

## Protocol

Protocol in relation to meetings has come to mean the system that governs the relative importance of persons. It has to do with their rank in speaking, seating arrangements at a table or reception line and their recognition and introduction. Protocol embodies the courtesies that should be extended persons of prominence before and during meetings.

1. The Guest of Honor should be:
  - a. invited as early as possible before the meeting, advised of what their function will be at the meeting, given an outline of the program and a brief statement of the purposes of the organization.
  - b. be advised of the hour and date of the event. Hotel reservations should be made for them, notice of begin and end times with time allowed time to relax between appointments.
  - c. assigned one or more hosts, whose responsibility it is to meet the guest of honor upon arrival, escort to all meetings and take to transportation terminals.
  - d. advised of type of dress to be worn, formal or informal (also about the climate).
  - e. requested to send a short biography and glossy photo in advance for publicity and informed whether television or radio time has been scheduled.
  - f. informed (if a speaker) of the expected hour of speech, length of speech and the size of audience.
  
2. Further Suggestions Relating to Guests:
  - a. It is customary that all expenses of the invited guest speaker are paid for unless other arrangements are made in advance.
  - b. The time of business, announcements, introductions, etc., at a meeting should be allotted so as not to delay unduly the principle speaker.
  - c. The presiding officer should thank the guest speaker publicly before adjournment of the meeting.
  - d. Notes of thanks should be sent to guests promptly.
  
3. Seating Protocol:
  - a. The presiding officer is in the center of the head table.
  - b. The guest of honor is at the right of the presiding officer.
  - c. The program chair or person who is to introduce the speaker is at the left of the presiding officer.
  - d. The other guests of honor are seated according to their importance or rank, alternately on each side of the presiding officer. AT FEDERATION EVENTS, THIS MEANS FEDERATION OFFICERS THEN PARTY OFFICIALS, ETC.
  - e. It is customary to have placards at the head table.
  
4. Rank of Officers and Chairs:
  - a. National officers rank above state officers, state officers rank above local officers.
  - b. Officers, including appointed, of local clubs come before committee chairs.
  - c. Party officials, elected officials, etc