

BASIC PROTOCOL FOR STATE AND LOCAL ASSOCIATION MEETINGS

SPECIAL INVITATIONS

Guest/Speaker should be offered a choice of dates.

Written invitations are best and should include city, place, hour, and date of meeting.

Letter thus obtaining a written confirmation and acceptance should confirm telephone invitations.

Do not hesitate to tell your guest/speaker how long they are to speak.

COMPLIMENTARY TICKETS

When someone is ask to do something for the organization or to whom you issue a special invitation has been extended, consider the offer of complimentary tickets for a meal that is considered part of the presentation.

GUEST WELFARE

Arrange to meet your guests. (Hospitality Chair)

See that your guest is escorted to meetings and is taken care of by yourself or someone assigned the job.

GUEST SEATING AT HEAD TABLE

Presiding officer always sits at the center table or right off center or next to podium.

Guest/Speaker seated at right of the Presiding officer and takes precedence over other dignitaries.

GUEST/SPEAKER CORSAGES

Corsages for women are nice but not necessary.

If presented, do this before the meeting and designate one person to handle.

CORRECT INTRODUCTIONS

Before your introductions, confirm your guests are in the audience.

When guest/speaker is introduced ask them to rise.

You introduce the highest-ranking guest first.

Pronounce all names correctly - check to be sure.

In introducing, briefly give the speaker's background and why they will make the particular talk and last of all give the speaker's complete name, facing the audience so they hear it clearly.

When you introduce the speaker or guest remain standing and lead the applause.

When a National President or Congressman is introduced, the membership rises and applauds.

When speaker concludes, the president thanks the speaker.

THANK YOU NOTES

Send thank you notes to your guest/speaker promptly and tell them they helped to make the meeting a success.

INSTALLATION

President presents the gavel with the handle towards the incoming President.

INSPIRATIONS & INVOCATIONS

Should be short and generalized

Inspirational - Assembly remains seated. It is an expression along spiritual or ethical lines. Does not conclude with "Amen."

Invocation - President requests assembly to rise or bow their heads, waits for silence, gives invocation and concludes with "Amen."

Memorial within a meeting - must be short. Mention deceased members by name and end by a moment of silence.

GIFT PRESENTATION

Presentation - Short talk, mention occasion and name of person last, then present gift.

Acceptance - merely say, "Thank you" if several are receiving gifts. If special gift is presented, accept the gift with a few words expressing appreciation. Open package and show the gift.

PRESIDENTIAL PROTOCOL

After installation, a President makes a short acceptance speech and thanks everyone from coming, and adjourns the meeting.

President should offer an important assignment to the runner-up in election.

Should not always appoint the same members to important committees all members should have an opportunity to serve.