



# IMPERIAL COURT PROTOCOL MANUAL

*To be Used by ALL Courtiers*

This manual and its contents are not meant to be the "be all" and "end all" for every Court within the International Court System. It is a living and breathing document that is amended and revised by each Court to reflect its own status and individuality. Please use this to the fullest you can and for the remaining information; they will be guidelines to you and your courtiers within your realm.

Remember that the titles and protocol that we all follow and strive to achieve is but a camp in nature. Let's not forget the fundamental reasons that over 50 years ago Jose I, The Window Norton began this wonderful journey and now legacy, to raise funds for those that are less fortunate than we are.

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## Imperial Court Protocol Manual

*(Each Court will have its own spin on the sections that follow, use as a guideline.)*

### SECTION A:      **GREETINGS AND SALUTATIONS**

1. Greetings & Salutations – the word or phrase of words used when greeting a person(s) of higher title than you (ex. His/her Royal Highness). Phrases used are, “Your Majesty, Your Highness”, denote respect. These salutations/greetings can also denote honor, reverence and/or admiration.
2. When and When Not to Use – The majority of the time when and when not to use a formal greeting/salutation will be up to the court and/or the individual. Rule of thumb would be; use a proper greeting/salutation when attending all court functions including in state and out of state functions such as coronations and investitures. It is up to the individual and/or court whether or not to use these formal greetings/salutations outside the court and state functions.

### SECTION B:      **LINE TITLES (*Past and Present*) AND ORDER OF PRESENTATION TO THE DAIS**

1. Courtiers and Non-Royals – This group is made of all court members that are not Line Titles from Lords and Ladies, Squires and Ladies in Waiting and Consorts. These people will be presented at Coronations and other State Functions first.
2. Life Time Title Holders – This group is made up of those people that have been given a Life Time Title in the court. These people include King Fathers and Queen Mothers for Life, Advisors for Life and Citizens for Life to name a few. This group will be presenting at Coronations and other State Functions second.
3. Past Reign Line Titles – This group are those people that have a Forever Line Title from a prior or past reign. These people include Prince Royales and Princess Royales. This group is presented third at a Coronation or other State Functions.
4. Past Monarchs – This group is made up of the past monarchs that make up the College of Monarchs. This group is presented fourth at Coronations or other State Functions.
5. Current Reign Line Titles – This group is made up of the Line Titles in the current reign. These people are presented fifth or just before the reigning monarchs of the court at Coronations or other State Functions.
6. Reigning Monarchs – The reigning Emperor and Empress are always presented last at Coronations or other State Functions.

### SECTION C:      **IMPERIAL FAMILY (*Also may be known as Imperial or Royal House*)**

1. What is it? – First, let’s look at the definition of “imperial”. According to the Cambridge Dictionary; it is an adjective, **belonging or relating to an empire or the person or country that rules it.** Thus, the Imperial Family is made up of the relatives of the Emperor/Empress that rule over the empire during a particular period of time.
2. Who is in it? – In our International Court System the family would/could consist of friends, family, line titles and even those from other empires that have been given a title, life time title or the family name. In most courts the Imperial Family, also known as Royal Family, is made up of the Emperor/Empress, Line Titles for that Reign, Life Time Titles and College of Monarchs. Some empires also have “Houses” which are those members that have been given or bestowed a family name. These can be totally separate from the Imperial Family or sometimes they can be one in the same. Each court will decide how their Imperial/Royal Family and Houses will be treated.
3. Who has to give recognition? – Again, this is at the discretion of the individual court and/or person. In theory any person that is a non-royal or a courtier should give recognition to anyone that has a higher title and in the Imperial Family. This also shows honor, respect and admiration for that person and the position they hold and have been given.

**SECTION D: BOWING AND CURTSYING (Not always needed or required)**

1. Men Bow.....Women Curtsy – It is always proper and right to remember what gender line a courtier affiliates themselves with, so this will dictate whether one bows or curtsies.
2. When is it appropriate? – It is always appropriate to bow or curtsy when in the presence of an Imperial/Royal line member or family member whose title is higher than that of you own
3. When is it not appropriate? – It is not appropriate to bow or curtsy to a title lower than your own or to someone that is not in the Imperial/Royal Line and/or Family
4. Individual Preference – Sometimes Line and Family members might not care whether you bow or curtsy to them and that is their preference. They will tell you if you don't need to bow or curtsy to them. To be in the right and correct always give respect by a bow or curtsy to a higher title unless you are asked not to bow or curtsy.

**SECTION E: STATE FUNCTIONS (Each Court will Differ in these Functions)**

1. Investiture – 30 to 45 days after Coronation weekend
2. Emperor's Ball – Known as the Empire Ball held on or around October 31<sup>st</sup> each year
3. Empress' Ball – Held on or around February 14<sup>th</sup> each year
4. PR's Ball – Held at the beginning of March
5. Coronation – Held the 1<sup>st</sup> weekend in May each year

**SECTION F: CROWN JEWELS**

1. What are the Crown Jewels – The Cambridge Dictionary tells us the following - **the crown and other jewels worn at important official ceremonies by the king or queen.** In the International Court System, it would be the Emperor or Empress. Most often these jewels consist of the State Crown, Scepter, Staff, Orb, Sword and Mantle. Each court will determine what will make up their Crown Jewels.
2. When do they get used – The Crown Jewels are only worn at Coronations, Investitures and other State Functions both in town and out of town as determined by each individual courts and their Board of Directors.
3. Guardian of the Crown Jewels – This usually is assigned to either the Emperor/Empress, Vice President of the Board of Directors and sometimes even the Sergeant at Arms (if the court has one). In some cases, a court may name or bestow the title of Protector of the Crown Jewels. This person would be the one charged with keeping and caring for the Crown Jewels of the Empire.

**SECTION G: RESIGNATION/ABDICATION OF A TITLE**

1. Though most courts may or may not have formal provisions in place for the resignation/abdication of a person's title, this is a situation that every court will have to face at some point in time.
2. If a monarch, line title or member of the imperial family wishes to resign/abdicate their title/position then it would be proper for that person to inform in writing the Board of Directors, College of Monarchs, Imperial Family and then all the courtiers.

3. Once a formal request to resign/abdicate a title, the Board of Directors are charged to either accept or reject the request. If accepted by the Board of Directors then a replacement will be sought out to fill the title for the remainder of the reign.
4. In the case of a Life Time Title, then the Board of Directors can either leave that title vacant or the Emperor/Empress that gave said Life Time Title can appoint someone else to fill that position.

**SECTION H: POSITION/OFFICE OF MASTER/MISTRESS OF PROTOCOL**

1. Master/Mistress of Protocol, also known in some Monarchies in Europe as the Lord Chamberlain, is an appointed position. This position usually crosses Reigns and serves multiple Emperors/Empresses along with Imperial Families.
2. Master/Mistress of Protocol is the person in charge of all Protocol for the Court and usually is the one person that knows the proper formalities for all court events and State Functions.
3. Master/Mistress of Protocol will be the final word in matters surrounding the proper presentation to foreign courts and within the Imperial Sovereign Empire of Arizona.

**SECTION I: EXHIBITS**

1. Line Titles and Salutations
2. Imperial Court of Arizona Line Titles and Salutations

**Exhibit 1 – Line Titles and Salutations**

Male Line

Female Line

Emperor – His Most Imperial Sovereign Majesty

Empress – Her Most Imperial Sovereign Majesty

Crown Prince Royale –  
His Most Imperial Royal Highness

Crown Princess Royale –  
Her Most Imperial Royal Highness

Prince Royale – His Most Royal Highness

Princess Royale – Her Most Royal Highness

Crown Prince – His Imperial Highness

Crown Princess – Her Imperial Highness

Prince – His Royal Highness

Princess – Her Royal Highness

Grand Duke – His Most Imperial Grace

Grand Duchess – Her Most Imperial Grace

Duke – His Royal Grace

Duchess – Her Royal Grace

Baron – His Most Imperial Right Honorable

Baroness – Her Most Imperial Right Honorable

Marquis – His Royal Right Honorable

Marquessa – Her Royal Right Honorable

Viscount – His Imperial Excellency

Viscountess – Her Imperial Excellency

Count – His Royal Excellency

Countess – Her Royal Excellency

Knight – His Imperial Noble

Dame – Her Imperial Noble

Lord – His Royal Lord

Lady – Her Royal Lady

**Exhibit 2**



**LINE TITLES AND SALUTATIONS**

*(This List is to be used as a guideline. Not all the titles and salutations have to be used. Each court will decide what Line Titles will be used in each reign or all reigns within their own empires.)*

**IMPERIALS OR ROYALS – (ruling)**

**EMPEROR – H.M.I.S.M.**

His Most Imperial Sovereign Majesty

**EMPRESS – H.M.I.S.M.**

Her Most Imperial Sovereign Majesty

**KING FATHER**

His Most Imperial Majesty

**QUEEN MOTHER**

Her Most Imperial Majesty

**ROYAL CENN**

Their Most Imperial Majesty

**PRINCE ROYALE**

His Most Royal Highness

**PRINCESS ROYALE**

Her Most Royal Highness

**PRIN ROYALE**

Their Most Royal Highness

**CROWN PRINCE**

His Imperial Highness

**CROWN PRINCESS**

Her Imperial Highness

**CROWN PRIN**

Their Imperial Highness

**PRINCE**

His Royal Highness

**PRINCESS**

Her Royal Highness

**PRIN**

Their Royal Highness

**GRAND DUKE**

His Most Imperial Grace

**GRAND DUCHESS**

Her Most Imperial Grace

**GRAND DUX**

Their Most Imperial Grace

**DUKE**

His Royal Grace

**DUCHESS**

Her Royal Grace

**DUX**

Their Royal Grace

**BARON**

His Most Imperial Right Honorable

**BARONESS**

Her Most Imperial Right Honorable

**BAROX**

Their Most Imperial Right Honorable

**MARQUIS**

His Royal Right Honorable

**MARQUESSA**

Her Royal Right Honorable

**MARSHAL**

Their Royal Right Honorable

**VISCOUNT**

His Imperial Excellency

**VISCOUNTESS**

Her Imperial Excellency

**SCION**

Their Imperial Excellency

**COUNT**

His Royal Excellency

**COUNTESS**

Her Royal Excellency

**CASTELLON**

Their Royal Excellency

**Non Imperial or Royal – (non-ruling)**

**KNIGHT**

His Imperial Noble

**DAME**

Her Imperial Noble

**MINISTER**

Their Imperial Noble

**LORD**

His Royal Lord

**LADY**

Her Royal Lady

**LIEGE**

Their Royal Liege

**CONSORT**

**CONSORT**

**CONSORT**

**SQUIRE**

**LADY IN WAITING**

**COURTIER(S)** – Members of the Court