

Court Checklist

by Eldred Ælfwald, Azure Dragon Herald

1. When and where Court will occur.
 - Talk to autocrat - where and when
 - Talk to feastcrat - when
2. Acoustics:
 - Good acoustics; and/or
 - PA system.
3. Court business finalized at least ½ - ¾ hour prior to Court.
 - Get winners of day's tournaments and competitions;
 - List of all Court business;
 - Order of Court business;
 - Phonetic written pronunciation of names;
 - Typewritten or legible scroll texts;
 - Write down litany (legibly) for Court just in case!
 - Defer event announcements and personal gifts to sitting in State or other more appropriate time.
4. Brief Crowns on Court business (½ hour prior to Court):
 - Who is coming;
 - If person isn't there, if representative is present and acceptable;
 - Why are they coming; and
 - Personal anecdotes about people.
5. Physics of Court:
 - Set up for Court completed at least 15 minutes beforehand;
 - Minimal distance between herald and "cheap seats";
 - Thrones for ALL Royalty present;
 - Table behind thrones to hold scrolls, water, gifts, etc.;
 - HAVE scrolls, gifts, water, etc.
 - Space behind thrones for herald and Royal retinue;
 - Enough light to read scrolls by; and
 - Kneeling pillows are far enough out.
6. In Court:
 - Avoid "dead air" such as conferring with Crowns;
 - Avoid pontification;
 - Enunciate; project; DO NOT SHOUT;
 - Relay information to populace; have accomplices to signal you;
 - Relax, you are among friends;
 - Flex your knees—locking them will cause you to faint or get fatigued;
 - EVERY award is IMPORTANT; and above all,
 - KEEP IT MOVING and entertaining!