

# **Process for Charter Masters**

by Eleanor de Sackville

1. Determine what TRM's, TRH's or Their Excellencies want. This info will come from the Royal Scribe, Principality Scribe or Baronial Scribe. If you have a question or need clarification... ask.
  - A. Particular style. (We love 14th Century but, we don't like vine work)
  - B. Particular Period. (We are 10th Century Irish so we want the majority to be 10th century Irish but will accept some Norse)
  - C. Script/hand (if they want Norse do the want Runes. If yes, what type)
  - D. What awards are they requesting charters for? (beside the "normal", are they asking for stuff like a Pernicious Lily-best death of the field)
2. When do they need it? This will be supplied by the Scribe.
3. The Scribe may have prepared text for you to use. If not please send The Royal's a copy of the text you propose to use. As a matter of courtesy They should have the right to edit/refuse it. After all it is going out over Their names.
4. If there is prepared text. Read it. Check what styles/period They want. Then make your choice as to what you want to do, i.e., AoA, warrior with shield, Norse with Runes-Younger Futhark. This all presupposes that you can do your own calligraphy. If you can't do calligraphy, check locally for someone to do it. If you can't find anyone locally, check with the Scribe, they MAY have someone to do it for you.
5. At this point I start looking on line and in books. I have a fairly extensive library, luckily. You can also check out inter-library loans, friends books, your local SCA branch may also have some books or try a local Scribal Lustral.
6. Check the Scribal Site for requirements for Charter Masters:  
<http://scribes.antir.sca.org/Scribes/CHARTER-MASTER-Guide.pdf>
7. I start by drawing or tracing the design on either graph paper (the kind that a copy machine won't see- blue lines) or cheap drawing paper. This is in pencil. If I will be using Runes, I put them on the trial drawing to make sure I have enough room.
8. I use a light box to transfer the basic design to good paper, using technical pens (like Micron).
  - A. Period calligraphy: I don't put in all the detail because I still need to do the calligraphy and that is my weakest link.
  - B. Runes: I transfer everything.
9. If using calligraphy, I do it now. I may have to do it a couple of times so, I only transfer the most basic design. Once I get the calligraphy looking the way I want it to, I transfer the rest of the design.
10. Be sure to include at the bottom of the sheet (17 x 11, design is 11x14 so you have 3 inches on the bottom) a key for your calligraphy, Rune hand and any special instructions.
11. I take the completed design to KINKOS and make copies. This does several things. First, you should keep a copy. Second, I send a couple of copies to the Scribe and third, it shows up any flaws (dots, flecks, smudges) that might not have shown up before.
12. Where do you send your Charter design. This will be supplied by the Scribe.
  - A. Keep a copy for your portfolio.
  - B. Don't forget to sign the Charter design and include contact info.
  - C. Send a copy of the Artist Release Form.
13. Don't forget that there is no guarantee it will be used. It's not personnel. If it isn't used this reign maybe you could resubmit it to another reign.
14. Mail in an envelope that has some rigidity to it. Mark "Do Not Fold"