

# **Basic Charter Construction Outline**

by Carla Sans Question

- ◆ Research historical design elements for period and culture. Photocopy design elements you wish to use for inspiration, carefully noting all source and bibliographical details to document your design choices.
- ◆ Create thumbnail sketches that illustrate basic composition and layout of required elements including margins, border, text, illuminated letters, artwork, seals, signatures, etc. This will give a general idea of the compositions balance and effectiveness.
- ◆ Draw the original on non-photo blue lined graph paper in pencil. Charter originals are normally drawn on non-photo blue line graph paper as the blue lines do not reproduce in a photocopy and the graph makes it much easier to plot your layout of art and text.
- ◆ Place a sheet of design vellum over the text area of your design, trace the outline of any elements that border or infringe upon the text area.
- ◆ Lightly pencil your intended text onto the design vellum to determine best spacing and text layout. Be sure that you have left adequate space for royalty to sign the scrolls, full blank line for recipient's name, and space left blank for day, month [plan for longest month name] and year.
- ◆ Confirm that your penciled text works with the penciled illumination; make any adjustments to the illumination or text.
- ◆ When you are satisfied with your text layout, ink the text onto the vellum. I use Rotring Calligraphy Pens 1.1 and 1.9 for writing text.
- ◆ When ink has dried, carefully erase any remaining pencil marks.
- ◆ Confirm that your inked/completed text works with the penciled illumination; make any adjustments to the illumination or text.
- ◆ Ink your drawing--when you are satisfied with your pencil drawing and assured that all required elements [see above] are included then proceed to ink. I use a Micron brand .05 pen [or same size Rapidograph brand] for artwork, with a .03 for any fine detail.
- ◆ When ink has dried, carefully erase any remaining pencil marks.
- ◆ Cut out the text and affix it in the reserved area of the drawing using archival, double-stick, 'repositionable' tape, glue or spray mount.
- ◆ At this point I usually place the completed charter into a protective cover and press it under a book or board overnight to set the adhesive and smooth any wrinkles or curling edges. This also gives me the chance to look at the charter with a fresh eye the next day and paint out, scrape, erase or otherwise repair any elements I am dissatisfied with.
- ◆ Place your makers mark/glyph [not a full signature] DISCREETLY on the charter. Full credit will be on back of the charter.
- ◆ Type up a translation of your scroll text using a plain, clear font of at least 12 point. Include a descriptive title and charter credits i.e. 'AoA Charter w/ Rampant Lion, Illum&Callig by Lady Quill the Scribe'
- ◆ Photocopy the original artwork onto 11x17 white copy paper.
- ◆ Check the copy for flaws such as misalignment, specs, shadows, etc. Once satisfied with the first copy, copy again to create your 'master'.
- ◆ Check the 'master' for misalignment, etc.
- ◆ Have the professional copy technician make one copy of the 'master' onto the front side of your selected finish paper, with the text translation copied onto the back side [the court herald should be able to hold the front of the scroll up to the audience while reading text from the back]. **<see note below>**
- ◆ Check the copy for misalignment, etc., if satisfactory have the copy technician make as many additional copies as you need. **<see note below>**
- ◆ Trim the excess length off of finished charters. **<see note below>**
- ◆ Paint one of the charters to confirm that your design 'works'. This is your last chance to spot any flaws such as missing lines or poor composition before the charter is distributed and/or displayed. **<see note below>**
- ◆ Turn a 'master' and copies in to the Royal Scribe for use and distribution to painters. You should also courtesy copy a 'master' to the group Charter Deputy and/or Chief Scribe. **<see note below>**

***NOTE: When creating Kingdom Level Charter Masters, the Royal Scribe is responsible for all the steps that deal with copying the Master onto the finish paper. Do not copy any information to the backside of your Charter Master. Turn in both a Front Side and Back Side Master to the Royal Scribe.***