

PROTOCOL

Responsible for protocol at the region conference and preparing the Protocol booklet for the Annual conference and distribute to the individuals included in the booklet.

1. Obtain the list of head table and honor table guests from the president and the program participants from the Program Chairman.
2. Consult with the Properties chairman and Conference Coordinator to determine the head table size and layout of rooms to be used.
3. Determine if there are name cards, honor table and other table place cards by the Properties chairman.
 - a. Prepare the above if none are in stock. Laminations of cards are advisable to sit on the table.
4. Arrange the head table in a manner proportionate to the size of the gathering and participates for the various sessions, dinners, etc.
 - a. Provide the president with seating information for his/her approval.
5. Prepare seating charts and set up in a protocol booklet (see sample)
 - a. The protocol booklet should be given to each participant either in person or included in their registration packet.
6. Set name cards on the honor table and other seating place cards on designated tables according to the seating charts prior to each event.
7. Line up members of the head table prior to the event if they are to enter as a procession. If they are to go directly to their seats, instruct a host or page to assist them.
8. Announce the arrival of head table guest and members to the assembly, if requested by the President.
9. At the Saturday Night installation, plan receiving line and notify in advance those to be in the receiving line.

“Theme”

Date:
Time:
Area:
Occasion: Sunday Brunch/Business II
Location:

AUDIENCE

12	11	10	9	8	7	Lectern	1	2	3	4	5	6
12	Writing Contest Chairman						1	President				
11	Registration chairman						2	Secretary				
10	Elections Chairman						3	President-Elect				
9	Credential Chairman						4	Vice-President				
8	Bylaws Chairman						5	Treasurer				
7	Parliamentarian						6	Retirement of Flags				

Reserved Seating: Standing and Special Committee Chairman, Time Keepers, ITC Officer, Closing Thought

Dress: Semi-Business Casual

“THEME.”

Aloha and Welcome to the Annual Sierra Pacific Region Conference.

Please review where you are seated at the head table or at special reserved tables. Keep in mind that the seating charts are viewed from behind the Lectern and the processions are from the viewpoint of the audience.

If we can be of assistance, please do not hesitate to ask.

_____, Chairman

_____, Executive Assistant