

Protocol for the VFW Auxiliary

Keep plans simple with a reasonable timetable. Allow ample time between events. If you are having a business meeting of the Auxiliary, be prompt in starting the meeting. Stay with the agenda and control the meeting with discretion.

Please notify the speaker if he/she is to speak on a special subject and let him/her know how much time is allotted.

At a luncheon or banquet, it is proper to introduce head table guests any time (such as between courses). The Master/Mistress of Ceremonies should have a list. (Take a few moments of your time and go over the program with him/her.) He/she should ask the audience to withhold applause until all have been introduced, and then welcome the guests collectively. The Department President, Department Commander, National President and others who will be speaking may be introduced at the time they are to speak rather than introducing them twice.

The program (if any besides the National President's message) should be kept short and interesting. The welcome and remarks from civic leaders should take a maximum of 10 minutes. Entertainment should be brief. The speaker will need approximately 20 minutes. If these suggestions are followed, you will hold the interest of your members and the audience.

The following is a suggested head table seating chart when the National President is the guest of honor. Keep the number of guests at the head table to a minimum.

AUDIENCE

#1	#2	#3	#4	#5	PODIUM	#6	#7	#8	#9	#10
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Speaker or Reserved Table

- #1 - Department Chaplain
- #2 - Department Senior Vice-President
- #3 - National President
- #4 - Department President
- #5 - Mistress of Ceremonies

- #6 - Department Commander
- #7 - Principal Speaker
- #8 - Spouse of Principal Speaker
- #9 - Principal Leader (Optional)
- #10 - Civic Leader (Optional)

Other Department Officers (not listed on chart) should be seated at a special honor table. When an event connected with the National President's visit is held in a Post Home, be sure to recognize the Post Commander and Auxiliary President by making room for them at the head table and introducing them. If there is no room at the head table, set up an honor table, including others to be recognized. Spouses should be added to head table if they are with head table guests.

If a Past National President is attending, place her either at the head table or at a table of honor.

Basic Protocol

(Correct Protocol Should Be Observed At All Meetings)

1. **SPECIAL INVITATIONS:** Advise all invited guests of their particular functions. Give them a tentative program outline, the time they are to be on the program and how much time they are allotted for their portion, approximate size and makeup of audience, and mode of dress. Written invitations are best and should include the city, time, name and address of location where the event will be held. If you phone your invitations, be sure to send a letter of confirmation and obtain acceptance in writing.

In your follow-up letter, enclose complimentary tickets or by prearranged plan have a member personally responsible for guest tickets. A standard rule is: pay for the dinner of anyone you ask to do something for the organization, or to whom you issue special invitations (this includes the person's spouse or guest).

Arrange to meet your guests. If you make hotel reservations for them, be sure to follow their instructions as to the type of accommodations they prefer.

Corsages are not necessary. If you wish to have them corsages should be presented before the banquet. In our organization; the Presiding Officer may accept a corsage, but does not wear it unless the guest of honor, a woman, has one, too; if a man, a boutonniere.

2. **CORRECT INTRODUCTIONS:** When you introduce the head table, begin at your far left or right. If some members of the head table are going to speak, wait until that time to introduce them so that you will not be introducing them twice. Simply state: "Since other guests seated at the head table will be speaking later, I will introduce them to you at that time," or "Our speakers seated at the head table will be introduced when they present their speeches." Introductions should be gracious but brief.

It is a good idea to have a host/hostess present to tell guests where they are to be seated. It is awkward for a guest to search for a place to be seated.

3. **INTRODUCTION OF THE NATIONAL PRESIDENT:** The membership rises in recognition of the office when the Commander-in-Chief or National President is introduced. National Headquarters provides background information on the National President or her representative who will be attending your meeting. You may wish to select portions of this material when preparing your introduction. It is not necessary to read the complete biography.