



# **Imperial Manual of Arts and Science**

2009

by al-Amir al-Fares Mikhail Ibn ‘Abdullah al-Nur-al-Din, KB, KA, KP

# **Imperial Arts & Sciences Manual**

April 2009

al-Amir al-Faris Mikha'il Ibn 'Abdullah al-Nur-al-Din, KB, KA, KP

## **1. ARTS ITEM INFORMATION**

A. A maximum of three (3) items may be entered per official Arts & Sciences Judging per entrant

B. A maximum of fifty (50) points per month may be earned.

- 1.) Any points over fifty (50) earned in a month will be lost.
- 2.) A Masterwork's fifty (50) points do count for the fifty (50) points earned in a month.

C. Six (6) areas (NOTE: Remember that areas are used for ease of judging only!):

- 1.) Crafted (leather work, ceramics, woodworking, etc...)
- 2.) Armour / Weapons
  - a.) ECS weapons/ armour (shanai polearms, shields, etc...) as well as historic
- 3.) Written / Performed (also known as Bardic)
  - a.) Fiction, non-fiction, research papers, written / performed poetry, written / performed music, etc
- 4.) Cooking / Brewing
  - a.) Items must include a full list of ingredients (not quantities) at time of judging for safety reasons.
- 5.) Needle Arts / Sewing
- 6.) Visual (something that is looked at from a few feet away)

D. Arts items made prior to joining the ECS may not be entered. Only items made during a person's membership period in the ECS may add points toward advancement.

## **2. JUDGES**

A. Three (3) judge per item

- 1.) Judges may judge as many or as few entries as necessary

B. Judge may not judge the item he/she has entered

C. Who may judge (these are the preferred guidelines only)

- 1.) Arts Minister, and/or
- 2.) Arts Deputy, and/or
- 3.) Qualified members of the Populace.
  - a.) Has a minimum of 50 points in the Arts, OR
  - b.) Has proven to Arts Minister and/or Deputy experience in the area of judging

D. Judging may be split between multiple teams of three (3) judges each

E. Each judge is REQUIRED to write comments! These are for the edification of the artisans. It is one of the best ways to help an artisan advance in their art! (REMEMBER:

This is constructive criticism. Tell the artisan what is good as well as what may need work and how they may improve.)

F. No one under 21 may judge brewing

### **3. JUDGING SYSTEM**

#### A. Four (4) Categories

##### 1.) Function

a.) How well the item will perform its intended purpose (i.e.: do the pants fit the person they were made for, is the performance enjoyable)

##### 2.) Craftsmanship

a.) How well the item was made

##### 3.) Periodness

a.) How precisely period an item is

1.) Period for the acknowledged time (800 - 1650 AD)

2.) " Period for the Game" (i.e.: a shanai polearm, steel combat spear)

b.) Documentation of periodness is required when an item's periodness is in question.

c.) Materials or ingredients used in the construction of an item should appear as period as reasonably possible.

d.) Use of modern machines to construct an item is permitted as long as the same effect can be theoretically accomplished by period means.

e.) If you use modern machines and/or materials, you need to cite the period correct means and/or materials.

##### 4.) Difficulty

a.) How difficult the item was to construct within the medium.

b.) Any nonstandard construction methods used should be outlined in the entrant's documentation.

#### B. How an item receives its points

1.) Each judge gives a point value (1-10; 1=lowest, 10=highest) in each category for each item.

2.) Tally each judge's sheet

a.) Function score + craftsmanship score + Periodness score = subtotal

b.) Use Difficulty Chart and find where the subtotal number and the difficulty score intersect. (This intersect number is the TOTAL. Total should be a number to the tenth place.

3.) Repeat for each judge

4.) Tally totals from the three (3) judges

a.) Add the three (3) totals (1st judge total + 2nd judge total + 3rd judge total) = Subtotal

b.) Divide Subtotal by three (3) and round to nearest whole number (i.e.: .1-.4 rounds down; .5-.9 rounds up) = Item Points Awarded

5.) By using the difficulty modifier, please note that the average score is 10-12 points. The 3-30 point spread is on a parabolic curve, not a straight curve.

#### **4. DOCUMENTATION**

##### **A. DOCUMENTATION IS REQUIRED!**

B. Documentation is defined as a written or verbal statement:

- 1.) Describing the work
- 2.) Listing materials and tools used (ingredients in food must be submitted in writing)
- 3.) Citing references establishing periodness, design, etc...(except for verbal see section D below)

C. Acceptable documentation:

- 1.) The original book,
- 2.) A copy of a page from a book (preferably with a copy of the Title page or Card Catalog entry of the book),
- 3.) A written or verbal statement from an expert witness,
- 4.) A written statement from the entrant as to how they came about the periodness of the item.
- 5.) A copy or print out from a web site (preferably with the web site information on it)

D. Verbal documentation is defined and limited to the work you as the artisan have done to create the piece and is not allowed for periodness. Periodness must be in one of the forms described in section 4C. Verbal documentation must be given to all three judges at the same time so that each judge hears the same documentation. It is not the job of the judges, the Arts Minister, or their deputies to track down an artisan to obtain verbal documentation. Verbal documentation is not allowed in a Masterwork, except in the form of an expert witness.

**Note** about Verbal documentation in a Masterwork, you can still present the work to your judges, answer questions about it, and demonstrate things that might not translate well into written words. For example, to show the judges the difference in tone quality between two instruments or showing the judges some of the scrap material for a crown and a file, so they could see firsthand what it was like doing some of the handwork.

#### **5. TOURNEYS**

To be an official arts tournament, the tourney must meet the following requirements:

- A. Meet all guidelines set forth in the L.I.
- B. Have at least one items entered
- C. A tournament may qualify as a war if: It meets all qualifications for a war set forth in the L.I
- D. The Arts Minister or one of their deputies must be present at every arts tourney, and available to judge if needed
- E. The judges sheets, sign in sheets, and a complete list of judges will be given to the Arts Minister at the end of each tournament. If the Arts Minister is unable to pick up this paperwork, it will be given to one of their deputies and it will be their responsibility to deliver it to the Arts Minister in a timely manner which will be at maximum 15 days from

the date of the event

F. Points and comments will be returned within 14 days from the end of the event to the artisan

G. Masterworks must be judged separately from a tourney!! Masterworks may be judged at an event, but their points do not count toward point totals or number of entries in the tournament.

## **6. WITHDRAWING ITEMS**

It is the right for any member to withdraw their arts project from a tourney for any reason.

When withdrawing an item this is the procedure that will be followed:

A. The artisan will approach the Kingdom/Territorial Arts Minister to inform them they wish to withdraw their item from the last event.

B. The artisan will completely fill out the project withdrawal form.

C. The Arts Minister will send a copy to the Territorial List Minister and will keep the original on file.

D. If any judge suspects an item has been resubmitted without being first withdrawn they shall:

- 1.) Determine if the artisan is present: if not, judge the item as it has been submitted
- 2.) Ask the Kingdom or Territorial Arts Minister to see the item withdrawal form. If the Arts Minister is not present then judge the item as it was submitted.
- 3.) If the judge or arts-o-crat discovers an item has not been properly withdrawn, then the item shall be removed from the list and a grievance report shall be filed with the Kingdom/Territorial Arts Minister.
- 4.) File a grievance report (in writing) with the Arts Minister as soon as possible so the issue can be resolved. (see grievance procedure)

E. It is strongly suggested when the artisan resubmits their project they attach a copy of the project withdrawal form to their documentation.

## **7. MASTERWORKS**

A. A Masterwork is defined as a documented work of master quality.

B. Anyone wishing to have a Masterwork judged should approach the Arts Peerage with the Proposed Masterwork Form.

C. Any item in whole or in part previously entered in a judging and receiving points cannot be considered as a Masterwork. (Unless it was withdrawn from a tournament to resubmitted as a Masterwork)

D. A Masterwork shall be judged:

1). Selection of judges

Three (3) judges will be chosen. (NOTE: all Masterworks must have at least one Arts Peer judge them)

a.) The Sovereign chooses a judge.

b.) The Arts Peerage chooses a judge.

- c.) The member to who is putting the potential Masterwork forward chooses a judge.  
(Judges with personal ties to the member who wishes to be judged should be avoided)
- 2.) The judges should be selected from the Arts Peers, unless:
  - a.) Three Arts Peers are unavailable. Then a judge with a rank of at least Craftsman may be selected with approval of the Crown and Arts Peerage. OR
  - b.) An expert in the field of the medium to be judged (An expert is someone with years experience with the particular category of art that is being judged. Just because someone is a Knight Artisan does not necessarily make him or her an expert)

#### E. Judging a Project

1. A Masterwork shall be judged on a pass/fail vote by each of the judges
  - a.) If at least two (2) judges pass the item, it passes and receives fifty (50) points
  - b.) If at least two (2) judges fail the item, the entrant may:
    - 1.) Enter the item at a later judging for points, OR
    - 2.) Correct and resubmit the item as a Masterwork at a later date.
  - c.) If a submitted Masterwork fails, the judges must write down their reasons for failing it, and remedies that would bring the item to Masterwork standard in their opinion, so that the entrant may correct the item for resubmission.
  - d.) The same judges that judged a failed Masterwork are to re-judge a corrected entry, and if the written requirements for passage were fulfilled satisfactorily, the item passes.
  - e.) If the one or more of the same judges are not available to re-judge the Masterwork than the Artisan, Peerage & Sovereign may choose a replacement. The replacement judge will be given a copy of the reasons that the piece failed and the requirements for passage before they judge the piece.

#### F. Judges Responsibilities and Guidelines

1. Each Judge will each fill out a Masterwork Judging Form
2. Judges may work independently or as a group. The discussion of their opinions with one another is allowed. (NOTE: judges remember that the discussion of opinions is just that opinions, it is still your own responsibility to read the documentation and judge the Masterwork for yourself)
3. Judges will give their Masterwork Judging Form to the Senior Knight Artisan or Arts Peerage Secretary, who will:
  - a.) Report to the candidate whether a Masterwork has passed or failed.
  - b.) Report passed Masterwork to the Crown/Territorial Lists Officer and Crown/Territorial Arts Officer on the Notification of Masterwork Passage Form
  - c.) Report failed Masterwork to the Crown/Territorial Arts Officer

### **8. GRIEVANCE**

If an Artisan/entrant has a grievance about a judge, arts-o-crat or autocrat, the following procedures will be followed. The person with the grievance shall be referred to as the

Complainant. The person who the Complainant has a grievance with will be referred to as the Subject.

- A. The Complainant will approach the Territorial/Kingdom Arts Minister with the grievance.
- B. The Complainant must bring evidence of the grievance (such as a comment sheet) or written statement describing the situation.
- C. The Arts Minister and the Complainant will then sit down and construct a written statement of grievance. The Arts Minister will retain a copy of this statement for the Kingdom/Territorial records.
- D. The Arts Minister will then hand deliver the statement to the Subject and discuss the alleged grievance along with a copy of any evidence.
- E. After all the facts have been gathered; the Kingdom or Territorial Arts Minister will decide if a corrective measure must be administered.
- F. The Arts Minister will send a written report of the situation and action taken within 30 days to:
  - 1.) The Complainant
  - 2.) The Subject
  - 3.) The Sovereign
  - 4.) The Territorial Ruler
- G. The Arts Minister will then retain the original for their files.
- H. If the subject is the Kingdom/Territorial Arts Minister then the complainant will approach the Sovereign and he will perform the grievance duties of the Arts Minister.

The grievance report will contain:

1. Name of Complainant
2. Name of Subject
3. Brief summary of the situation
4. All action taken

Possible corrective measures:

Generally corrective measures should not entail more than a required apology, or teaching the judge on how to write better comments. They may even just need a refresher on the basic tenants of judging. Remember, any Artisan/entrant always has the power to withdraw any item for any reason and resubmit it at another event. However, in extreme cases where there is a consistent pattern of complaints or problems the Kingdom/Territorial Arts Minister may revoke a members authority to judge. If the grievance is over another matter other than judging (such as items submitted twice or intentional point tampering) then the Arts Minister should take any action that seems appropriate. If the subject feels the censure is unjust for any reason, they may appeal the decision in the following order:

1. Territorial Ruler

2. Territorial Estates
3. Sovereign
4. Kingdom Estates
5. Imperial Arts Minister







## Field Documentation Form

Item Number

Event

Category

|  |  |  |
|--|--|--|
|  |  |  |
|--|--|--|

### Item Description

|  |
|--|
|  |
|--|

### Craftsmanship

Description of item's construction, materials used, and the amount of time used in construction.

|  |
|--|
|  |
|--|

### Function

Description of item's use.

|  |
|--|
|  |
|--|

### Periodness

Information about the item's periodness; including books, articles, pictures or websites.

|  |
|--|
|  |
|--|

### Difficulty

What you believe the average difficulty should be; and anything you did that could increase or decrease this difficulty.

|  |
|--|
|  |
|--|

**Arts & Sciences Comments and Point Handout**  
**Empire of Chivalry and Steel, Inc.™**



**Item Number:** \_\_\_\_\_ **Item Description:** \_\_\_\_\_

**Event:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Judge:**

|  |                |
|--|----------------|
|  | Function:      |
|  | Craftsmanship: |
|  | Periodness:    |
|  | Subtotal:      |
|  |                |
|  | Difficulty:    |
|  |                |
|  | Total:         |

**Judge:**

|  |                |
|--|----------------|
|  | Function:      |
|  | Craftsmanship: |
|  | Periodness:    |
|  | Subtotal:      |
|  |                |
|  | Difficulty:    |
|  |                |
|  | Total:         |

**Judge:**

|  |                |
|--|----------------|
|  | Function:      |
|  | Craftsmanship: |
|  | Periodness:    |
|  | Subtotal:      |
|  |                |
|  | Difficulty:    |
|  |                |
|  | Total:         |

**Persona Name:** \_\_\_\_\_ **Member #:** \_\_\_\_\_

|               |
|---------------|
| Judge 1:      |
| Judge 2:      |
| Judge 3:      |
| Subtotal:     |
| Divided by 3: |

**Point Total:**

**Arts & Sciences Sign In Form**  
**Empire of Chivalry and Steel, Inc.™**



Event: \_\_\_\_\_

Date: \_\_\_\_\_

Judge: \_\_\_\_\_

Judge: \_\_\_\_\_

Judge: \_\_\_\_\_

Judge: \_\_\_\_\_

Judge: \_\_\_\_\_

Judge: \_\_\_\_\_

| Item # | Member # | Name: Persona<br>Mundane | Item & Description | Doc<br>√ | Points | Team<br>(For War) |
|--------|----------|--------------------------|--------------------|----------|--------|-------------------|
|        |          | P:                       | I:                 |          |        |                   |
|        |          | M:                       | D:                 |          |        |                   |
|        |          | P:                       | I:                 |          |        |                   |
|        |          | M:                       | D:                 |          |        |                   |
|        |          | P:                       | I:                 |          |        |                   |
|        |          | M:                       | D:                 |          |        |                   |
|        |          | P:                       | I:                 |          |        |                   |
|        |          | M:                       | D:                 |          |        |                   |
|        |          | P:                       | I:                 |          |        |                   |
|        |          | M:                       | D:                 |          |        |                   |
|        |          | P:                       | I:                 |          |        |                   |
|        |          | M:                       | D:                 |          |        |                   |
|        |          | P:                       | I:                 |          |        |                   |
|        |          | M:                       | D:                 |          |        |                   |

**Arts Difficulty Chart**  
**Empire of Chivalry and Steel, Inc.™**



|           |          |          |          |          |          |          |          |          |           |      |           |
|-----------|----------|----------|----------|----------|----------|----------|----------|----------|-----------|------|-----------|
| <b>3</b>  | 0.3      | 0.6      | 0.9      | 1.2      | 1.5      | 1.8      | 2.1      | 2.4      | 2.7       | 3.0  | <b>3</b>  |
| <b>4</b>  | 0.4      | 0.8      | 1.2      | 1.6      | 2.0      | 2.4      | 2.8      | 3.2      | 3.6       | 4.0  | <b>4</b>  |
| <b>5</b>  | 0.5      | 1.0      | 1.5      | 2.0      | 2.5      | 3.0      | 3.5      | 4.0      | 4.5       | 5.0  | <b>5</b>  |
| <b>6</b>  | 0.6      | 1.2      | 1.8      | 2.4      | 3.0      | 3.6      | 4.2      | 4.8      | 5.4       | 6.0  | <b>6</b>  |
| <b>7</b>  | 0.7      | 1.4      | 2.1      | 2.8      | 3.5      | 4.2      | 4.8      | 5.6      | 6.3       | 7.0  | <b>7</b>  |
| <b>8</b>  | 0.8      | 1.6      | 2.4      | 3.2      | 4.0      | 4.8      | 5.6      | 6.4      | 7.2       | 8.0  | <b>8</b>  |
| <b>9</b>  | 0.9      | 1.8      | 2.7      | 3.6      | 4.5      | 5.4      | 6.3      | 7.2      | 8.1       | 9.0  | <b>9</b>  |
| <b>10</b> | 1.0      | 2.0      | 3.0      | 4.0      | 5.0      | 6.0      | 7.0      | 8.0      | 9.0       | 10.0 | <b>10</b> |
| <b>11</b> | 1.1      | 2.2      | 3.3      | 4.4      | 5.5      | 6.6      | 7.7      | 8.8      | 9.9       | 11.0 | <b>11</b> |
| <b>12</b> | 1.2      | 2.4      | 3.6      | 4.8      | 6.0      | 7.2      | 8.4      | 9.6      | 10.8      | 12.0 | <b>12</b> |
| <b>13</b> | 1.3      | 2.6      | 3.9      | 5.2      | 6.5      | 7.8      | 9.1      | 10.4     | 11.7      | 13.0 | <b>13</b> |
| <b>14</b> | 1.4      | 2.8      | 4.2      | 5.6      | 7.0      | 8.4      | 9.8      | 11.2     | 12.6      | 14.0 | <b>14</b> |
| <b>15</b> | 1.5      | 3.0      | 4.5      | 6.0      | 7.5      | 9.0      | 10.5     | 12.0     | 13.5      | 15.0 | <b>15</b> |
| <b>16</b> | 1.6      | 3.2      | 4.8      | 6.4      | 8.0      | 9.6      | 11.2     | 12.8     | 14.4      | 16.0 | <b>16</b> |
| <b>17</b> | 1.7      | 3.4      | 5.1      | 6.8      | 8.5      | 10.2     | 11.9     | 13.6     | 15.3      | 17.0 | <b>17</b> |
| <b>18</b> | 1.8      | 3.6      | 5.4      | 7.2      | 9.0      | 10.8     | 12.6     | 14.4     | 16.2      | 18.0 | <b>18</b> |
| <b>19</b> | 1.9      | 3.8      | 5.7      | 7.6      | 9.5      | 11.4     | 13.3     | 15.2     | 17.1      | 19.0 | <b>19</b> |
| <b>20</b> | 2.0      | 4.0      | 6.0      | 8.0      | 10.0     | 12.0     | 14.0     | 16.0     | 18.0      | 20.0 | <b>20</b> |
| <b>21</b> | 2.1      | 4.2      | 6.3      | 8.4      | 10.5     | 12.6     | 14.7     | 16.8     | 18.9      | 21.0 | <b>21</b> |
| <b>22</b> | 2.2      | 4.4      | 6.6      | 8.8      | 11.0     | 13.2     | 15.4     | 17.6     | 19.8      | 22.0 | <b>22</b> |
| <b>23</b> | 2.3      | 4.6      | 6.9      | 9.2      | 11.5     | 13.8     | 16.1     | 18.4     | 20.7      | 23.0 | <b>23</b> |
| <b>24</b> | 2.4      | 4.8      | 7.2      | 9.6      | 12.0     | 14.4     | 16.8     | 19.2     | 21.6      | 24.0 | <b>24</b> |
| <b>25</b> | 2.5      | 5.0      | 7.5      | 10.0     | 12.5     | 15.0     | 17.5     | 20.0     | 22.5      | 25.0 | <b>25</b> |
| <b>26</b> | 2.6      | 5.2      | 7.8      | 10.4     | 13.0     | 15.6     | 18.2     | 20.8     | 23.4      | 26.0 | <b>26</b> |
| <b>27</b> | 2.7      | 5.4      | 8.1      | 10.8     | 13.5     | 16.2     | 18.9     | 21.6     | 24.3      | 27.0 | <b>27</b> |
| <b>28</b> | 2.8      | 5.6      | 8.4      | 11.2     | 14.0     | 16.8     | 19.6     | 22.4     | 25.2      | 28.0 | <b>28</b> |
| <b>29</b> | 2.9      | 5.8      | 8.7      | 11.6     | 14.5     | 17.4     | 20.3     | 23.2     | 26.1      | 29.0 | <b>29</b> |
| <b>30</b> | 3.0      | 6.0      | 9.0      | 12.0     | 15.0     | 18.0     | 21.0     | 24.0     | 27.0      | 30.0 | <b>30</b> |
| <b>1</b>  | <b>2</b> | <b>3</b> | <b>4</b> | <b>5</b> | <b>6</b> | <b>7</b> | <b>8</b> | <b>9</b> | <b>10</b> |      |           |

**HOW TO USE:**

Numbers 3 – 30 = the total of the scores (Function + Craftsmanship + Periodness)

Numbers 1 – 10 = the difficulty score

Find the score total {3 – 30} on either the right or left hand column, and find the difficulty score on either the top or bottom. Find where they intersect. That is the score of the item for one judge. Do this for each judge. Add up the three numbers, divide by three, and round up or down {i.e. .0 - .4 rounds down; .5 - .9 rounds up} to get final item score.

Imperial  
Arts Project Withdrawal Form



Persona Name: \_\_\_\_\_ Legal Name: \_\_\_\_\_

Date: \_\_\_\_\_

Name of event entered at: \_\_\_\_\_ Date of event: \_\_\_\_\_

Item description and number: \_\_\_\_\_ Points awarded \_\_\_\_\_

Reason for Withdrawal: \_\_\_\_\_

I understand that by signing this form that I am withdrawing all the point the above named item received. These points will be removed from the list and I am free to enter my item at a later event.

Print Name (legal): \_\_\_\_\_ Signature (legal) \_\_\_\_\_

Persona Name: \_\_\_\_\_

Witnessed by: \_\_\_\_\_ Arts & Science Minister

1. Copy for Arts & Science mister records
2. Copy for Artisan
3. Arts & Science minister to present copy to list within 15 days

---

Persona Name: \_\_\_\_\_ Legal Name: \_\_\_\_\_

Date: \_\_\_\_\_

Name of event entered at: \_\_\_\_\_ Date of event: \_\_\_\_\_

Item description and number: \_\_\_\_\_ Points awarded \_\_\_\_\_

Reason for Withdrawal: \_\_\_\_\_

I understand that by signing this form that I am withdrawing all the point the above named item received. These points will be removed from the list and I am free to enter my item at a later event.

Print Name (legal): \_\_\_\_\_ Signature (legal) \_\_\_\_\_

Persona Name: \_\_\_\_\_

Witnessed by: \_\_\_\_\_ Arts & Science Minister

1. Copy for Arts & Science mister records
2. Copy for Artisan
3. Arts & Science minister to present copy to list within 15 days

# Imperial Arts Masterwork Judging Form



Name of Artisan: (persona & mundane name)

---

---

Written Documentation must accompany Masterwork being judged.

Item Description: (With category)

---

---

---

---

---

---

---

Date originally submitted for Judging: \_\_\_\_\_

Judges: (at least one KA)

Artisan Choice: \_\_\_\_\_ Pass ( ) Fail ( )

Sovereign Choice: \_\_\_\_\_ Pass ( ) Fail ( )

KA Peerage Choice: \_\_\_\_\_ Pass ( ) Fail ( )

If two or more vote to pass, masterwork passes.

If two or more vote to fail: Give reasons here and corrective measures:

---

---

---

---

---

---

---

---

---

---

When Masterwork is accepted, attach a copy of the documentation to this page and turn into Arts Mistress/Master who will forward a copy to the Rolls/Lists for posting as a masterwork and as 50 regular points in category of item.

Arts Minister \_\_\_\_\_ Date \_\_\_\_\_

1.  
Proposal for Ministry Project or Masterwork Consideration Empire  
of Chivalry and Steel, Inc. ™



**Be** it known to all who read these letters that

\_\_\_\_\_

(Persona Name)

Mundanely Known As

\_\_\_\_\_

(Legal Name and Membership Number)

Hereby request that the \_\_\_\_\_ Peers  
(Ministry or Artisan)

Consider the following proposal for a \_\_\_\_\_.  
(Ministry Project or Masterwork)

Description and Purpose:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date of Form Submission: \_\_\_\_\_

Date of Project Completion: \_\_\_\_\_

Submitter: Please submit one copy of this form to the Kingdom Sovereign, and copy to the senior Knight.  
Please keep one copy for yourself.





Be it known to all who read these letters that

\_\_\_\_\_

(Persona Name)

Mundanely Known As

\_\_\_\_\_

(Legal Name and Membership Number)

Has successfully completed \_\_\_\_\_

(Ministry Project or Masterwork)

For \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

And the Estates have awarded \_\_\_\_\_ Points

Judges Names:

DATE:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

The Names of the Knights and Judges are required before this notification can be accepted.

Knights / Judges: Please provide one copy of this form to the member, one to the Kingdom Rolls Officer, and one to the Kingdom Chronicler.

Kingdom Chronicler: Please include this announcement, minus the points, in the next monthly newsletter for publication.

