

**PROTOCOL** Some points to remember so that your event will be an occasion to remember, both by the guest and the club.

1. Plan the occasion, don't just let it happen.
2. Communicate with your guest.
3. Greet your guest.
4. Allow your guest to socialize with the club membership.
5. The guest is the only speaker. Sufficient time should be allotted for his address.
6. Give the guest speaker a preferred spot on the agenda.
7. Provide complimentary tickets for your guest's luncheon or dinner.
8. Be sure your guest is properly introduced.
9. Have a member express the thanks of the club at the conclusion of the address and if a gift for the guest is in order, have it available and suitably wrapped.
10. A few days after the visit follow up with a letter of appreciation.

## FLAGS & ANTHEM

The Canadian Flag always goes in the place of honor. In an array of flags, the place of honor is ALWAYS:

- A In the center if there are three flags displayed; and
- B On the left, from the spectators' point of view, if there are any number of flags other than three.

Having placed the Canadian flag in the place of honor, the other flags should be displayed in the following sequence:

- National Flags;
- Provincial flags;
- City; and
- Organizational (i.e. Lions) flags.

If you have a guest from another country, it is most polite to display the national flag of that country and/or have a recording of their National Anthem played. It is disrespectful to assume that your country is the only one that merits these courtesies.