**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, time, and date of meeting.
* 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 asked to do something for the organization or to whom you issue a special invitation, 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 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.