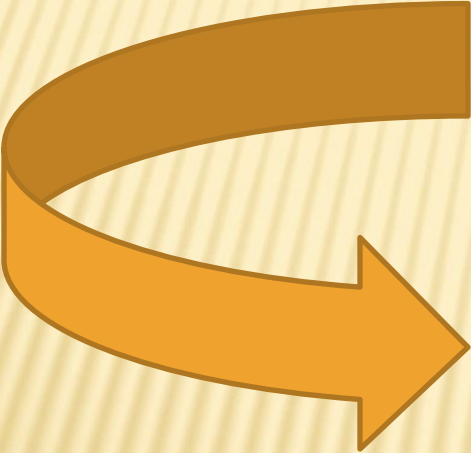




PROTOCO

L

or



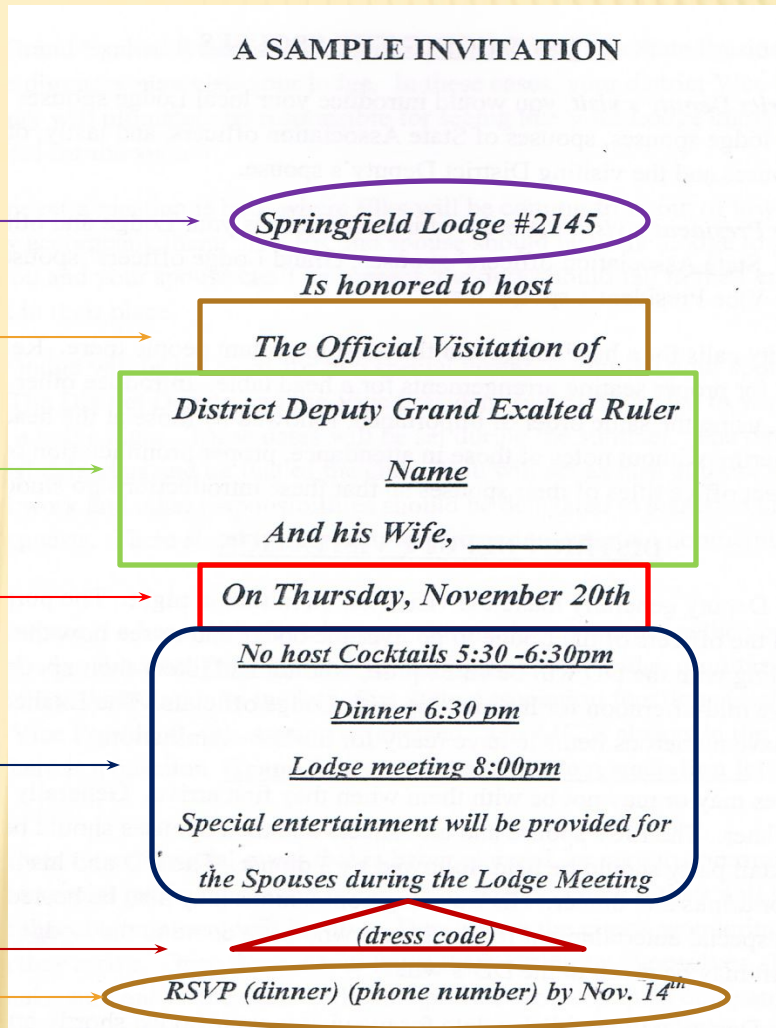
How to be a
Good Host

Protocol is the customs and regulations dealing with ceremonies and etiquette.

It is the “How” to properly handle procedures and courtesies.

Section One

INVITATIONS



Where

What

Who

When

Schedule

DRESS CODE

How

A SAMPLE INVITATION

Springfield Lodge #2145

Is honored to host

The Official Visitation of

District Deputy Grand Exalted Ruler

Name

And his Wife, _____

On Thursday, November 20th

No host Cocktails 5:30 -6:30pm

Dinner 6:30 pm

Lodge meeting 8:00pm

*Special entertainment will be provided for
the Spouses during the Lodge Meeting*

(dress code)

RSVP (dinner) (phone number) by Nov. 14th

WHAT'S MISSING THAT I NEED TO KNOW ?

Dinner
Choices?

Cost?

Gratuities
included?

WHAT'S MISSING THAT I NEED TO KNOW ?

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Where can I stay?

Dress all night or
does it change?

Pay in advance?

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WHAT'S MISSING THAT I NEED TO KNOW ?

WHO DO YOU INVITE?

LODGE FUNCTION

- Grand Lodge Sponsor
- District Deputies
- Past District Deputies
- Other Grand Lodge
- State Officers/ Pres
- District Leaders
- State/ District ER's
- State/ District Lodges
- Your PER/ PDD/ Members

STATE PRESIDENT VISIT

State President and Spouse
All State Officers
District Deputy/ Past DD's
Grand Lodge Officers in Dist.
District Committee Chairs
District ER's and Spouses
All District Lodges
District Hall of Fame
District OOOY/ EOY
Lodge PER's/ Members

WHEN TO SEND INVITATION

Save the Date Card: 3 – 6 Months Prior

Basic info Only - what, where, when
postcard/ email/ Facebook/ etc. ok

Formal Invitation: 5 – 3 Weeks Prior

All Info – Mail Only – VIP Extras Now

Facebook Event does not count – it's an ad!

Flyers/ Ads: 5 – 2 Weeks Prior (Formals 1st)

Never to a Person, Only Clubs, Lodges, or
Email/ Facebook/ etc. OK,

Can use invitation as ad copy

Groups -

?

HANDLING RSVP'S

- Every One Should Answer an RSVP Always
- Educate Office and Club Room Staff
 - Give them invitation List
 - Get who, title and/or lodge, meal choice
 - Record “Unable to Attends”
 - Email RSVP ok if you trust the sender to give you info you need.

HANDLING RSVP'S

- Educate Office and Club Room Staff
 - Give them invitation List
 - Get who, title and/or lodge, meal choice
 - Record “Unable to Attends”
 - Email RSVP are ok if you trust the sender to give you all the info you need.

BUT WHY GET THESE THINGS?

Because you need them Later!

Section Two

INTRODUCTIONS

THE ORDER OF THINGS

Grand Lodge

Grand Exalted Ruler
Grand Forum
Past Grand Exalted Rulers
Grand Lodge Elected Officers
Grand Lodge Appointed Officers
Grand Lodge Committee Chairs
Grand Lodge Committee Mem.
Special Deputy GER
Special Representatives
District Deputies GER
Past District Deputies (Sr. to Jr.)

Local Lodge

Exalted Ruler
Past Exalted Rulers (Sr. to Jr)
Elected Chair Officers
Elected Officers
Presiding Justice
Appointed Officers
Committee Chairs
Committee Members

THE ORDER OF THINGS

State Association

President

Past Presidents (Sr. to Jr.)

Vice President (Sr. to Jr.)

Chair of Trustees

Past Chair of the Trustees

Trustees (Sr. to Jr.)

Executive Secretary/ Treasurer

Historian

Idaho Hall of Honor

Veteran Volunteer of the Year

Elk of the Year

State Committee Chairs

State Committee Members

District Committee Chairs

Local Lodge

THE ORDER OF INTRODUCTIONS

Idaho Hall of Honor

Veteran Volunteer of the Year

Elk of the Year

State Committee Chairs

State Committee Members

District Committee Chairs

Local Lodge

Historian

Treasurer

Executive Secretary/

Trustees (Sr. to Jr.)

Past Chair of the Trustees

Chair of Trustees

Vice President (Sr. to Jr.)

Past Presidents (Sr. to Jr.)

President

State Association

THE ORDER OF THINGS

Local Lodge Ranking

Exalted Ruler

Past Exalted Rulers

(Sr. to Jr)

Elected Chair Officers

Elected Officers

Presiding Justice

Appointed Officers

Committee Chairs

Committee Members

Introduction Order

Committee Members

Committee Chairs

Appointed Officers

Presiding Justice

Elected Officers

Elected Chair Officers

Past Exalted Rulers

(Jr. to Sr.)

Exalted Ruler

North East Specific

Introductions for a State President's Visit

RSVP List Very Important Now!

Title	Name	Lodge	Spouse
District Chairs			
State Chairs			
Special District Reps	Tim Deseve, PSP, PDD	Milton	Diane
Past DDs	Randy Anderson, Randy Morgan, Nick B, Harry Hartly, Dick Hensley, Don Isom		
	Tim Deseve, John Buckley, George Johnson, Larry Ahenbrener, Roger Mortimore,		
	Mike Brown, Mike Lusk		
DDGER	Justin Hoeft	Heppner	Danielle
OSEA Officer of the Year	Randy Morgan, Jeff Shorey		
OSEA Elk of the Year	nick, Doug Riggs, Harry Hartley		
OSEA Hall of Fame	Harry Hartly, George Johnson, Mike Lusk, John Buckley, Randal Anderson		
Photographer	Tom Winters	John Day	
Assitant Tiler	Joel Buoy	Roseburg	Judy
Tiler	Steve Armbruster, PDD	Silverton	Irene
Assitant Inner Guard	Laurie Roberge	Condon	
Inner Guard	Sharron deMontigny	Corvallis	John
Chaplain	Mike Finch	Gateway	Karen
Assitant Srgt at Arms	Lanny Schultz, PDD	Newport	Claudia
Srgt at Arms	Joe Snow, PDD, SpecRep	Ontario	Sharon
Treasurer	Jim Doerfler	Keizer	Kolette
Executive Secretary	Emma Pletz	Milwak/ port	
Trustee 7th	Joyce Middleton	Florence/ NW	Carl
Trustee 6th	Ed Parmer	Gateway/ Metro	Teresa
Trustee 5th	Steve May, PSP	Silverton/NC	Sherri
Trustee 4th	Gilman Smith	Grants Pass/SW	
Trustee 3rd	Gary Miller, PDD	John Day/ SE	Virginia
Trustee 2nd	Doug Riggs, EOY	Baker/NE	Joyce
Trustee Chair	Terry Brandt	Eugene/SC	Dee Dee
Past Chair of Trustees	Dick Hensly, Randal Anderson, Mike Lusk,		
VP SE	Julie Smith-Tittle	Prineville	Bill
VP SW	Steve Mafone	Roseburg	Joy
VP NC	Dan Buckholz	Silverton	Cheryl
VP NE	Nick Bettencourt	Condon	Cody
VP SC	Ben Adams	Corvallis	Joedy
VP Metro	Rick Shipley	Hillsboro	Pam
VP NW	Kim Duty	Toledo	
Past State Pres	Gerald Endicott, Tim Deseve		
State President	Mary Williams	Prineville	Dudley

GENERAL INTRODUCTION RULES, SPECIFICALLY

Officers are not “yours”, they are the Lodge or
State Officers

Never use abbreviations –

PDDGER – Past DD – Special Rep.

ER – PER – PPPER

ISEA President – District VP/ Trustee

“Past Everything”

GENERAL INTRODUCTION RULES, SPECIFICALLY

Never use abbreviations –

PDDGER – Past DD – Special Rep.

ER – PER – PPPER

ISEA President – District VP/ Trustee

“Past Everything”

These titles are hard earned and cherished by those who were and are honored to serve their Order.

COMMON LODGE FLOOR

INTRODUCTIONS

District Deputy Visit-

- Ask about your Lodge's traditions
- Read the Ritual Manual, follow it
- Ask the District Deputy their preferences

President/ Vice President Visit-

- Ask about you Lodge's traditions
- Do not extend Grand Lodge Honors
- Ask the President/ Vice President their preferences

GENERAL INTRODUCTION RULES, SPECIFICALLY

From the Protocol Manual:

“It is the duty of the Esquire to introduce visiting Elks.”

GENERAL INTRODUCTION RULES, SPECIFICALLY

From the Protocol Manual:

“It is the duty of the Esquire to introduce visiting Elks.”

Many times the Esquire has not been advised or given proper instruction.

“It is the duty of the Exalted Ruler to see that the Esquire is properly instructed in advance...”

GENERAL INTRODUCTION RULES, SPECIFICALLY

On Special occasions, the Exalted Ruler may ask Past Officials to introduce visiting Officials.

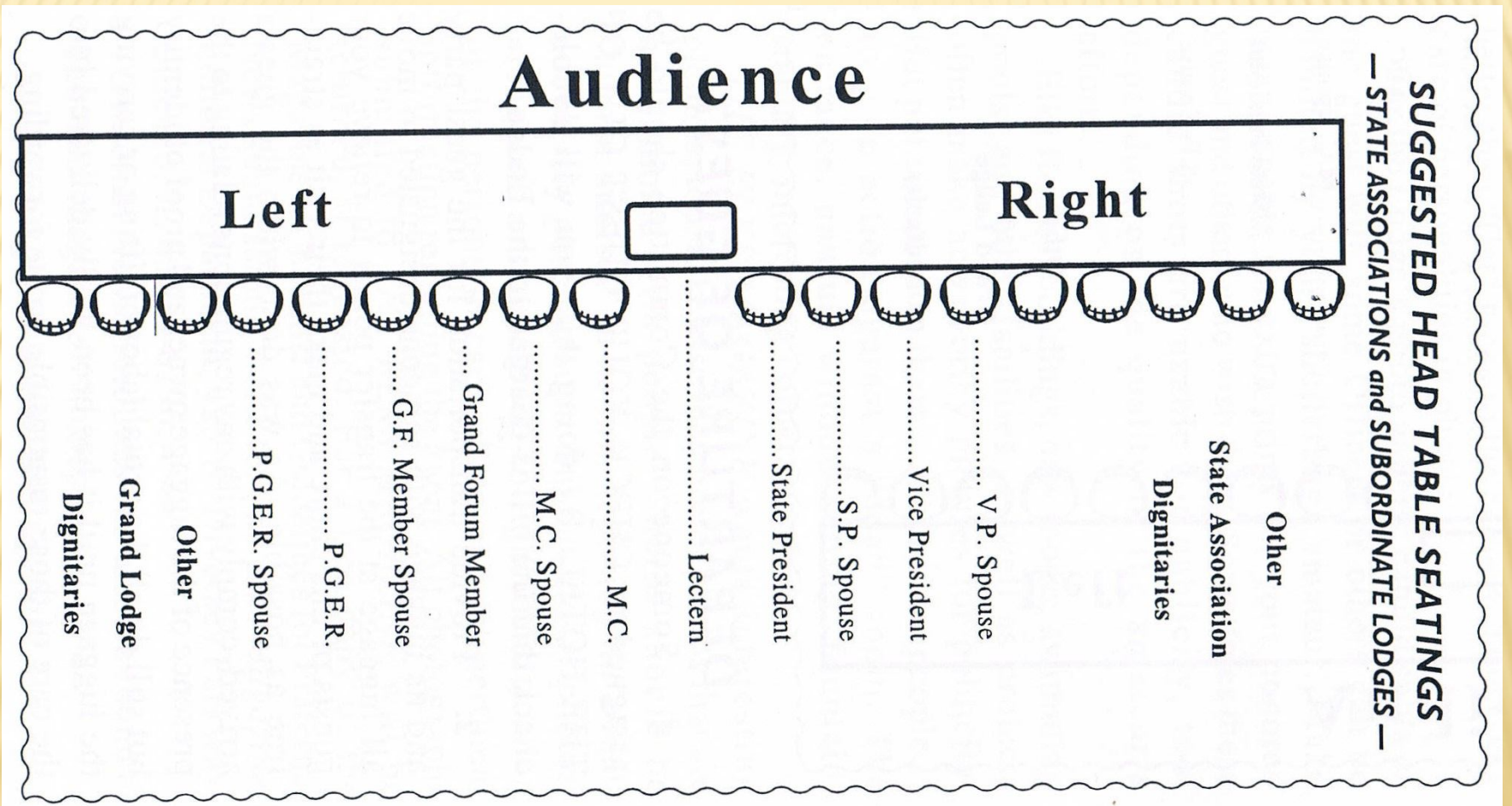
The Esquire will first introduce the Past Official with titles and state whom the past official will introduce.

?

Section Three

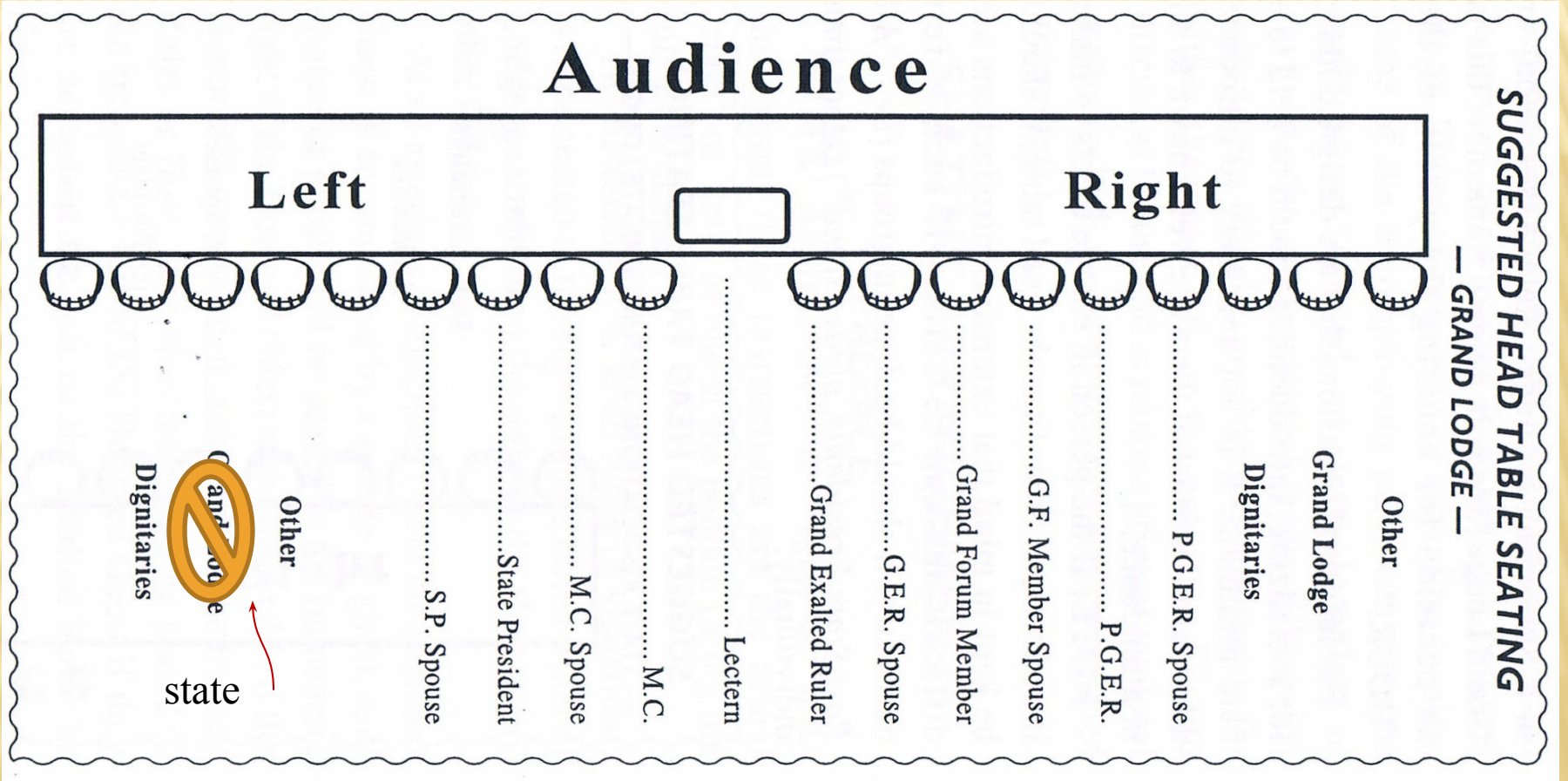
BANQUETS

STATE FUNCTION



HEAD TABLES

GRAND LODGE FUNCTION



HEAD TABLES

READING FROM THE MANUAL



! VERY IMPORTANT

!



DO NOT
FORGET
THE
SPOUSE!



Theirs and Especially Your Own

?

Section Four

PROPER DRESS

Idaho Business

Black Shoes (closed toe)

Black Socks

Gray Pants/Skirt

White/ Red Shirt

Idaho Elks Blue Tie

Blue Blazer/State Jacket



AKA BUSINESS DRESS

Idaho Casual

At Grand Lodge:

State Shirt

Pants/ Skirt

Shoes to compliment

Back Home?



IDAHO CASUAL OR STATE SHIRT

Red Shirt Friday

Red Shirt worn to honor our
military,

**Remember
Everyone
Deployed**



RED SHIRT FRIDAY

GOOD CHOICES

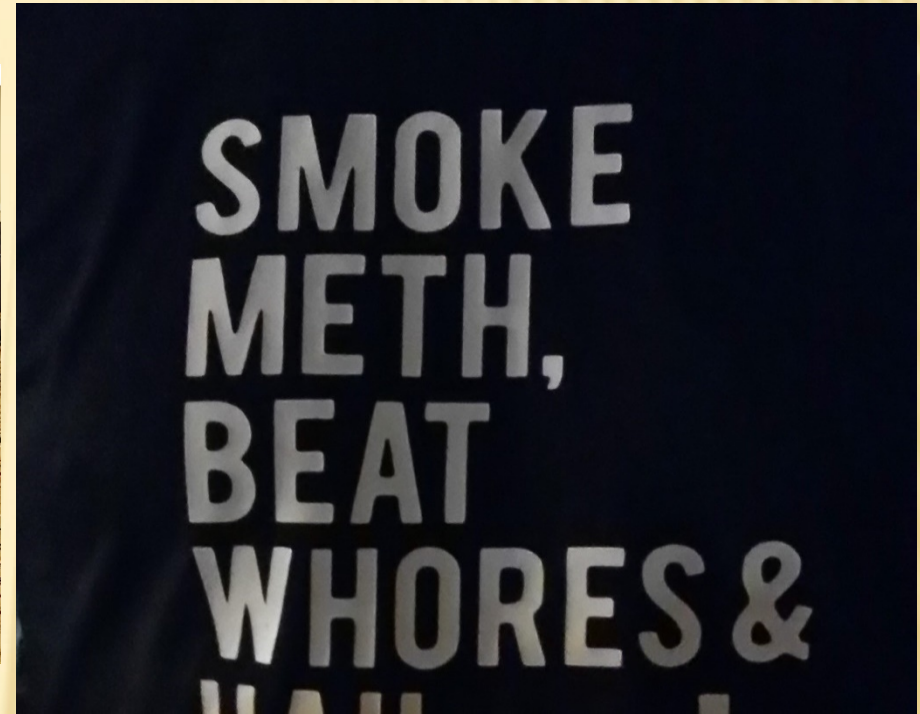


LODGE AT LIKE – ESPECIALLY
OFFICERS

GOOD CHOICES



NOT SO MUCH



LODGE ATTIRE – ESPECIALLY OFFICERS

GOOD CHOICES



LUAU PARTY THEME/ SEMI CASUAL

MAYBE?



NOT SO MUCH



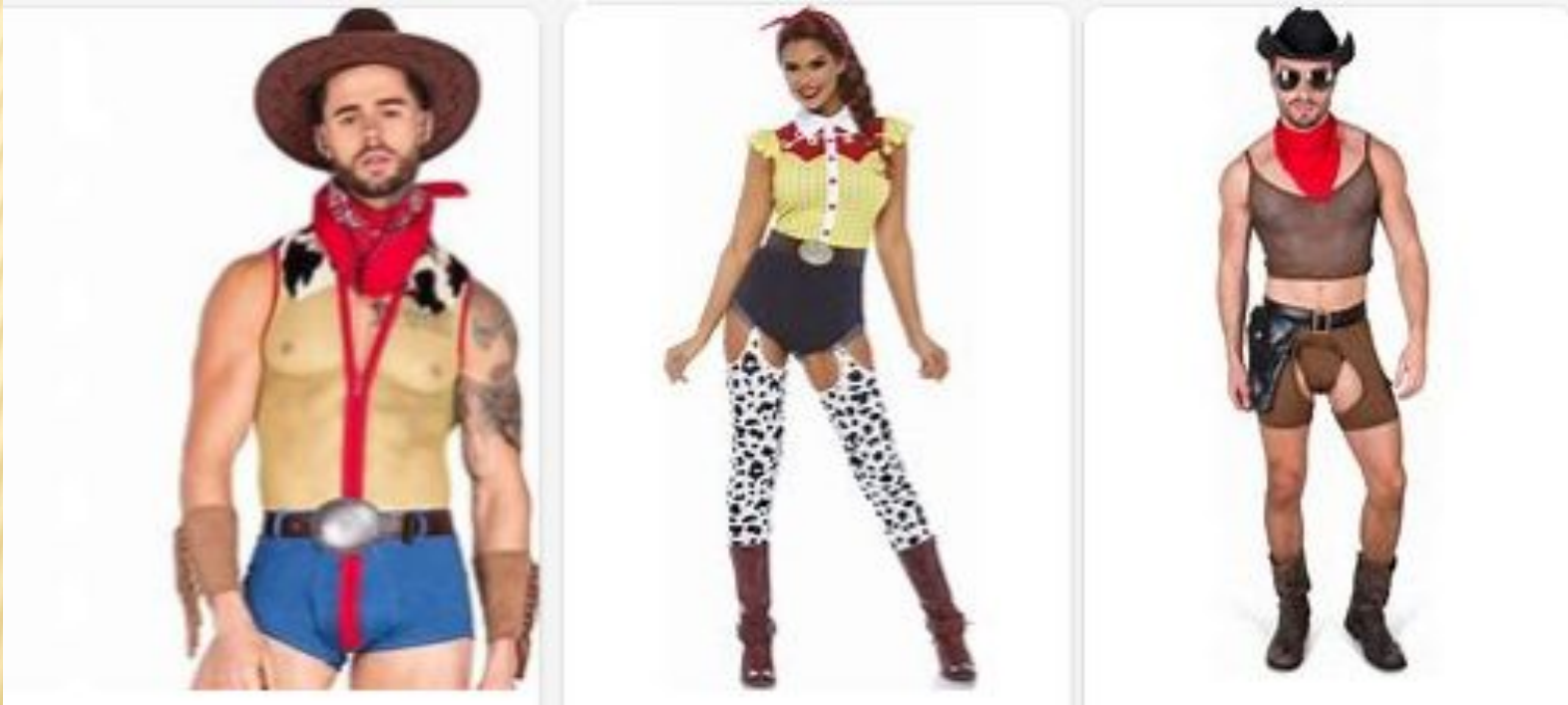
LUAU PARTY THEME/ SEMI CASUAL

GOOD CHOICES



WESTERN THEME/ SEMI-CASUAL

NOT SO MUCH



WESTERN THEME/ SEMI-CASUAL

Section Five

The Final Section

EXTRAS AND BIG
PICTURE

HOST EXTRAS

Attend to your Guest

Keep them informed

Gift Baskets

Welcome them to your
“Home”

GUEST PROTOCOL

RSVP – going or not

Be Gracious!

Send a Thank You

Say Thank You

Remember When?

FOR ALL CONCERNED

Photographer = Drinks Down

Be Good Ambassadors.

Represent in Dress, Speech and Action.

“...nor can we lay it aside when we leave the Lodge Room...”

BIG PICTURE

We are Elks, Brothers and Sisters together.

Let the small things go,
use the big ones to teach a better way.

Be Honest and Sincere in
Thought, Word and Deed.
Have Fun with one another.

?

