

## PROTOCOL

*A presentation To Zone 22 West on May 5, 2005 – By PDG C.W. (Gus) Este.*

What is protocol? Normally protocol describes specific behaviors, methods and practices that originated in military organizations, international agreements, or in diplomatic relations. In Lionism it really boils down to courtesy, common sense and consideration – just plain old “Good Manners.”

Communications: If you have arranged to have a special guest to one of your club’s events the chairman should write to the individual giving all the details. Don’t be vague – spell it out, e.g., Business Suit, Long Dress, White Dinner Jacket. Give as much information as possible to enable your guest to know what is expected of them.

Greeting Guests: The immediate Past President or other past Presidents make great greeters, or if someone in the club knows the guest, that person would be an ideal greeter. Introduce the guest to everyone possible and don’t forget the partner. The key here is not to have your guest standing or sitting alone while the members chat with each other, ignoring him/her, or them.

The Head Table: Local arrangements may dictate some seating plans, however, the basic rule is that the guest of honour is always seated to the right of the chairman. This normally at the club level is the president, but it could be a specific events chairman, or even a Master of Ceremonies in some instances. (Right is from the aspect of looking out at the audience)

Flags, Anthems & Prayers: The Canadian Flag is always in the place of honour. This is never yielded for any reason. When there are three flags in a group, then the place of honour in the centre. In all other cases the place of honour is on the left side as you face the flags. The order of precedence is National Flags, Provinces or States, Municipalities, and Organizational. If your guests are from another country, attempt to get a recording of their National Anthem, which should be played or sung before O Canada. You should always try to have a non-denominational invocation or grace. This shows respect to your guests who may not be of the same religion or denomination as the majority of your members.

The Meal: Find out in advance if your guests have any dietary restrictions. Don’t wait until they arrive. Use the same service and utensils for everyone.

Introductions: The honour of introducing your guests should usually be granted to the highest-ranking member in attendance. This is not only in good taste, but that member probably knows your guest, or at least knows something about him/her.

Fines & Solicitations: The Head Table may be fair game, but for fear of embarrassment, wait for your guests to let you know of their intentions.

Appreciation: The best way to show appreciation is to say thank you to your guests. It is becoming common practice to make a donation to the charity of their choice, but a memento or souvenir is always appreciated.

*Any Questions?*