carries an AoA if recipient does not have one)
- **Order of the Silver Tyger** (medallion, Carries an AoA if recipient does not have one)
- **Order of the silver Brooch** (medallion, Carries an AoA if recipient does not have one)
- **Order of Apollo's Arrow** (medallion, Carries an AoA if recipient does not have one)
- **Order of the Silver Rapier** (medallion, Carries an AoA if recipient does not have one)
- **Order of the Silver Mantel** (medallion, Carries an AoA if recipient does not have one)
- **Grant of Arms**
- **Order of the Silver Crescent** (medallion, Carries a Grant if recipient doesn't already have one)
- **Order of the Maunche** (medallion, Carries a Grant if recipient doesn't already have one)
- **Order of the Golden Rapier** (medallion, Carries a Grant if recipient doesn't already have one)
- **Order of the Sagittarius** (medallion, Carries a Grant if recipient doesn't already have one)
- **Order of the Tygers Combattant** (medallion, Carries a Grant if recipient doesn't already have one)
- **Order of the Golden Lance** (medallion, Carries a Grant if recipient doesn't already have one)
- **Order of the Tyger's Cub** (medallion)
- **Territorial (Landed) Baron/Baroness** (coronet, do not automatically include a Grant of Arms)
- **Court Baron/ess** (coronet)
- **Court Baron/ess with Grant of Arms** (coronet)
- **Thank you Scroll** – given to Territorial Baron/ess stepping down who already have a Court baroncy or Royals who are already a Duke/chess.
- **All Kingdom Champions Scrolls**
- **Grandmaster Bowman** (medallion)
- **Order of the Chivalry** – (Belt, Spurs, chain) includes a Patent of Arms if the recipient does not already have one.
- **Order of the Laurel** – (Hat, mantle, medallion) includes a Patent of Arms if the recipient does not already have one.
- **Order of the Pelican** – (Hat, Mantle, medallion) includes a Patent of Arms if the recipient does not already have one.
- **Order of Defence (Defense, either spelling is appropriate)** – (Collar, medallion) includes a Patent of Arms if the recipient does not already have one.
- **Lady of the Rose** – includes a Patent of Arms if the recipient does not already have one.
- **Count/Countess** – includes a Patent of Arms if the recipient does not already have one.
- **Duke/Duchess**
- **Augmentation of Arms**
- **Tyger of the East**



SCROLL OPTIONAL AWARDS (A scroll is not required but can be given with these):

- **Queen's Order of Courtesy** (Glove with Tudor rose)
- **Award of the Burdened Tyger** (medallion)
- **Order of Gawain**
- **Order of the Troubadour** (goblet)
- **Order of Terpsichore** (string of bells)
- **Order of the Golden Mantle** (mantle)
- **Order of Artemis**
- **King's Order of Excellence**
- **Order of Valor of the East**
- **Company of the Pennon of the East**
- **Queen's Order of Esteem**
- **King's Order of Esteem**
- **Award of Gilder** (coin token displaying the initials of the issuing Royalty)

EITHER/OR AWARDS (These scrolls may only come with ONE item - a scroll or a token):

- **"Special Appointment" to the Crown (including but not limited to: Seamstress, Tailor, Leatherworker, Beekeeper, Metalworker)**
- **Queen's Order of Esteem** (note that this award is suggested to be made as an object by the Queen's own hands)
- **King's Order of Esteem** (note that this award is suggested to be made as an object by the King's own hands)
- **King's Cypher** - Maximum of 10 per reign.
- **Queen's Cypher** - Maximum of 10 per reign.

## AWARDS THAT DO NOT HAVE A SCROLL ASSOCIATED WITH THEM:

- **Blue Tyger Legion** (Schwenkle)
- **Master Bowman** (Medallion)

## WHAT ARE ARMS?

The level of Arms one possesses is what determines Precedence, or rank, in the Society. There are three levels of Arms in the SCA. From lowest to highest, they are:

Award of Arms (AoA)  
 Grant of Arms (GoA)  
 Patent of Arms (PoA, Peerage including Royal Peerages)

Arms are never awarded twice at one level. A recipient cannot receive an Award of Arms, Grant of Arms or a Patent more than once. They can receive each level exactly once.

They also cannot receive a lower level. A recipient cannot receive a Grant of Arms if they already have a Patent, or an Award of Arms if they already have a Grant.

## ARMIGEROUS ORDERS

### ORDERS BESTOWING AWARDS OF ARMS:

The East Kingdoms Armigerous Awards automatically include an Award of Arms if the recipient does not already have one. The following are the Armigerous Awards:

Order of the Silver Wheel  
 Order of the Silver Tyger  
 Order of the Silver Rapier  
 Order of the silver Brooch  
 Order of the Silver Mantle  
 Order of Apollo's Arrow

### ORDERS BESTOWING GRANTS OF ARMS:

The East Kingdom Orders of High Merit all automatically come with Grants of Arms. The following are the Orders of High Merit:

Order of the Silver Crescent  
 Order of the Maunche  
 Order of the Tygers Combattant  
 Order of the Sagittarius  
 Order of the Golden Rapier  
 Order of the Golden Lance

### ORDERS BESTOWING PATENTS OF ARMS:

Peerages automatically bestow a Patent of Arms if the recipient does not already hold one. The following are the Peerages in the Society:

Order of the Pelican  
 Order of the Laurel  
 Order of the Chivalry (Knights and Masters at Arms)  
 Order of Defense  
 Order of the Rose

## SCROLL WORDING COMPONENTS

Most scrolls are made up of the same key phrases arranged in different ways or stated using different words. Give your wordings variety if you can. After the fifth “Be it known...” the crowd may start to chant along...

Medieval scroll wordings followed a set pattern. They were composed of several parts, which varied in content and usage according to the rank of the grantor, the chancery in which it was produced, and the time period (we accept multiple styles of scroll texts based on the historic cultures found in the SCA time period, but all follow a general guide of structure and content). Many of these elements are present in the “typical” East Kingdom Award scroll. Such a scroll may be outlined:

<b>Address</b>	All shall know that...
<b>Intitulation</b>	We, Optimus and Marguerite, King and Queen of the East...
<b>Notification and Exposition</b>	having heard much praise of Our loyal servant, Scrooby Doo, especially as a bard...
<b>Disposition</b>	do by these letters Award unto him Arms, to wit: <i>Per fess azure semy of cinqfoils Or and vert semy of cinqfoils Or, a mastiff rampant proper.</i>
<b>Corroboration and Date</b>	Done by Us this tenth day of October, Anno Societatis XLVIX, in Our Shire of Hollywood.

Note that all pronouns referring to the Royalty are capitalized: We, Ours, Us...

## SAMPLE PHRASES

The following phrases can be used to create a variety of AoA scroll wordings.

### I. Address

All shall know that...  
 Be it known to all that...  
 Come forward all and know that...  
 Do ye all hear and tell others that...  
 Each and all shall know that...  
 Forasmuch as...  
 Greetings to all to whom these presents come! Be it known that...  
 Hear ye all and know that...  
 It shall be known unto all good folk that...  
 Know ye all to whom these presents come that...  
 Let it be known that...  
 May it be told unto all good people that...  
 Now let it be known that...  
 O come ye all and know that...  
 Proclaim it unto all peoples that...  
 Salutations and Greetings! Let it be known that...  
 To all to whom these present letters shall come, know that...  
 Unto all to whom these presents come, be it known that...  
 Verily it shall be known that...  
 Ye shall all know that...

### II. Intitulation

Period scrolls seldom gave a King or Queen's last name, so only the Royalty's first names are used in the SCA as well. Also, while the Royalty's reign number is optional, such as "King Kenric, second of that name, and Queen Avelina, second of that name", or "King Kenric the Second, and Queen Avelina also the Second", proper terminology is to leave off any numbering of a reign if the Royal being named is in their first reign.

We, (names of King and Queen), King and Queen of the East...  
 We, (names of King and Queen), Rex et Regina Orientalis...  
 We, (names of King and Queen), King and Queen of the Eastrealm...  
 We, (names of King and Queen), King and Queen of these Eastern Lands...  
 We, (names of King and Queen), King and Queen of the Laurel Kingdom of the East...  
 We, (names of King and Queen), King and Queen of these Oriental Lands...  
 We, (name of King), King by Right of Arms, and (name of Queen) Queen of the East...

Please check the spelling of all names. The names of the King and Queen appear on the inside front cover of the Pikestaff, and may also appear on your assignment. If you have any questions, please contact the Tyger Clerk.

### III. Notification and Exposition

This is made up of three parts: The lead-in phrase, the recipient's name, and the reason for the award. If your assignment doesn't give a reason, use "for service to Our Realm" or "who has greatly enriched Our Realm" (including if the contact person listed on the assignment is unavailable or not listed).

...finding Ourselves in receipt of many good reports on the work of Our noble subject (name) as (reason for award)...  
 ...hearing much good of Our fair (name), especially of his/her work as (reason for award)...  
 ...have observed the many good works and labor of Our brave (name) for (reason for award) and thus...

...having weighed well the works and labors of (name) as (reason)...

...noting the many sacrifices of Our good and well-beloved (name) as (reason), and in recognition of his/her achievements...

...knowing that Our Realm has greatly benefited from the works of Our courteous and loyal (name) as (reason)...

...wishing to reward our faithful servant, (name), who has labored long and hard in Our Lands as (reason)...

...having found Our most excellent (name) to be worthy of advancement by reason of his/her work as (reason)...

...know that Our wise and gracious (name) has improved the lot of Our subjects by (reason), and therefore...

...seeing that our valiant (name) has given unstintingly of himself/herself as (reason)...

Always double-check the spelling of the recipient's name! You may be able to locate the recipient's registered heraldic name on the SCA name pattern search page, at <http://op.wiglaf.org/> or simply do a Google search and look for e-lists where the recipient may give the preferred spelling of their own name. Remember that although we prefer to use the heraldic spelling of their name, if it's known ahead of time that the recipient prefers a different spelling, you may use that spelling on any non-armigerous scroll they receive.

#### IV. Disposition

Never use "do grant unto (name) these Arms" on an AoA. This implies a Grant of Arms, not an Award of Arms (*a Grant of Arms is a significantly higher rank in the Order of Precedence than an Award of Arms*).

...do Award unto him/her these Arms, blazoned: (blazon)

...do bestow upon him/her this Award of Arms, to wit: (blazon)

...do Award the following Arms, to be borne by him/her alone throughout the Known World: (blazon)

...do Award unto him/her the sole and exclusive right to bear these Arms, to wit: (blazon)

...do give unto him/her this Award of Arms, and he/she shall bear: (blazon)

...do Award unto him/her the right to bear these Arms: (blazon)

...do declare that he/she shall bear these Arms from this day hence: (blazon)

...do recognize his/her accomplishments with this Award of Arms: (blazon) to be displayed by Lord/Lady (name) and none other in all the lands of the Known World.

...in recognition of his/her accomplishments, do name him/her a Lord/Lady of Our court, and Award him/her these sole and unique Arms to be borne by him/her alone, without let, hindrance, or molestation:

Fill in the blazon if there is one, or leave 3 to 4 lines blank to add it later if the recipient does not have registered Arms. Note that the heraldic term "Or", meaning gold, is always capitalized.

There must also be an emblazon, or drawing of the Arms, usually in the form of a heater shield (for men and women) or diamond shape (for women only).

If the recipient has no registered Arms, include a blank shield to be painted in later. Please do not fill in the shield with anything that may be listed as a submission "in progress" or "what the recipient uses but does not have registered".

Please also bear in mind when leaving the blank lines of text (blazon) and an empty shield (emblazon) to represent unregistered devices that these should be created in a large enough size on your page.

By allowing for sufficient space in the blazon and emblazon elements, you may be ensuring ease of completion down the road, especially if the recipient's device is complicated, or the description of the Arms is especially lengthy.

Scrolls which must include a blazon/emblazon are any armigerous scrolls (scrolls that confer an Award of Arms, a Grant of Arms, or a Patent of Arms). If the recipient already holds one of these when the award is being given, they do not receive any of these achievements of Arms (AoA, GoA, PoA).

## V. Corroboration and Date

The Corroboration consists of a phrase confirming that the award is given by the Royalty, and is followed by the Date. The number of the day can be written out as a word or indicated by a Roman numeral. The month should always be written out in full, not abbreviated. The year (Anno Societatis, which may be abbreviated as "A.S.") may be shown as a Roman numeral or written out as words. While the Date is the only thing that must be included after the Corroboration, it is usual in SCA scrolls to also include the place/name of the branch group (Barony or Shire) where the award is being given. The name of the event is optional. The standard arrangement is:

Given this thirty-first day of February, Anno Societatis MCX, at the Ullenpic Games in Our Shire of Ullenpic.

For Coronation scrolls, it is especially helpful to include mention of *which* court the scroll is being given at (Last Court for outgoing Royalty, First Court for incoming Royalty) in case the scroll somehow winds up in the wrong royal room.

Lastly, when including the name of the group hosting the event, again, check the spelling! All group's names appear in the Regnum listing at the back of the Pikestaff, and also on the East Kingdom website.

## VI. The Signature Spaces

Either leave a plain blank space with a light pencil underline, or calligraphy the titles with space above or beside them for the Royalty to sign. Brigantia only signs those scrolls bestowing Awards, Grants, or Patents of Arms. These titles (King, Queen, Brigantia) should be in a smaller hand than the main body of the scroll text.

If the scroll is for an Award of Arms being given at a Royal Progress held in the Crown Principality of Tir Mara, please also leave a signature space each for the Prince and Princess (so, a total of 5 signature spaces will be needed including the King, Queen, and Brigantia Herald). Tir Mara does not at this time have its own awards other than the titles of Crown Principality Champions, but a section on procedures for the Tir Mara Championship scrolls and other scrolls to be given in Tir Mara has been included later in this handbook for the benefit of all.

See separate document on Sample wording for signature requirements for each award.