

Protocol

Guide



*Texas Garden Clubs, Inc.*

**A Protocol Guide for  
For Texas Garden Clubs, Inc.**

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## **Protocol Guide**

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## AN INTRODUCTION TO

"Protocol is merely good order and we feel that it is essential in the plans and procedure of a successful meeting of any sizeable proportions. Showing proper " deference and honor, when it is due, is only a form of graciousness and good manners.

"Let us always be mindful that it is the POSITION that is honored, not the person.

From "Protocol" Brochure  
National Council of State Garden Clubs, Inc.

These two quotes are the key to proper protocol procedure. The President and State Protocol Chairman should each have a copy of the above booklet as a general reference. However, as an aid for planning in our particular state. following official policy as well as tradition, this more detailed guide has been prepared.

### STANDING RULES AND POLICY STATEMENTS PERTINENT TO PROTOCOL PROCEDURES

(From the Standing Rules, Bylaws, Texas Garden Clubs, Inc.)

#### STANDING RULE VI - PROTOCOL AND HOSPITALITY

1. A State and/or District Convention Committee shall provide the State President with all hospitality as well as registration packet upon her arrival at convention hotel.
2. When other State Officers and/or Chairman are invited to give programs, transportation as well as hospitality shall be offered at the time invitation is issued.
3. The State Convention Committee shall provide a complete registration packet for the Honorary State President.
4. The Honorary State President shall be seated on the platform during opening ceremonies at each convention.

5. Members of the audience rise when the National President, Regional Director or the State President is introduced, at the opening ceremonies only.
6. All individuals to be seated at Head Table and/or Special Tables during the convention shall be informed of the fact.  
Notice shall be placed in the registration packet listing each event for seating at Head Table and/or Special Table.  
  
Guests shall be notified if they are to be given date, time and place, and informed if they will be given special seating at the business meeting or meal.

## POLICY STATEMENT - CONVENTIONS POLICY

1. Seat members of the Executive Committee and Former Presidents at Head Table once during the convention.

"Honor's Table" may be used with much the same connotation.

Suggested Forms to facilitate Protocol duties are included in this guide; availability of these forms is mentioned in the text.

There are suggested charts, letters, seating charts, forms, etc. included in this guide. Some follow the section to which they pertain. The balance is either in the pockets of binders (copies for President, State Protocol Chairman, State Convention Chairman) or the last pages of the brochure for general distribution.

## POLICY STATEMENT X- SCHEDULING CONVENTIONS

The following policies have been in effect for many years as guidelines to scheduling events by the State, Districts and other groups within the Federation. The purpose is to avoid overlapping dates, so all members are able to attend the events of their choice without being subject to conflicts.

### Setting Convention Dates:

1. Spring and Fall events within Texas should not conflict with dates of the Spring National Convention, the National Board Meeting, or the Annual South Central Regional Meeting. These dates are set from one to two years in

advance and are available from National. They are also printed in *The National Gardener*.

2. The Spring Convention of Texas Garden Clubs, Inc. is set approximately one month prior to the National Convention, and after the Regional Meeting.
3. The Fall Convention/Board Meeting of Texas Garden Clubs, Inc. is set to follow the National Board Meeting and generally falls the second or third week of October. It must not conflict with Garden Club Day at the State Fair in Dallas which is on the second or third Tuesday in October.

Specific dates for Spring and Fall Conventions/Board Meetings are approved by the State Executive Committee six months to one year in advance and are available from the State President/Chairman of Calendar Events.

4. Spring District Conventions should be scheduled approximately one month prior to the Texas Garden Clubs, Inc. Spring Convention.

Fall District Conventions (or Zone Meetings) should be scheduled after the Fall Texas Garden Clubs, Inc. Convention and generally the first week in November.

While the Districts set actual dates of their meetings, as a courtesy to the State President, every effort should be made not to have conflicting dates among the Districts. When this happens, the President must make a choice as to which District to visit. Also, with the size of Texas it is very difficult at times for her to travel from one area to another if dates are too close, though not necessarily conflicting.

Directors and the President may confer at any of the State Conventions to work out convention scheduling.

#### Setting Dates for Other State Events

1. Dates for Symposiums, Flower Show Schools, Landscape Schools, Garden Study Courses and Design Seminars may not be in opposition to already-set Conventions as outlined previously. The State Calendar should be consulted before planning events.

2. See balance of Policy Statement X - Scheduling of State Sponsored Events.

#### Invitation To President To Attend Events

The State President does not automatically attend all State sponsored events, with the exception of, State Conventions. The Sponsoring Group should extend an invitation if they wish the President to attend.

They pay for their transportation, but housing, meals and any registration fees are paid by Host Group.

### PROTOCOL DUTIES OF THE PRESIDENT

#### A. Honoring Executive Committee and Board of Directors Members

1. During her administration the President should use the Directors and Officers at least once, preferably more often, in some capacity where they will appear before the general body, e.g., give invocation, introduce speaker, preside, etc. Not only is it a courtesy to recognize them but it gives the general body a chance to see how well they can perform. This is an important step in preparing for leaders in the future.
2. Texas Garden Clubs, Inc., Policy Statement III reads: "Seat members of the Executive Committee and former Presidents at the head table once during each convention.  
Celebrity tables may be used with much the same connotation."
3. With these things in mind, at the beginning of her administration the President should make out a Protocol and Attendance Chart for all four of her State Conventions (if a Fall Convention is held), rotating assignments and being sure all necessary people have been placed. This will be a working file for her only as it may be necessary to make changes or switch assignments as time goes by. However, in this way she will be sure to use everyone. With nine other elected officers, ten Directors, a Chairman of Trustees and a number of active Former Presidents. There are a number of people to consider.

4. It is not necessary that any Former President have an active part on a program although they may be used if desired. They may be seated together at a tier or celebrity table.
5. Although there is no specific policy statement regarding recognition of Headquarters Trustees, it is suggested they be seated at least once a year at an honor table.
6. Each event at a State Convention honors some group(s). The President decides who will be honored at specified times. During her administration every State Chairs should be recognized at least once. These may fall naturally into groups such as horticulture chairman; flower show committee; awards-giving chairman, etc. Consult old convention programs for ideas. People or groups being honored are always acknowledged in the program and also announced at the beginning of the event.
7. Every meal event at a convention is under the control of the President and must be open to the general body. The National Judges or Landscape Critics may wish to sponsor a program, and the President may welcome their doing so; but the President is still in charge of protocol for these events. This is a good place to honor chairs related to a particular sponsoring group; or they may be related to the subject of the speaker of the day.

#### B. Inviting National President and South Central Regional Director to Texas

1. Since Texas Garden Clubs, Inc. schedules their conventions several years in advance, the President will already know where each convention will be held; and if not the actual date, the approximate dates of Fall and Spring meetings. As soon as installed the President should write these two people, giving them a chance to fit a visit into their schedule. Exact dates should be sent as soon as known.

The National President's expenses (registration and room) would be paid any time she visits, but because of their many commitments, she will probably not get to Texas more than once.

2. South Central Region policy states that the Director's expenses (packet and room) are paid only once during her two-year term. She may visit other conventions at her own expense but, of course, other recognition should be extended. It is perfectly in order in your invitation to state they are welcome at any convention but to indicate which one they wish to be their official visit.

PROTOCOL CHAIR is appointed by the President, and they assign their duties.

1. It is helpful, but not mandatory, that the Protocol Chair lives nearby to the President as consultation prior to conventions is necessary. They will need to be a good organizer, tactful and dependable.
2. The Protocol Chair electronically notifies people about protocol assignments. Assignment of duties will be worked out by the President.

#### Working with the Protocol Chair

1. After appointment of the Protocol Chair, and even prior to installation, it would be well to give her this brochure outlining her duties. At some convenient time go over it with her so she will understand time frames and sequences.
2. President will need to get her proposed list of participants and honorees to the Protocol Chair well in advance of each convention. This should include the event at which each person will be asked to participate or be recognized. (See suggested forms in back.)
3. Protocol Chair will send each proposed participant notification on behalf of the President asking them to serve. People to be honored, let them know they will be recognized at a certain event. Each is asked to confirm to the President immediately if they plan to attend and will do what is requested. If the person is unable to attend, the President can go to her protocol chart, do some switching and ask another person for that convention. President. will of course advise the Protocol Chair when all jobs are confirmed and any changes to be made.
4. Attendees who will not be active participants but will have special seating, it is helpful to know if they will attend. Checking and rechecking registration lists at the convention is not only frustrating but requires a lot of change on the platform lists. It is very important that the President gets replies promptly from the active participants as they must put together all the information for the convention-program and get it to the local chair in ample time for them to get it printed. When all replies are in and selections of personnel made, it is helpful for President and Protocol Chair to sit down together to make out seating charts to be sure all is in order.

## DUTIES OF STATE PROTOCOL CHAIRMAN

The President will determine whether it will be the responsibility of the State Protocol Chair will electronically notify each proposed participant and honoree on behalf of the President. Suggested form messages which can be filled in are included at the end of the guide. When the President has received replies and made any necessary changes, she will give them to the Protocol Chair or sit down with them to make out seating charts so Chair can make up platform lists. If refusals are received, additional cards will have to be sent for replacements

### A. Working with the Convention Chair

The State Chair will need to send her requirements to the Convention Chair.

1. As soon as possible before the convention, the State Protocol Chair sends a list of those with special seating by event. (A duplicate copy of the sheets sent to the Convention Program Chair for the program and also be sure to send names of those who will be honored but will not appear as participants on the program.
2. It will be Protocol Chair's responsibility to make up cards for each person. They should have several blank cards available for each event as quite often a scheduled person does not "show" and a substitution is made at the last moment.

If there are auxiliary honor tables, they should have 'reserved signs' available to place on them. (If more than one, they need to read "Honor Table No. 1, Honor Table No. 2," etc.).

1. The President will have visited the convention city and consulted with the Local General Chair. They will determine how many seats will be needed for head tables and which events will have tier tables and other honor tables.
2. The number of seats may be determined by what hotel can place on their platform. Generally, Spring Conventions need more seating than Fall. Usually, there are at least 12 seats (six each side of microphone) on head, and an equal number at tier - sometimes more. With the number of people to be fitted in, extra seats can be helpful if available. Auxiliary tables will normally seats 8-10. When President and Protocol Chair sit down to make out seating charts, these figures will have been determined.

3. A President will decide whether to have a Fall Convention or a Fall Board Meeting. If it is a Fall Board Meeting, the Head Table or Platform Table will have the Executive Board seated according to the previous Protocol. District Directors will be seated at the line of tables below according to their District numbers. All will have place cards. All other Chairs will be seated behind in no particular order and no place cards.

## B. Protocol-Sheets

### Making-up-Protocol Sheets-and-Distribution

1. A Protocol card must be filled out for each person having special seating during the convention. The chair will need to arrive early at the convention so these sheets can be put in the persons' convention ticket envelopes. Having sheets made up in advance speeds up the process. Local Registration and Protocol Chair assist in pulling envelopes and putting in the cards.
2. Often as a courtesy, the local Registration Chair pulls the Trustees and Executive Committee packets so they can get to their meetings, as their meetings are in advance of other meetings. It is also a courtesy to the Trustees and Executive Committee because their meetings fall in such rapid succession

## C. Complimentary Packets

1. Those receiving complimentary packets, e.g. State President, National President, Regional Director, will have special seating for every event and a protocol sheet needs to be included in their envelopes so indicating. It is a courtesy to have the Page hand deliver packets to these special people. Other special guests such as speakers may be attending only one or two events but will have complimentary meal tickets. Local Program Chair, working with State Protocol, needs to advise these people when and where to come for protocol line; and someone needs to give them their complimentary tickets so they can put it out to be picked up along with all other meal tickets.
2. As the convention progresses, State Protocol Chair keeps checking with Registration on any special packets not picked up. If any are scheduled participants or have special seating and have not arrived, the President needs to be advised, and a substitution made. Sometimes the Convention Chair or Co-Chair can fill in; or

President may consult her master protocol chart, see someone who previously missed being recognized (due to absence), and insert them there.

### Making up Platform Lists

3. From the seating charts which President and Protocol have previously made out, Protocol will make up platform list for each event for seating at head table, tier table, and honor or celebrity tables. At least three copies of each need to be made, one for the Presiding Officer, one for Protocol, and one for President to have. (See example in the back).
4. At top of page, show what the event is and what group(s) are being honored. Then list the name of the person and her title after the number of the seat at the table(s). Seats are numbered from stage right (as presiding officer faces the audience) to stage left.
5. Remember, the title(s) you list for each person should be only for which they are being honored at this particular event. For a person may have several titles: a Former President; a National or Regional Officer or Chair; a State Chair, etc. If being honored as a Former President, only this is listed; if as a State Chair, only that; and so on. Sometimes we honor more than one group at a time, and it is conceivable a person falls in more than one group (e.g., she is both a National and Regional Chair - and National and Regional Chair are being recognized). In this case, both titles are listed.
6. Former Presidents being honored as a group are seated by seniority of years in office.
7. The State President, and National President and/or Regional Director, if present, are always presented first although they will not occupy seats 1, 2 and 3 but will be seated to the presiding officer's right. List them first on the platform list with the number of their chairs, even though out of sequence. Then list balance of head table in remaining numerical order of chairs, omitting, of course, President/National President/Regional Director. (This is to keep a nervous presiding officer from introducing the President again - it has happened!)
8. The platform list is used by the presiding officer to introduce/present people in the seated at the Head and Honor Tables. They should be given a copy in advance so she can familiarize herself with it. be sure of pronunciation of names, etc.
9. The number of seats may be determined by what hotel can place on their platform. Generally, Spring Conventions need more seating than Fall. Usually, there are at least 12 seats (six each side of microphone) on head, and an equal number at tier - sometimes more. With the number of people to be fitted in, extra seats can be helpful if available. Auxiliary tables will normally seat 8-10 people. When President and Protocol Chair sit down to make out seating charts, these figures will have been determined.
10. A President will decide whether to have a Fall Convention or a Fall Board Meeting.

If it is a Fall Board Meeting, the Head Table or Platform Table will have the Executive Board seated according to the previous Protocol. District Directors will be seated at the line of tables below according to their District numbers. All will have place cards. All other Chairs will be seated behind in no order and no place cards.

11. r chairs, even though out of sequence. Then list balance of head table in remaining numerical order of chairs, omitting, of course, President/National President/Regional
12. Director. (This is to keep a nervous presiding officer from introducing the President again - it has happened!)
13. Presiding Officer asks for invocation, then meal is eaten before further program events.
14. Following meal, President will give you the cue to begin program as listed. If there is only one main speaker, present the person by name and title who will do the introduction. Other types of events (such as Youth Luncheon) may have several people to present in turn.
15. Follow program of day; there will probably be door prizes and that person in charge may be asked to come forward.
16. Ask for announcements. Then recess until the next event.

## PROTOCOL CHAIRMAN'S RESPONSIBILITIES FOR OPENING AND CLOSING CEREMONIES

### A. Opening Ceremonies

1. The first scheduled event is the Opening Ceremonies and there will be "first" and "second" seating. Protocol sheets will include those who will have first and second seating. This is, of course, in the assembly hall and only a "Head" table or a platform is set up, no tier table. (See forms at the end of the manual. The people with "second" seating (officers who participate in business session) should sit in the front row in the audience so they can move quickly to the platform at the appointed time
2. In the interest of time no committee member will be asked to participate. Local Chair presides and gives Welcome from hosts after the invocation by the State Chaplin. District Director welcomes to District. President chooses persons for Response to Welcomes, and to lead the flag ceremony. Spring only: Chaplin leads a brief Memorial Service for members who have deceased during the past year every name is called.
3. On the platform the place cards should be in place and visible for those with "first seating". (Cards for "second seating" are placed at outer edge of table, face down. When President calls for second seating, Protocol can usually reach up from floor level, remove

first cards, and turn up the second set of cards.) When all participants are in place and it is time, the President instructs the Local Chair to begin.

4. The Local General Convention Chair presides over the Opening Ceremonies. Since this may be her first experience, they may be nervous and need some guidance on what to do and speak. The Protocol Chair assists her by providing her with a copy of the suggested form: Procedure for General Convention Chair at Opening Ceremonies — or referring them to the Protocol Guide by page number prior to Convention date. With the Convention program and procedure sheet, the President can give the General Chair any other assistance if need arises.
5. Local Chair follows agenda on convention program down through "Presentation of Convention Local Chair follows agenda on convention program down through "Presentation of Convention to Texas Garden Clubs, Inc., President." They step back to their seat as the President comes to the microphone and is through until the first seating is dismissed. and leaves platform with others who are through and others with "second seating" come to the platform.
6. On page 1r is an example of Procedure for the Opening Ceremonies, and a loose copy is available for duplication is the back of this booklet. to Texas Garden Clubs, Inc., President."
7. President presides for all business sessions. She always has the Recording Secretary (to her left) and Parliamentarian (to her right) on platform with her, plus others who will be participating in the session. After the opening ceremonies place cards are not necessary for subsequent business sessions.
8. The audience properly stands the first time the President. and the Regional Director are presented (or those designated to bring "Greetings" from these two organizations). It is not necessary to stand at later events but likely the audience will spontaneously do so.
9. After President is presented at Opening Ceremonies. they thank those who have participated and calls for the "second seating". National President and/or Regional Director may elect to stay on platform during this opening business session or may choose to go down into audience. President may wish to clear before ceremonies begin. If President knows they will be leaving platform, they may wish to have them give their "greeting": before calling for second seating. They are not on platform at subsequent business sessions.

### Closing Ceremonies

- B. The President presides at the "Closing Ceremonies" at the end of the Convention. The ceremony includes a report from the Convention Registration Chair who has prepared a tally of the number present by a number breakdown by officers and

chairs, members, guest, etc. for final attendance. Please note items at the bottom of the page. Protocol confers with President on the extra persons to be recognized.

The Courtesy Chair presents the Courtesy Resolutions, following the format of the sample outline in the Manual. Please note the comments at the bottom of the page. The Courtesy Chair with the President to be sure all names are included.

A copy is inserted in this Protocol Guide for duplication. The President calls on the Courtesy Chair to "present the Courtesy" Resolution. " The Courtesy Chair does so and then states', "I approve the acceptance of these Resolutions "President takes the vote. All the Elected Board receive copies for their books.

(amended 1 0/04)

Example for  
**PROCEDURE FOR GENERAL CONVENTION CHAIRMAN  
PRESIDING AT OPENING CEREMONIES**

The Local General Convention Chair presides over the Opening Ceremonies. The following is the usual procedure.

After all, participants are on platform and seated the President gives the signal to begin, the Convention Chairman steps to the microphone, taps gavel once, and states:

"The (Seventy-Fifth (or appropriate number) (Fall or Spring) Convention/ Board Meeting of Texas Garden Clubs, Inc. is now in session.

Will the audience please rise for the invocation by (Name and Title).  
Please remain standing for the pledges of allegiance which will be led by (Name and Title)."

Step back from the microphone until after invocation and pledges. Then they go back to the microphone and thank them for their participation. Continue to follow the printed program.

Next are "Welcomes" and "Greetings. People unknown to the audience are introduced: others well-known to the audience are presented. Many garden club members are well known to us. Protocol Chair can guide you when in doubt.

"It is my pleasure to present (Name- and Title) who will give us welcome. (This will no doubt be either the convention Co-Chair or some other member who will welcome us as the hosts and to the city.

Next "I present Mrs. John Doe. Director of District (number), who will give Welcome from the District.

Following the program. present those giving response(s). It is now time to present the Convention to the State President.

"It is my privilege to present the Convention to (Name), President of Texas Garden Clubs. Inc. F i l (amended 10/04)

Step back to your seat as the State President now presides for balance of opening. You remain on platform until the President excuses the head table for the second seating.

#### C. Installation Banquet

The final duty for Protocol Chair is the Installation Banquet.

1. Honorees should be advised in advance where it will be so they can move quickly in place. Protocol Chairman might visit rehearsal for installation ceremony to explain how and where it will take place.
2. The convention still belongs to outgoing president after installation is concluded. Several presentations will be made. When all business is concluded, presiding officer presents the outgoing president who will adjourn the meeting.

#### IV. SEATING FOR CONVENTION EVENTS

1. Protocol Modification
2. 1. Usually there will be an odd number seated at head table and that presiding officer sits in the middle with State President (or most honored guest) to her right, and the next most honored to her left. For instance, with this arrangement the State President would sit at her right and the National President to her left.
3. Platforms now always have a speaker's stand with the microphone in the middle and an even number of seats to right and left.
4. The Presiding Officer sits in the chair immediately on the stage-right of the speaker's stand (as you face the audience)

5. The State President is the ranking officer in her state and sits to the immediate right of the Presiding Officer. Rather than have the next-honored guest isolated on one side if seated stage-left of stand, the National President and Regional Director, in that order, are to the President's right. (If President is the presiding officer, she, of course, sits immediately right of stand and then others in order).
6. On immediate stage-left may be placed other participants: Person to introduce the speaker; speaker; person giving invocation, etc. If a National Officer(s) or some other dignitary is being honored, they could be immediately left. Basic seating for any event is presiding officer, state president, invocation, introduce speaker. and speaker. Other seats may be filled in order of rank.
7. How to decide rank (as suggested by National Council):
8. The usual order of rank is National, Regional, State, District, Club (However, as stated above, The State President is ranking officer in her state at state events; and District Director is ranking officer at district events).
9. National Officers: order of listing in the National Gardener.
10. National Chair are presumably equal among themselves and may be listed or seated alphabetically by title as in National Gardener
11. Usually, incumbent officers and appointed officers precede committee chairs. Note National Gardener that Corresponding Secretary, Historian, Parliamentarian and Chair of Trustees precede Committee Chair.
12. A member of a State Federation becoming a National Officer or Regional Director should be honored by virtue of her office. This has been done in Texas in the past. Also, at some event during an administration, state members serving as National and/or Regional Chairmen have been included as honorees.

## B. State Officers, Appointed Officers, Chairmen

1. No numbers are attached to Vice-Presidents (only the title of the position) and all elective officers (other than President) will be considered on equal level.
2. Although there is a President-Elect Designate from the beginning of an administration, they do not have title until after the election of the other officers in the Fall of even numbered years. Therefore, for the first three meetings of conventions/ Board, on Protocol platform lists, or at any other time they are introduced, they are called only by the title of her assigned officer position (such as "Vice-President for Finance", etc.) with no reference to President Elect Designate status. Only at the after the second Fall meeting of even number years do they assume the title of President-Elect, and they are properly introduced as "Vice-President for \_\_\_\_\_" and " President-Elect". (While they are listed on the slate along with other officers at the second Fall Convention/Board Meeting, the election is almost always the last order of business on the final day, and they would

probably not be on a protocol list unless seated at head table at the farewell luncheon. In this instance, they should have assumed the title).

3. 1
4. 3. Therefore, it would seem practical to list the Vice-Presidents alphabetically by title, as: (1) Awards (2) Finance (3) Lone Star Gardener (4) Membership (5) Organization Study (6) Scholarship (7) Youth; and although it is understood they have equal status, for ease in listing the The Recording Secretary and Treasurer would follow in alphabetical order.
5. The Corresponding Secretary, Historian and Parliamentarian are Appointed Officers by the President and serve on the Executive Committee. In keeping with and serve on the Executive Committee. In keeping with National's practice, they will be listed following the elective officers and preceding the (appointed) State Chair.
6. The Chair of Trustees is elected by the Trustees from the Trustees rather than being appointed by the President. They are members of the Executive Committee and as such have precedence over State Chair.
7. State Chairs and balance of Board of Trustees: If the same pattern is followed, Chairmen being honored would also be presented alphabetically. Since not all are presented at any one time, and on occasion they may have a part on the program by virtue of office, this might be subject to adjustment and probably would never present a big problem.
8. Obviously, those with a part on the program need to be seated at Head Table. Others by rank may fill other seats at Head. And other Honorees at Tier or Honor tables. Former Presidents have no stated rank but should be honored by virtue of past service. This has been covered elsewhere.
9. Another note to pass on to those who may be presiding: When a person is known to the assembly, he/she is PRESENTED if unknown, he/she is INTRODUCED.
10. PLAN AHEAD! As previously suggested, in advance make out tentative schedules of honorees and participants for each event.

Consult with National President if they desire the services of a page. On the following pages are some suggested seating charts for certain events. Of course, seating is always adapted to fit the circumstances, program or subject of the event.

These examples are based on the minimum number of seats needed. More may be needed for all honorees at a function or Opening Ceremonies

**A. First Seating**

Stage Right	<u>Microphone</u>	Stage Left
Seats 2, 3, 4, 5,		6, 7, 8, 9, 10.

1. 1. Mayor (or welcome from City)	6. Invocation
2. Regional Director *	7. Leader, Flag Salute
3. National President **	8. Welcome Host District
4. State President (by Director) Presiding Officer	9. Welcome, Host Group 10. Response

\* or person giving Greetings from Region or person giving Greetings from National

**B. Second Seating**

1. Since this is a working business session and the President needs the Recording Secretary and Parliamentarian on either side, seating will be slightly out of alphabetical sequence.
2. If Regional Director and National President remain on platform you will need 14 chairs. State President moves over and takes chair vacated by General
3. Convention Chair and Parliamentarians sits in the chair to the President's right.
4. Recording Secretary will be on the President's left on the other side of the microphone.
5. Again, the number seats arranged Right and Stage Left of Microphone.

Seat	2, 3, 4, 5, 6, 7,	(Mic.)	8, 9, 10, 11, 12, 13, 14.
1.	Vice Pres. - Awards	8.	Recording Secretary
2.	Vice-Pres. - Finance	9.	Vice Pres. - Membership
3.	Vice-Pres. - Lone Star Gardener	10.	Vice-Pres - Organization
4.	Regional Director Study	11.	Vice-Pres. - Scholarship

5. National President	12. Vice-Pres. - Youth
6. Parliamentarian	13. Treasurer
7. State President	14. Chairman of Trustees

If hotel cannot provide more than twelve spaces at Head Table,  
President will instruct Protocol how to proceed.

### Luncheon-Banquet

At meals, those participating in the program plus the dignitaries sit immediately to the right and left of microphone. with other honorees to right and left according to rank. The Head Table is based on 12 seats. Additional honorees on end. Same as above –

### Suggested Notices of Protocol Assignment or Special Seating at Conventions

#### REQUEST TO FILL PROTOCOL ASSIGN&ENT

Please send Electronically

(Date)

The President is requesting that you fill the following protocol assignment at the upcoming (Spring) Convention (Preside at the Wednesday Design Banquet).

Please electronically notify me if you will be able to fulfill this obligation.

Thank you.

(Signed)

Sincerely,

Protocol Chair

Run off on card stock (three to page) and cut to post card size, 3.5 x 5.5 inches.

NOTICE OF SPECIAL SEATING

(Date)

Dear

The President wishes to recognize you as

(Trustee, Garden Therapy Chairman, Exhibits, etc.) at the upcoming (Spring/Fall Convention) on (Thursday date).

Please advise me if you will be present so she can complete the seating charts. Thank you.

Sincerely,

(Signed)

\_\_\_\_\_  
(State Protocol Chair)

1. OPENING CEREMONIES

\_\_\_\_\_  
Time: \_\_\_\_\_ Date: \_\_\_\_\_

INVOCATION: \_\_\_\_\_

SALUTE TO THE FLAG: \_\_\_\_\_

WELCOME TO THE CITY: \_\_\_\_\_

WELCOME TO DISTRICT: \_\_\_\_\_

WELCOME BY HOST GROUP: \_\_\_\_\_

RESPONSE: \_\_\_\_\_

GREETINGS FROM THE NATIONAL COUNCIL: (If-someone else is there other than National President)

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GREETINGS FROM THE NATIONAL COUNCIL: (If-someone else is there other than National President)

GREETINGS FROM THE NATIONAL COUNCIL: \_\_\_\_\_

GREETINGS FROM S C REGION: \_\_\_\_\_

#### SECOND SEATING - BUSINESS SESSION

PRESIDENT: \_\_\_\_\_

V.P. - AWARDS: \_\_\_\_\_

V. FINANCE: \_\_\_\_\_

V. P. - LONE STAR GARDENER: \_\_\_\_\_

V. P. - MEMBERSHIP: \_\_\_\_\_

V. P-ORGANIZATION STUDY: \_\_\_\_\_

V.P - SCHOLARSHIP \_\_\_\_\_

V. P YOUTH: \_\_\_\_\_

RECORDING SECRETARY: \_\_\_\_\_

TREASURER: \_\_\_\_\_

PARLIAMENTARIAN: \_\_\_\_\_

