

# Guide to Protocol



Hal Burke Jr., State Judge Advocate  
Past State Commander

## **Definition for protocol**

Etiquette for formal occasions; the rules or conventions of correct behavior on official or Ceremonial OCCASSIONS

## **DEFINATION FOR PRECEDENCE**

Relative importance: REFERS TO THE Relative importance in Rank or position within the VFW

## **List of Precedence**

- National VFW officers
- Department VFW Officers
- District VFW Officers
- County Council Officers
- Post Officers

## **List of Precedence**

At each level of the VFW the officers will be recognized in the following order  
Commander, Sr. Vice commander, Jr. Vice commander, Adjutant, Quartermaster,  
Judge Advocate, Surgeon, Chaplain, C of A members

## INTRODUCTION OF GUESTS AT EVENTS

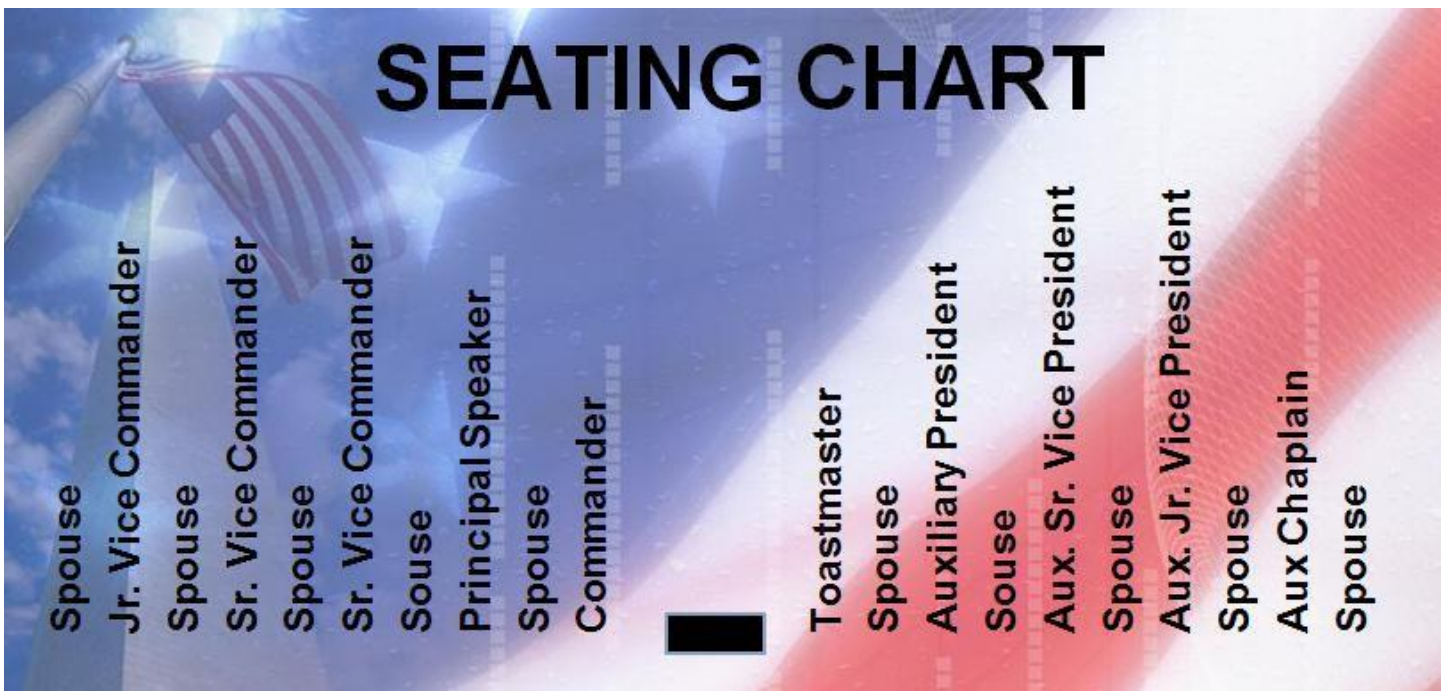
It is proper to introduce guests at any time during a luncheon/banquet.

For example those not seated at the head table may be introduced during the dinner before the head table is introduced.

The standard procedure for introducing the head table is to start at the extreme right or left and introduce each guest by name and title. After all of the guests to the right/left have been introduced then start at the extreme left or right.

Guests that will be called upon to speak during the EVENT should be skipped during the initial introductions.

You may ask that applause be held until the introductions are complete.



In the case of a two tiered head table introduce the guests seated at the lower head table first start at the extreme right to left or left to right and introduce each guest by name and title

## INTRODUCTIONS

If the VFW and Ladies Auxiliary are attending the same function and each will have presenters begin with the lowest ranking ladies auxiliary speaker...followed by the VFW.

Speakers are usually the ladies auxiliary president, then the ladies auxiliary guest.

The next speaker is usually the principal speaker (*mayor, national representative etc.*)

The commander is the last to speak.

The toastmaster should be brief and to the point.

Avoid lengthy introductions that may detract from the speaker do not embarrass your guests.

Plan your introductions carefully

Some of us are very good at interjecting humor into the program others are not.

If you choose to be humorous **do not** use off color or in appropriate materials during your presentation. This could be offensive and turn a great event sour.

### **What to do when high ranking VFW dignitaries visit?**

If the **Commander in chief** visits he will usually be accompanied by the state commander. The **commander in chief** is the official voice of the organization.

***He must be treated with the utmost respect.***

### **What to do when high ranking VFW dignitaries visit**

- The State Commander or his designee may be assigned to an event if requested
- Assign one of your aides to meet him at the hotel.
- The aide should escort the Commander or designee to the event
- Provide an itinerary of the event
- Make sure he is feed and comfortable

Most importantly treat every guest in the manor that you would like to be treated. Courtesy and respect are always the order of the day.