



PROTOCOL

There are a few protocol procedures that you should follow when you invite the State President for a social visit. The President likes the opportunity to visit the clubs and Districts during their administration and to meet your members, so, please invite them.

1. **Invitations** should be sent out **well in advance** with several dates that they can select from.
2. After acceptance, **send** a follow-up letter with a **good set of directions**, including the **time, date, place of the event**, and the time and allotted time that they President has to speak to your members. If this is a fundraiser, it is a courtesy to send one or two complimentary tickets.
3. **Assign an individual** or page that is familiar with the President as well as your own members **to greet the President when they arrive** and make them feel welcome. The President can then be shown to their reserved seat (which is usually in the front row), or to their place at the head table. At all times the President should be treated as you would treat a guest in your own home.
4. **When the President is introduced, you ask your members to rise and greet them.** This is our way of showing respect to the highest voice in our organization.

*Please invite your District Director to one of your meetings as well, following the protocols above. (Members do not need to stand upon introduction for the DD).

5. When **refreshments** are served, it is always **courteous to allow your guests to go first.** You certainly would not serve yourself before your guests at home, would you?
6. All facets of protocol should be covered from the initial invitation to the thank you note written after their visit. Just remember **GOOD MANNERS, GOOD ORDER AND GRACIOUSNESS.** That's protocol.

Nancy Donaldson, Protocol Chair