**Personalizing Scrolls**

1. Verify Scribal Assignment info.
	1. Kingdom OP
		1. See what other awards they have been given
		2. Check the date, Name of the Crown
	2. Kingdom ROA
		1. Get a visual representation of their device
		2. Get the blazon, copy it with punctuation as well and make sure if anything is Capitalized to keep it. (Copy and paste function)
2. Does the recipient know about the award?
	1. Yes
		1. Email them the Questionnaire and examples.
		2. Ask them if they have any ideas
	2. No
		1. Kingdom / Royal Signet
		2. Kingdom Scribal Handbook
3. Look for Badges
	1. Check oanda (ordinary and armorial- heraldic database for SCA)
		1. Search by name.
	2. Kingdom Wiki Page
4. What is their persona
	1. Time period
	2. Culture
	3. Persona story
5. Spouse / partner / family members/ friends
	1. Check their device or badges
		1. Ideas for elements to add to scroll or supporters if Peerage or Royalty
		2. Stories, Favorite things
6. What are their other hobbies
	1. SCA
		1. Brewing, dancing, heraldry. Metal worker, wood worker, Guilds etc.
	2. Non- SCA
		1. Renn Fair, post-apocalyptic, motorcycles. Tats
7. Do they have animals / pets
	1. Dogs, cats, falcon, goat, rooster etc.
8. Are they part of a household or war band
	1. Household device
	2. Household colors
	3. Any war cries
	4. Mascots
9. Use the Internet
	1. Google their name
	2. Check wiki page
	3. Check FB/ IG etc
	4. Email the person
10. What are they known for, what are their favorite movies or tv shows.
11. Never throw away any assignment, try to fix it first. Its Period
12. Tracing is allowed
	* 1. Look through examples on pinterest / Google/ FB Groups
		2. Merdies traceable art project

**Designing & Layout**

1. Margins- leave 1.5 inches at the bottom, 1 inch on the other edges.
2. Size- try to keep it under 14”x17”. Period manuscripts were usually very small; consider that when planning.
3. What if you can’t draw? -the image manipulation software and the copy machine are your friends!! Learn to re-size images, scan them in, use the enlarge or reduce function on your copier. Trace the design onto tracing paper, then use a light box to trace it onto your scroll paper or use a pencil transfer technique.
4. Seals- the old kingdom seal is 3” diameter, the new one is about 1.5” diameter. The old Herald’s seal is 2” diameter (same as the inside of a roll of masking tape), the new one is 1” diameter. The preference is to use the smaller seals, but if you would like the old ones used, please make a note in the area the seals are to go.

**Materials (personal preference)**

1. Paper – vellum is period; you can use “spam vellum” or heavy smooth-finish acid free paper (Bristol, Pergamenta/ veggie vellum). Please use heavy enough paper to support the seals! At least 110lbs or 270gsm weight.
2. Paint
	1. Period pigments are available / native earth pigments.
	2. Premixed gouache paints work well also. Tubes or containers.
	3. Gilding or fintec gold paint.
3. Brushes
	1. Natural or synthetic
		1. 1, 0, 5/0, 20/0
4. Ink
	1. Iron Gall Ink.
	2. Various people make Oak gall ink; recipes are available online.
	3. Otherwise, use good quality commercial ink-Recommend waterproof and archivel.

**Calligraphy**

1. Practice and layout
	1. Match the calligraphy with the illumination.
		1. Roman Majuscles
			1. 1st and 2nd century
		2. Square Capitals
			1. 1st to 4th century
		3. Rustics
			1. 4th to 5th century
		4. Uncial and Half Uncial
			1. 5th to 12th century
		5. Carolingian
			1. 8th to 12th century
		6. Black Letter
			1. 12th to 15th century
		7. Rotunda
			1. 12th to 15th century
		8. Humanist
			1. 15th century

**Handing the scroll in** – Yay! You’re done! Now what?

1. The scroll needs to get to the Kingdom/ Royal Signet / Scribe so it can be signed and sealed.
2. Make sure you’ve erased all the pencil lines. Make a small note where the seals should go and erase the circle around that area.
3. Include a cut away or text gloss with the scroll for heralds to read.
4. Sign your work so we can give credit – either in pencil on the back or use a “scribal mark” on the front somewhere. Consider adding your email address.
5. Take a picture and keep a record / portfolio of your work.
6. Package the scroll for traveling.

Art Historian Manuscript categories (Questionnaire for Client)

(Historic periods / type)

1. Insular
2. Carolingian manuscripts
3. Ottonian manuscripts
4. Romanesque manuscripts
5. Gothic manuscripts
6. Renaissance manuscripts

