



PROTOCOL

There are a few protocol procedures that you should follow when you invite the State President for an official visit. She does like the opportunity to visit the clubs and Districts during her administration and to meet your members, so, please invite her.

1. **Invitations** should be sent out **well in advance** with several dates that she 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 she 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 her when she arrives** and make her feel welcomed. She can then be shown to her reserved seat (which is usually in the front row), or to her 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 she is introduced, you ask your members to rise to greet her.** This is our way of showing respect to the highest office 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 **allow your guest 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 her visit. Just remember **GOOD MANNERS, GOOD ORDER AND GRACIOUSNESS.** That's protocol.

Nancy Donaldson, Chairman of Protocol