

# D39 Protocol Guidelines

## TODAY'S PROTOCOL AGENDA

1. Invocation / Grace
2. Flag Protocol
3. Dignitary Introductions
4. Lectern Etiquette and Speaker Introductions
5. Toasts
6. Pins & Badges
7. Head Table Seating and Introductions

## I. Invocation/Grace

### A. Invocation:

The act of invoking or calling upon a deity, spirit, etc., for aid, protection, or inspiration.

### B. Grace:

*Saying grace* essentially means to "pray for" or "give thanks for the food one is about to consume or has consumed."

## II. Flag Protocol

### A. Flag Placement:

The United States flag should always be placed to the right of the speaker, which means it will be to the audience's left.

### B. Pledge / No Pledge?

If there is NO FLAG, then there is NO PLEDGE OF ALLEGIANCE.

### C. US National Anthem

US National Anthem is performed before the (flag salute) Pledge of Allegiance.

### III. Dignitary Introductions

#### A. Ranking of Dignitaries

1. Clergy (If there in an official capacity)
2. National Government Officials
3. State Officials
4. City or Local Officials
5. Active Military (If there in an official capacity)
6. Retired Military (If there in an official capacity)
7. Medical Doctor
8. Current Toastmasters International Officers
9. Current Toastmasters International Directors
10. Current Regional Advisors
11. Past Toastmasters Presidents (start with the most recent)
12. Past Toastmasters International Directors (start with the most recent)
13. Past Regional Advisors (start with the most recent)
14. Current District 39 Officers ~ District, Division, Area
15. Current District Officers from other Districts
16. Past District 39 Governors/Directors (start with the most recent)
17. Past District Governors/Directors from Other Districts (start with the most recent)

#### B. Present or Introduce?

1. May I **Present** (when everyone knows the person)
2. May I **Introduce** (when the audience meets the person for the first time)

#### C. Dignitary Example:

1. Donny Crandall, his list of credentials includes,
  - a) *Ordained Elder in the Church of the Nazarene*
  - b) *Distinguished Toastmaster*
  - c) *Doctor of Ministry*
  - d) *Accredited Speaker*
  - e) *State Chaplain Major for the Nevada National Guard (active)*
  - f) *Lead Pastor with Faith Community Church*

***Write an introduction that the Toastmaster would read if presenting Donny at a Toastmasters event.***

## IV. Lectern Etiquette and Speaker Introductions

### A. Lectern or Podium?

1. **Lectern** is the speaker's stand; **podium** is what the speaker stands on.

### B. Developing a speaker introduction.

1. Consider these 4 questions:
  - a) *Why this subject?*
  - b) *Why this speaker?*
  - c) *Why this audience?*
  - d) *Why at this time?*
2. Present OR introduce the SPEAKER by pronouncing her/his title and name correctly. State the name of the speaker last. (Stating the name last is the signal for the person being introduced to rise and speak.)

## V. Toasts

### A. Being Toasted

The person or group being toasted remain seated during the proposing of the toast and never drink to themselves.

### B. Giving the Toast

Propose the toast formally. To do this, lift your glass (to eye level) and then say, "Ladies and gentlemen, please rise [pause until all shuffling noise subsided) and join me in a toast to: *"(keep this brief – one or two words – as this provides guidance/instruction to the audience as to their correct response)."*

### C. Audience Response to the Toast

The correct response by the audience is to hold their glass at eye level and repeat the name of the honoree but not including the word "To" and then take a sip of their liquid. Do NOT clink glasses.

## VI. Pins & Badges:

### A. Proper Pin Placement

Pins are worn on left side of the collar or lapel.

**B. Proper Badge Placement**

Name badges should be worn on the right side to be easily seen (large lettering if possible) while shaking hands.

**VII. Head Table Seating and Introductions**

**A. Proper Seating Format**

For seating format, please refer to pages 85-87 in the District Leadership Handbook.

**B. Introducing Those at the Head Table**

Remember to introduce those “seated at the head table” NOT “the head table” (i.e. oak, maple, pine, etc.).