

INSTRUCTIONS FOR AN INDIVIDUAL SUBMITTING A DEVICE

Please print legibly in dark ink. Consider using a computer, typewriter, or scribe. *Items marked with an asterisk (*) are required.*

***Society name:** To register armory, you *must* have a Society Name already registered, in the registration process, or submitted along with the armory. Write your Society Name, in full, spelled exactly as it was registered, or as it was submitted if it's in process. Do not add titles (e.g. "Lady", "Sir"). Do not write an alternate persona name or a household name here. The name on a membership card doesn't count for this—only heraldic registration matters.

***This name is (pick one):** Show the registration status of your Society Name. "Previously submitted ..." means it's in process but not yet accepted or returned. Checking "submitted with this device" does *not* by itself mean that you've submitted a name: you must submit the name using the correct form, with payment and documentation.

***Action Type:** If you've never submitted a device, check "New". If you've submitted a device but it was returned, check "Resubmission" and the box for who returned it. (If it was returned by a kingdom other than the East, write that in.) If you already have a registered device, check "Change" and the box for what we should do with your old device. If you're appealing a return, check "Appeal"; also check either "Kingdom" or "Laurel" (under "Resubmission"), as appropriate.

***Legal name, *Address:** This is where we'll send official notifications of acceptance or return.

Branch Name: Give the name of your local SCA group (usually a barony, canton, or shire).

Phone number, E-mail Address: Faster ways for us to contact you. We use email whenever possible, for example to tell you when your submission arrives.

Date of Birth: We use the Society Name to tell whether submission forms are for the same person or not. If that fails due to error, we can use your date of birth. (Your *real* birth, not your persona's!) Don't worry, we won't tell anyone, and we won't bug you on your birthday.

***Date submitted:** The date you give, mail, or otherwise convey your money and completed forms to a warranted herald.

***Consulting Herald, *Herald's email/phone:** You must include the name and contact information of a person (other than yourself) who helped you with this submission. A second pair of eyes is always a good thing, even if you're a herald yourself. If you can't find anyone to be your consulting herald, contact Eastern Crown Herald for a referral.

***Proposed Blazon:** If neither you nor your consulting herald knows how to blazon, use plain English.

***The device:** Draw everything as static, flat (not 3-D), Big, Bold, and Butch, to fill the space available within reason. Use at least a medium-line black pen for major outlines, to aid scanning. (The outline of the shield is a good thickness.) Make your original a black-and-white outline drawing. Do not fill in black areas yet. Make four photocopies, and color three of them. (Keep the original for your files.) Leave 'argent' as white – do not use grey or silver. Crayola Classic markers are the heraldic standard, because they are true to the heraldic tinctures and the colors hold up well over time.

Accompanying documentation: If you're a paid member of the SCA, you may optionally attach a copy of your membership card. If Laurel Sovereign of Arms considers two conflicting items at the same meeting, and one submitter is a paid member and the other is not, the paid member wins. (It has happened, although rarely.) In the unlikely case you need to do other documentation, ask a herald for instructions. Some possible cases: justification for an appeal, a "grandfathered" usage, a charge never before registered, or a "Individual Attested Pattern".

Amount Received, Date Received, etc.: Your herald may use the 'Local' line for keeping track of your money.

INSTRUCTIONS FOR AN SCA BRANCH SUBMITTING A DEVICE

Follow the above instructions, with these modifications:

***Society Name:** the name of the branch, e.g. "Eisental, Shire of" or "Bridge, Barony of the".

***Legal Name, *Address, Phone number, E-mail address:** for some contact person in the branch -- the seneschal, the herald, the baron/ess, ...

Date of birth: don't bother!

***Accompanying documentation:** Group names and arms *must be accompanied by a petition* showing the support of the populace. The petition must identify the name and/or arms being submitted. It must be signed by the seneschal and either three-fourths of the officers or a majority of the populace. Consult with Eastern Crown Herald if you have questions about the procedure.

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Send 1 black-and-white outline drawing copy and 2 colored-in copies of the submission form, along with 2 copies of any accompanying documentation. From the U.S., mail submissions to Eastern Crown Herald , and from Canada, mail submissions to Badger Herald (names and addresses at <http://ech.eastkingdom.org>, or in Pikestaff). Make checks or money orders payable to "SCA Inc., East Kingdom", in the amount of \$8 U.S. per new submitted item (device, badge, name).

East v1.2 for Laurel v2.0, 07 Oct 2006 (rev. 2013).