

Running a Heraldic Consulting Table

by Master Modar Neznanich, Volk Herald Extraordinary
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Running A Consulting Table: Before, During & After

I Philosophy

- A. Purpose (consulting table means different things to different people)
- B. Service vs Full Service
 - 1. Skill/Equipment
 - 2. Time

II Before An Event

- A. Get Permission
- B. Request from autocrat
 - 1. Space
 - 2. Tables & Chairs
 - 3. Location

III Mechanics

- A. Physical Set-up <*Distribute Handout A*>
- B. Items to have on hand
 - 1. Minimum
 - a. You
 - b. Client
 - c. Writing utensil
 - d. Writing material
 - 2. Recommended <*Distribute Handout B*>
 - a. Heraldry books
 - b. Forms
 - c. SCA publications
 - 1) RfS
 - 2) Admin. Handbook
 - 3) SCA Armorial & Ordinary (?)
 - 4) Pic-Dic
 - d. Other Items
 - 1) File folders
 - 2) Blank paper
 - 3) Scratch/doodle sheets
 - 4) Writing utensils (pens, pencils, colored markers)
 - 5) Basic drawing tools (compass, ruler, triangle, circle template)
 - 3. Optional
 - a. Other Heraldry books <*Refer to Handout B*>
 - b. Personal Heraldic Notebook
 - c. Idea Book
 - d. Photo Book
 - e. Other Items
 - 1) Templates
 - 2) Storage Boxes
- C. Health Related Aspects
 - 1. Drink
 - 2. Food
 - 3. Breaks
- D. Organization
 - 1. Write things down as you go.
 - 2. Filing

IV Consulting

A. Customer Service

1. How do you serve clients?
 - a. Care
 - b. Know Procedures
 - 1) Number of Forms
 - 2) Costs
 - 3) Where to send forms
 - 4) Etc.
 - c. Be honest but tactful

B. Device Consulting

1. Drawing info out of a client
(Working up a device does no good if the client really doesn't like it.)
 - a. Forms
 - b. Discussion
 - c. Listen
2. Offering Alternatives
 - a. Use of Pic-Dic
 - b. Use of Heraldry books
 - c. Use of Idea Book
 - d. Use of Photo Book

C. Name Consulting - This is similar to device consulting, except that many times you have a client who has decided upon a name and been using it for a long time before seeing if it is registerable.

1. If no name
2. If have name and it is fine
3. If have name, but there are problems
 - a. Offering Alternatives
 - b. Stunt documentation
 - c. Register one, use other

D. Misc. Consulting Issues

1. You will get questions on all kinds of heraldry related subjects
 - a. Protocol
 - b. Heraldic Garb
 - c. Persona Development
2. Where to look for answers
 - a. Publications (books, Rfs, etc.)
 - b. Superior Officers
 - c. Heraldic Friends (including SCAHRLDS list)
 - d. Websites
 - e. Personal Heraldic Notebook - Create a notebook to keep information in. When you have to look up an answer, add it to the notebook, so you have it on hand and don't have to look it up again. Clients don't care whether you have all the answers memorized or not. They just want to know that you have the RIGHT answer.

V Heraldry Promotion

- A. What is the purpose of having heraldry? (*Display*)
- B. What is heraldic display?
- C. What are some ideas for heraldic display? <Distribute Handout C>

VI Other Aspects

- A. Relax/Enjoy
- B. At the end of the day
 1. Organized Packing of stuff and submissions
 2. Say thanks (to those who helped and autocrat) <Distribute Handout D>

Running A Consulting Table: Handout A

Physical Set-Up

If at all possible, separate the area for the consulting table from Herald's Point.

Herald's Point is where the populace goes to request announcements to be made, to arrange business in court and have field heralds conduct tournament cries. The Consulting Table is where the populace goes to receive assistance in creating and submitting persona names and devices. By separating them, it prevents confusion by keeping the populace from going to the book heralds inquiring about announcements or court business or inquiring about names and device from the vocal heralds. This allows the heralds to work more efficiently as they are in an area prepared for the work mode they are in, whether it is vocal work or book work. All in all, it helps keep everyone a bit saner.

If possible, locate the Consulting Table in the same place as Merchant's Row.

This works well, as it allows the populace to discover that a Consulting Table is available. It helps the heralds working the table as it keeps them from being "off in a corner" where no one realizes they are there until the end of the day when they are packing up the books. It helps the merchants because, as people go to speak with the heralds at the Consulting Table, they pass by the merchanting area and tend to browse while waiting their turn to talk with the heralds. All in all, a good deal for everyone. Note, however, that because of the expense of the reference books used for heraldic consulting, they need to be protected at all costs. If Merchant's Row is located in an outdoor setting, please make sure a sun-fly or other covering is provided (by either the autocrat or you) along with one or two tables and chairs (for heralds and for clients). If Merchant's Row is indoors, the table(s) and chairs should be sufficient.

Signage

Make certain that the heraldic locations are well marked with signs and/or banners. This just makes it easier on everyone. If you use banners, it also adds to the medieval ambiance.

Running A Consulting Table: Handout B

Items to Have

Recommended Items

- File folders
- Submission forms
- Crayola Classic Markers
- Latest LoARs
- Large boxes for storing books in
(plastic ones or cardboard lined with trash bags)
- Blank paper
- Pens/pencils
- Drawing tools (compass, ruler, triangle, circle template)
- Templates of frequently used charges
- Doodle/scratch sheets
(pages with small blank shields on them)

Recommended Heraldry Books and Articles

- Pictorial Dictionary of Heraldry (PicDic) by Bruce Draconarius & Akagawa Yoshio
- Copy of the Rules for Submissions of the SCA College of Arms
<http://heraldry.sca.org/heraldry/laurel/rfs.html>
- Copy of the Administrative Handbook of the SCA College of Arms
<http://heraldry.sca.org/heraldry/laurel/admin.html>
- Glossary of Terms as used by the SCA College of Arms
<http://heraldry.sca.org/heraldry/coagloss.html>

- SCA Armorial & Ordinary
- The Oxford Dictionary of English Christian Names by Withycombe
- A Dictionary of British Surnames by Reaney & Wilson
- Complete Anachronist pamphlet #22, Heraldry, by Arval Benicoeur & Marten Broeker

- One or more from this set of books:
 - A Complete Guide to Heraldry by Fox-Davies
 - Heraldry by Bedingfeld & Jones
 - Boutell's Heraldry by Boutell

- One or more from this set of books:
 - The Dictionary of Heraldry by Foster
 - Heraldry: An Introduction to a Noble Tradition by Pastoureau
 - Heraldry: Customs, Rules and Style by Neubecker

- One or more from this set of books:
 - A Glossary of Terms Used in Heraldry by Parker
 - An Heraldic Alphabet by Brooke-Little
 - A Dictionary of Heraldry by Friar

Suggested Heraldry Books and Articles

- Copy of the article: Heraldic Myths
<http://www.modaruniversity.org/Myths.htm>
- Copy of the article: Frequently Given Answers That Are Wrong
<http://heraldry.sca.org/laurel/wrong.html>
- List of Reserved and Prohibited Charges
<http://heraldry.sca.org/laurel/charges.html>
- Argent Snail's Insta-Boing Check-list
<http://heraldry.sca.org/laurel/boing.html>
- List of Books Which Photocopies are Not Needed From
<http://heraldry.sca.org/heraldry/laurel/admin.html#APPENDIXH>
- List of Names Sources to Be Avoided in Documentation
<http://heraldry.sca.org/heraldry/laurel/admin.html#APPENDIXF>

Suggested books include:

- A Dictionary of Irish Place-Names by Adrian Room
- Ainmean Chloinne: Scottish Gaelic Names for Children by Peadar Morgan
- Apellidos Castellano-Leoneses by R. P. Gonzalo Diez Melcon
- Deutsches Nameslexikon by Hans Bahlow
- Deutschland Geographische Namenwelt by Hans Bahlow
- Dictionnaire tymologique des Noms de Famille et des Pre noms de France by Albert Dauzat
- Dictionnaire tymologique des Noms de Lieux de la France by Albert Dauzat
- Dizionario dei cognomi italiani by Emidio De Felice
- Dizionario dei nomi italiani by Emidio De Felice
- Etmologisches Wuurterbuch der Deutschen Familiennamen by Josef Karlmann Brechenmacher
- Irish Names by Donnchadh O' Corrin & Fidelma Maguire
- Les Noms de Personne sur le Territoire de L'Ancienne Gaule du VI au XII Si by Marie-Thse. Morlet
- Mittelhochdeutsches Namenbuch by Adolf Socin
- Onomasticon Anglo-Saxonicum by William George Searle
- Our Italian Surnames by Joseph G.Fucilla,
- Place-Names of Scotland by James R. Johnston
- Sloinnte Gaedheal is Gall: Irish Names and Surnames by Patrick Woulfe
- The Concise Oxford Dictionary of English Place-names by Eilert Ekwall
- The Old Norse Name by Geirr Bassi Haraldsson
- The Surnames of Ireland by Edward MacLysaght
- The Surnames of Scotland by George F. Black
- Welsh Personal Names by Heini Gruffudd
- Welsh Surnames by T.J. Morgan & Prys Morgan,.

Running A Consulting Table: Handout C

Uses for Heraldry

Okay, so you have a heraldic device or badge. Now what do you do with it? Put it on things naturally. But what sort of things should you put it on?

As someone once said, "When it comes to your personal items, if it doesn't move, put your armory on it. If it's moving, stop it and put something with your armory on it (if it doesn't object too loudly)."

Following are uses for heraldry that have been noted from either period sources or in SCA use. These items have been marked using needlework (embroidery, cross-stitch, appliqué), silk screening, painting, carving, burning or other methods.

General Items

banners, pennons and standards
charters, scrolls, maps and other documents
coronets
hallmarks
inkwells & scribal instruments
tabard/baldric for retainers/personal herald
tools

book covers, bookplates & book spines/binding
coins & tokens
favors
herald's tabards
portraits
tents/pavilion (roof & walls)
wax seals

Clothing & Accessories

armbands
belts
busk (for corset) carving
garters
hats
pouches
shoes & boots
tunics & tabards

baldrics
buckles
cloaks
gloves
jewelry (bracelets, necklaces, medallions, rings)
surcoats & dresses
stockings
under-garments

Martial Items

armor bags
body armor
bow/archery stands
helms
markers for tourney-field ropes
shields
tourney chests

arrow boxes
bow bags/cases
fighting surcoats
knife sheaths
quivers
sword scabbards

Domestic Items

bathtubs
candle holders
chairbacks & tole stools
doors, door frames & door stops
feastgear boxes
glass jars
knobs for cabinets, doors, etc.
lintels
night stands

bedspreads
carry-bags
cookware
drinking vessels & eating plates
firepits
headboards of beds
lanterns
napkins
outer painting for a diptych (folding icon)

pillowcases
place mats
rugs
stained glass windows
stationary
tapestries, wall hangings & plaques
throws/comforters
trinket boxes

pitchers
pot-holders
serving platters
stall-plates
table runners & tablecloths
throw pillows
towels
woven into lace

Animal Items

equestrian items (caparisons, saddles, tack equipment)
pet accessories (leashes, collars, tags, carriers, blankets, coats)
swanmarks (you carve these on the bill of the swan)

Miscellaneous Items

bird cages (there are period examples)
etchings on blades, etc.
mounting block (step for getting on horses)
toys (children's wagons, hobbyhorses, juggling equipment, game boards)

decorative pitchers and vases
grave markers
stone cairns
wagons, tourney carts & pushcarts

Modern Items

bumper stickers
clock/watch faces
computer background/screen saver
doormats
false fingernails & hair "thingies"
magnets
shower curtains
tattoos/body art
wallpaper stencil
web pages

car carriers
commode lid decoration
cooler covers
drink coasters
holiday ornaments
pens
t-shirts
tiki torches
water bottle covers

Use of Device vs Use of Badge

While there is no restriction on use in the SCA, there are times when it is more appropriate (historically speaking) to use one's heraldic badge instead of one's device and vice-versa.

Which are those times?

The general rule of thumb is that your device says, "Hello, my name is George." and your badge says, "This belongs to George."

As such, use your device on anything belonging to you that you personally wear or use. Or on anything that is used to represent you. Such as armour, clothes, banners, tabard of personal herald speaking in your name, rings, stationary, personal tent, etc.

Use your badge on anything belonging to you that may be used by others. Such as books, tents, carts, clothes of retainers, messenger boxes, favors, etc.

Running A Consulting Table: Handout D Saying Thank You

Reward those that work for you.

When you run a consulting table and have folk stop by to help out, be sure to take the time to say "Thank You!" to them. It's easy to get caught up in the "business at hand" and forget. This simple act will let people know they are appreciated and that you value their time and efforts. This will make them more likely to volunteer their time assisting at future consultation tables.

If you are unable to do the actual over-seeing of the consultation table and have to get someone to run it for you, consider giving them a small gift as a reward for taking on the responsibility in your place, [And this is only if your budget allows you to do such.]. A small token of some kind, however, goes a long way to ensuring that the herald who worked for you will do so again, and will encourage others to volunteer to help the next time. If you do decide to present a token of thanks, remember it does not have to be anything big, fancy or expensive. Suggestions ranged widely, but could include:

Flowers (a single daisy, carnation or rose).

A small parchment saying something like, "Be it known that "X" has been instrumental in the successful completion of event "Z" on date "--/--/--" by virtue of their heraldic efforts. Signed "C, Heraldic Coordinator" (even a computer generated certificate works well for this).

An inexpensive strand of beads.

A small pin/brooch.

A small bit of trim.

A set of Crayola Classic markers (particularly good for book heralds).

If there is a feast involved with the event, possibly a free meal could be offered to them.

A public "Thank You" by name either in court or the local/kingdom newsletter.

Running A Consulting Table: Handout E Heraldry Websites

Society Heraldry Page

<http://heraldry.sca.org/>

Calontir Kingdom Heraldry Page

<http://www.calontir.sca.org/herald/index.html>

Calontir College of Heralds Information & Resource Page

<http://www.modaruniversity.org/Calontir-Heralds.htm>

Calontir Heraldry Forms

<http://www.modaruniversity.org/Heraldry4.htm>

How to Fill Out Heraldic Submissions Forms

<http://www.modaruniversity.org/Instruct.htm>

Calontir On-Line Picture Armorial

<http://www.calontir.sca.org/herald/armorial/>

Calontir Order of Precedence

<http://www.calontir.sca.org/herald/op/index.html>

Laurel-of-Arms Letters of Acceptance & Returns (LoARs)

<http://heraldry.sca.org/loar/>

Rules for Submission (RfS)

<http://heraldry.sca.org/heraldry/laurel/rfs.html>

College of Arms Administrative Handbook

<http://heraldry.sca.org/heraldry/laurel/admin.html>

SCA College of Arms Glossary of Heraldic Terms

<http://heraldry.sca.org/heraldry/coagloss.html>

Reserved Charges

<http://heraldry.sca.org/heraldry/coagloss.html#reserved>

Restricted Charges

<http://heraldry.sca.org/heraldry/coagloss.html#restricted>

Conventional "Proper" Colorings

<http://heraldry.sca.org/heraldry/coagloss.html#proper>

Conventional SCA Default Postures

<http://heraldry.sca.org/heraldry/coagloss.html#default>

Terms Commonly Misused in the SCA College of Arms

<http://heraldry.sca.org/heraldry/coagloss.html#appendix>

Precedents of the SCA College of Arms

<http://heraldry.sca.org/laurel/precedents.html>

SCA Ordinary & Armorial

<http://oanda.sca.org/ordinary/index.html>

Heraldic Myths (Information to clear up misconceptions involving SCA heraldry)

<http://www.modaruniversity.org/Myths.htm>

Vocal Heraldry

<http://www.modaruniversity.org/vocal.htm>

Conflict Checking

<http://www.modaruniversity.org/Heraldry2.htm#Conflict>

Protocol Information

<http://www.modaruniversity.org/Protocol.htm>

SCA Award Information

<http://www.modaruniversity.org/Protocol.htm#Awards>

Name Resources

<http://www.s-gabriel.org/names/>

<http://heraldry.sca.org/heraldry/laurel/names.html>

<http://www.modaruniversity.org/Heraldry2.htm#Names>

Rolls of Arms (SCA & Historical)

<http://www.modaruniversity.org/Heraldry2.htm#Rolls>

SCA Heraldry Informational & Educational Articles

<http://heraldry.sca.org/heraldry/laurel/education.html>

<http://www.modaruniversity.org/Heraldry2.html>

Parker's Glossary

<http://www.heraldsnet.org/saitou/parker/>

Mailing Lists

There are several electronic mailing lists that can help you learn more about submissions or figure out specific problems. The heralds on the lists are there to discuss heraldry, so jump right in and ask questions - it's one of the fastest ways to learn. Here are three that might interest you:

Scahrlds@listserv.aol.com

To join, send mail to listserv@listserv.aol.com with "subscribe scahrlds yourfirstname yourlastname" in the body of the message. (Do not put quotes in message.) List is high traffic, but has many Very Experienced Heralds to help.

calontir-heralds@yahoogroups.com

Join this group from the yahoogroups website, <http://groups.yahoo.com/> and you will need a yahoo ID. Low to medium traffic; a good way to get to know your fellow heralds.

sca_heralds@yahoogroups.com

Join this group from the yahoogroups website, <http://groups.yahoo.com/> and you will need a yahoo ID. Low traffic and mostly new heralds at the time of this writing, which makes some very new heralds more comfortable. There is a small sprinkling of more experienced heralds to help you learn.

Heraldic Consultation Sheet [Modar version]

(PLEASE PRINT)

Submitter Information

Legal name: _____
Address: _____
City/State/Zip: _____
Phone: _____ E-mail: _____
Gender: M F Date of birth: ____/____/____
Local Group Name: _____ Local herald: _____
Consulting herald: _____ Consultant's E-mail: _____

SCA Name: _____

- New
- Already Registered - When and in what kingdom: _____
- Resubmission - Previous name attempted: _____
- Name Change - Previously registered name: _____
- Alternate Name - Previously registered name: _____
- Other - Please explain: _____

Culture(s) desired: _____ Time Period: _____

Persona Gender: M F Don't care Desired Meanings: _____

Citations & Notes: List each element with Source Name & Author, Page #, Date of Element, Language of Element and URL .

Heraldic Device: New Resubmission Change Other: _____

METALS (Pick 1)

- Argent (silver/white)
- Or (gold/yellow)

COLORS (Pick 1 or 2)

- Azure (blue)
- Gules (red)
- Purpure (purple)
- Sable (black)
- Vert (green)

FURS (Pick 0 to 2)

- Ermine
- Erminois
- Counter-ermine
- Pean
- Ermine variant

- Vair
- Vair variant



CHARGES (Objects client is interested in):

Proposed Blazon:

