



AUXILIARY PROGRAM

GUIDE TO

COURTESY AND PROTOCOL

FOR AUXILIARY UNITS & AUXILIARISTS



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NOTES

INTRODUCTION

Courtesy is the key to successful human relationships. In the Auxiliary, courtesy kindles the friendly association of members and enhances the success of social activities. The term protocol is closely integrated with courtesy and involves universally accepted customs and regulations which govern the formality, precedence and etiquette practiced on a day-to-day basis within a civilized society. In simple words, courtesy is nothing more than proper consideration for the feelings and rights of others and protocol is the body of accepted rules of social behavior practiced by thoughtful and considerate people. For elected and appointed officers, the practice of courtesy and protocol are necessary requirements for the successful performance of their duties. Customs and protocol practiced in the Auxiliary are a part of the ceremonial procedures that contribute dignity and color to our lives as civilian members of the Coast Guard family.

The U.S. Coast Guard is a maritime military service. As such, the protocols and etiquette reflect the customs and traditions of the Naval/Sea Services as well as the military. The Auxiliary, as part of the Coast Guard family, must observe similar customs and protocols, even though Auxiliarists are civilians.

In the Auxiliary, the responsibility of individuals is identified by specific insignia related to the position to which they have been elected or appointed. The insignia does not identify authority according to a table of ranks as in the military, since Auxiliarists are civilian volunteers and hold no position of rank. However, by using distinctive insignia, the Auxiliary does identify and recognize the increasing responsibility and authority of elected officers and staff officers from lower to higher level corresponding to Coast Guard counterparts. The authority of Auxiliary officers relates only to the Auxiliary organization and to Auxiliary matters. Under this system, leaders can easily be identified by an insignia appropriate to the level of their position. Since members wear a modified Coast Guard uniform, and an insignia of position, the requirements for courtesy and protocol are thereby simplified and form the basis for an effective working relationship between Auxiliarists and their Coast Guard counterparts.

SALUTING

The hand salute is a long-established form of greeting and recognition exchanged between persons in the armed services. Saluting between Auxiliarists is not usually the custom. On occasions, when in uniform and covered, courtesy and custom indicate that a salute is in order; for example, when returning a salute rendered by a member of the Armed Forces. It is also customary to exchange greetings such as "good morning," "good afternoon," "good evening," etc. along with the salute. Obviously, if the other person is a senior officer the salute should be originated by you and the greeting should be followed by "sir or ma'am." The exchange of greetings should also be accompanied by a smile or a cheerful expression.

When out of doors and in uniform and addressing the National Ensign or whenever the National Anthem is rendered, a military salute is given. This particularly applies to the respect paid at Morning or Evening Colors ceremonies aboard a ship (not underway) or aboard a Coast Guard or other military installation. During the ceremony of hoisting or lowering the flag, those present in uniform should come to attention and render the military salute. The same applies if the flag is passing in a parade or in review. The salute to the flag in a moving column should be rendered at the moment the flag passes. During a rendition of the national anthem when the flag is displayed, all those present in uniform should face the flag and render the military salute at the first note of the anthem and retain this position until the last note. When the flag is not displayed, those present should face toward the music and act in the same manner they would if the flag were displayed there.

When out of doors and not in uniform, the "civilian salute" is rendered for the same situations. The "civilian salute" is made by standing at attention and placing the right hand over the heart. Any male civilian headdress should be removed, held in the right hand over the heart.

When on a Coast Guard or other military installation in a vehicle, at the time of colors, and traffic safety permits, you stop and sit at attention, but do not salute.

The Auxiliary participation in a member's funeral may, depending on the wishes of the deceased's family, range from the members arriving as a group to pay their respects, an honor guard posted at the viewing in conjunction with a brief memorial service, to participation in the funeral itself. What ever the level of Auxiliary activity, great care must be taken to maintain the dignity of the occasion.

REFERENCES

Further information on the subjects covered in this publication can be found in:

The Auxiliary Manual, COMDTINST M16790.1 (series)

Administrative Procedures Guide, Flotilla Administration, COMDTPUB P16791.2 (series)

Auxiliary Division Procedures Guide, COMDTPUB P16791.3 (series)

Auxiliary Flotilla Procedures Manual, COMDTINST M16791.5 (series)

Auxiliary Operations Policy Manual, COMDTINST M16798.3 (series)

More detailed information can also be found in:

Service Etiquette, by Oretha D. Swartz. Published by the U.S. Naval Institute, Annapolis, MD.

The Coast Guardsman's Manual. Published by the U.S. Naval Institute, Annapolis, MD.

The information contained in this guide has been condensed from various Commandant Instructions, Manuals and Publications. In the event of a conflict of information, the discrepancy should be resolved in favor of the appropriate Instruction, Manual or Publication.

AUXILIARY FUNERAL SERVICES

Participation by the Coast Guard Auxiliary in funeral services for deceased members is governed entirely by the wishes of the family of the deceased. The Auxiliary should make known through normal channels of communication that services are available for use at the time of the death of a member. If the deceased member of the Auxiliary had previously specified, or if the survivor of an Auxiliarist desires that the Auxiliary take an active part in the funeral services, the survivor should make this request known to the mortuary and the clergyman.

Any member of the Coast Guard Auxiliary having knowledge of the death of a fellow member should notify the flotilla commander without delay. The flotilla commander should call in person on the deceased survivor to offer condolence and assistance. At that time, it can be determined from the family whether participation by the Auxiliary is desired and to what extent. Details of participation can then be worked out with the funeral director. The District Director of Auxiliary should be notified of the member's passing and the funeral details. It is important that members of the Auxiliary not put undue pressure on the survivors for the use of the Auxiliary service. A great deal of hurt can be done by overzealous friends of the deceased.

Auxiliary involvement should not be restricted to members of the deceased's flotilla. Most Auxiliary members have a wide circle of friends and associates. Other flotillas, the division and the district level should be made aware of the situation and the recognition planned, so they may participate. Participating Auxiliary members should be in uniform; Service Dress Blue, Alpha, is appropriate.

If there is to be a church service, or a service conducted at the funeral home by a clergyman, the Auxiliary service should come before the church service. It is usually held the evening before at the funeral home. The committal should be given by the family's clergyman. Not to observe this is to breach an important pastoral relationship between the family and their pastor.

If a passenger in a boat, remain at attention, seated or standing. The boat officer or coxswain salutes for the boat.

When indoors and the flag is presented and/or the National Anthem is played, all should stand at attention. When the Pledge of Allegiance is given, all, in uniform or not, should place the right hand over the heart.

When covered in uniform, the hand salute is correctly executed by raising the right hand smartly until the tip of the forefinger touches the lower part of headdress or forehead, above and slightly to the right of the right eye, thumb and fingers extended and joined, palm down, upper arm horizontal, forearm inclined at 45 degrees, hand and wrist straight. At the same time, one's head is turned toward the person being saluted. To complete the salute, the arm is dropped to its normal side position and eyes are turned to the front.

Some of the more frequently observed saluting errors are: failing to hold the position of the salute until it is returned by the person saluted; failure to look at the person or colors being saluted; failure to assume the position of attention when saluting; and failure to have the fingers, hand and arm in the proper position for saluting as mentioned in the previous paragraph. Gross errors include saluting with a cigarette in the hand or mouth, saluting while the left hand is in a pocket or returning a salute in a casual manner.

FLAG ETIQUETTE

Auxiliary officers are primarily concerned with those rules of flag etiquette that pertain to the display of the National Ensign at meetings and social events. The flag is often referred to by other names such as the colors, ensign and standard. Regardless of the name, it is important that the flag always be properly displayed so as not to commit a breach of protocol.

In a meeting room, when displayed flat behind the speaker's podium or head table, the flag should be placed above and behind the speaker with union uppermost and to the flag's own right, that is, to the audience's left.

When displayed from a staff in the meeting room, the national flag will be accorded a position of superior prominence over any flag displayed in the same room. It is the only flag that may be displayed behind and to the right of the speaker's podium or head table. In other words, to the left of the audience. All other flags, including the Auxiliary ensign, displayed in the same room will be placed on the speaker's left and to the audience's right.

For information on flag placement on an Auxiliary facility, refer to the *Operations Policy Manual*, COMDTINST M16798.3 (series).

For information on flag placement at meetings and social events, refer to the *Auxiliary Division Procedures Guide*, COMDTPUB P16791.3 (series).

Situations may arise when other guests are present, but not primary speakers. Introduction of those individuals may follow this order:

Governor of the host state

Secretary of Transportation

Former Governors

Senators (by seniority)

Governors of other states (precedence is by states entry into the union)

Members of Congress or Congressional Representatives (by length of service)

Commandant of the Coast Guard

Three Star Military

National Commodore of the Auxiliary (when serving in office)

Two Star Military (Rear Admiral, upper half)

Auxiliary National Vice Commodores (currently serving in office)

One Star Military (Rear Admiral, lower half and Commodores)

DCO, NADCO (currently serving in office)

Captains

Vice Commodore, Rear Commodores, Department Chiefs (currently serving)

SPEAKING ORDER FOR GUESTS

When a number of distinguished invited guests are seated at the head table or present at honors tables and the program includes remarks from each, the question rises as to the order in which each should speak. A special guest may be invited to address a specific subject and is usually accorded a special place on the program before remarks are made by other guests. If the primary speaker is to be the District Commander, his/her comments fall in this category. Otherwise, the precedence for speaking by distinguished guests at the head table or honors table is usually performed in an ascending order according to rank or office (low to high). If both the District Commodore and District Director are present, the District Commodore should speak next to last and the District Director would speak last. For those ceremonial occasions where it may be desirable for the District Commodore to speak last, upon request the District Director will usually agree to the change. The following is a suggested speaking order for invited guests at a function:

- a. Special Guests — Local Mayor, District Commander (when the primary speaker)
- b. Immediate Past District Commodore
- c. District Rear Commodore(s)
- d. District Vice Commodore
- e. District Director of Auxiliary or representative*
- f. Chief Director of Auxiliary or his representative**
- g. District Commodore — always last at a District meeting
- h. National Commodore or representative — always last at a National meeting
- i. District Commander or representative (if not the main speaker)
- j. The Commandant or his representative
- k. The presiding officer closes the meeting

* Unless representing the District Commander at a District function

** Unless representing the Commandant

BOARDING OR LEAVING A MILITARY VESSEL

At the quarterdeck, the officer of the deck (OOD) or representative (who may be an officer or a petty officer) will always be on duty to greet persons boarding or leaving the ship. Customarily, you request permission from the OOD to board or to leave the ship. As you board, you first stand at the gangway and salute the National Ensign at the stern. After evening colors or before morning colors, when the flag is not displayed, the salute is rendered to the position where the flag is normally displayed. Then you turn to the OOD or the OOD's representative, salute and say: "Request permission to come aboard, sir (or ma'am)." The OOD will return your salute and invite you aboard. If you are in civilian clothing, do not render the hand salute; face the National Ensign, stand at attention for a moment, then turn to the OOD, and request permission to come aboard. When permission is granted, proceed aboard.

When leaving the ship, present yourself to the OOD, salute, and say: "Request permission to leave the ship, sir (or ma'am)." After the OOD has said, "Very well" or "Permission granted" and has returned your salute, you step to the gangway, and as you cross the gunwale, turn and salute in the direction of the National Ensign and then proceed ashore. If you are not in uniform, follow the same procedure, but without rendering the salute. When boarding or leaving, if you have guests with you who may not be in uniform, you render the salutes and request permission to board or leave. It is not necessary for your guests to salute or request permission.

Auxiliarists should be aware that custom dictates that senior officers enter a vehicle, board a boat or vessel first, and leave the vehicle, boat or vessel last. An Auxiliarist may be aboard when a senior officer entitled to honors, boards a vessel. You will be assigned a position for the occasion. As the senior person honored boards the vessel, the command "attention" is given, everyone comes to attention, and the hand salute is rendered. Be aware that the passage of senior officers should not be obstructed. Anyone aware of such a situation will give the command "gangway" and the area is cleared.

WARDROOM ETIQUETTE

The wardroom is where the ship's officers eat. Enlisted personnel eat on the mess deck. If you are invited to dine in the wardroom and the occasion calls for a sit down meal, you can expect the Captain, the Executive Officer or other senior ship's officer to be the presiding officer at the mess. Presiding officers will invite the other officers who are members of the mess, plus those guests aboard invited to use the mess to be seated at the table when they are ready for the meal to be served. It is not customary for anyone to sit at the table without being invited to do so by the presiding officer. Custom also dictates that if you need to leave the table before the meal is finished and the presiding officer has not risen, you ask for permission before leaving the table by asking, "May I be excused, sir (or ma'am)?" Certain subjects are normally taboo during mealtime. Among these subjects are politics, religion or "shop talk." If you have any doubts, always let the presiding officer guide the conversation.

On larger vessels, the chief petty officers (CPOs or simply "chiefs") have their own mess which is located in "CPO country." This is a privileged area and guests do not enter at any time unless specifically invited by a member of the chief's mess. The same is true of the captain's quarters. It is also customary not to enter the crew's quarters unless invited to do so, or if it is necessary, to pass through that area in your movement from one part of the ship to another.

Frequently, when several guests are aboard, it may be necessary to have the seating in the officer's mess in groups, particularly if the guests are going to be aboard for several days. Usually, a list will be posted indicating the members of each seating group to be seated. Do not wear headgear in the wardroom or other indoor spaces. As a hint, there are usually hat pegs just outside the wardroom or in the passageway.

In some instances your shipboard host may indicate to you areas which you may frequent at your convenience and may also point out to you other areas that will be restricted insofar as your movements are concerned. Respect these areas. This is a sign of a courteous guest. Always observe the ship's rules. If you are in doubt, ask your host.

- (1) Division Captain
- (2) Spouse of Division Captain
- (3) Spouse of Local Mayor
- (4) Local Mayor
- (5) Spouse of Flotilla Commander
- (6) Flotilla Commander
- (7) Director of Auxiliary
- (8) Spouse of Director of Auxiliary
- (9) Flotilla Vice Commander
- (10) Flotilla Vice Commander's Spouse
- (11) Past Flotilla Commander's Spouse
- (12) Past Flotilla Commander

HEAD TABLE SEATING BY COUPLES

*Person Presiding

(12) (11) (10) (9) (8) (7) * (6) (5) (4) (3) (2) (1)



Audience

An alternative arrangement for a local affair is to have all the guests seated at honors or reserved tables across the front of the room, with a podium and microphone set up from where the presiding officer would introduce the guests and from where the speakers would make their presentation.

In any case, when local officials or members of other organizations are invited, it is only proper to assign a competent Auxiliary member as an escort to welcome them, introduce them to others present and be seated at the same table to brief them on what's going on.

At larger meetings, Area, District, or National priority of seating follows the patterns on pages 14 and 15. Because of the number of guests and speakers involved, there are alternate plans that can be used. Many available halls are too small for an extensive head table, therefore an alternate would be to have the head table arranged in tiers with a second table set behind and above the first. In this situation, the highest ranking attendees would be at the higher table.

Another possibility is to establish a speaker's table, not occupied until the program is about to start. The participants in the program are called from their place at the reserved tables on the floor of the hall to take their place at the speaker's table, and their spouses remain at the reserved table.

There are many other formats that can be used. The primary requirement is that guests and participating officers be aware of details of the program, briefed as to their participation, know where their seats are, and be introduced in order of precedence. Remember that the spouses of your guests have the same precedence as the guest. Additional information may be found in the *Auxiliary Division Procedures Guide*, COMDTPUB P16791.3 (series).

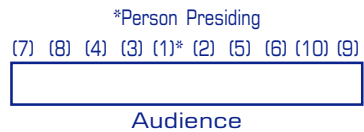
SAMPLE SEATING ARRANGEMENTS

Seating at the Head Table is primarily for persons who are involved in the program of the event or hold a position of responsibility in the organizational chain of the Auxiliary, including supervising CG personnel. Seating at the Head Table is assigned in descending order of the individual's status (CG rank, Auxiliary office, with official representatives of senior officers, regardless of rank/office, afforded the same status as those they represent).

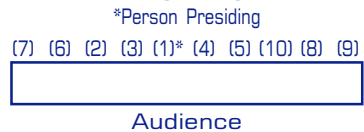
Sample seating arrangements for the head table at a Division Change of Watch Dinner when the persons listed as present, are shown below, both for "mix and match seating" and for the seating of guests as couples. In the examples, some ladies are seated next to each other to avoid placing them at the end of the table. Other senior (non-Flag) CG officers (Group CO, District Chief of a Department, etc.) or Auxiliary officers (visiting DCO, NADCO, National Department chief, etc.) may be present and not representing a senior person and not part of the program. Such individuals need not be seated at the Head Table, but could be seated at an honors table and appropriately recognized.

HEAD TABLE SEATING BY COUPLES

- (1) Division Captain (presiding officer)
- (2) Division Captains Spouse
- (3) District Commodore
- (4) Spouse of District Commodore
- (5) Director of Auxiliary
- (6) Spouse of Director
- (7) District Vice Commodore
- (8) Spouse of District Vice Commodore
- (9) District Rear Commodore (Area)
- (10) District Rear Commodore Spouse



HEAD TABLE SEATING BY "MIX OR MATCH"



Seating for a Flotilla Change of Watch would be similar to that shown for Division affairs. A flotilla is more apt to have local officials present. In this circumstance, seating by couples may be more appropriate.

INVITATIONS

There are several basic forms for invitations. The individual extending the invitation should select the format most suited to the specific function and to the invitee. Formal invitations, either printed or in letter format, should be used for official visitors being invited to attend formal dinners, dinner dances, or ceremonial occasions. A less formal invitation may be used for other events such as regular meetings, raft-outs, or rendezvous.

Courtesy to the invitee includes the provision of full information regarding the event for which the invitation is extended. This includes specific information regarding the place, date, time, uniform required, whether or not the invitee is expected to bring a guest, spouse, friend, etc., and what part, if any, the invitee is expected to play in the program.

One way to ascertain whether or not the invitee will attend is to request an "RSVP." If it is important for planning purposes to determine if your guest will be present, you can indicate RSVP (your phone number or address) not later than (date you need the reply). If you receive an invitation with an RSVP requirement, courtesy requires that you respond in an appropriate manner to the person who sent the invitation. Failure to do so may put the potential host in an embarrassing position.

Regardless of the civilian, Auxiliary or Coast Guard status of the invitee, if your invitation stipulates, "It is our pleasure to extend an invitation to you and Mrs. Doe to attend our Change of Watch Dinner as our guest. . .," Mr. Doe will assume that he will not be expected to pay for dinner tickets for himself and his guest. If you wish to extend an invitation but are unable to pay for the event, you can state, "It is our pleasure to ask you and Mrs. Doe to join us at our Change of Watch. . . ." Then include the cost of the event, and enclose a reservation form in your letter.

The more senior your guest, the earlier they must establish a schedule. If your invitation is to a senior Coast Guard officer or a National representative of the Auxiliary, it has the best chance of being accepted if it is received at least eight weeks in advance of the event.

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Normally, the senior officer of the organizational unit sponsoring the function is considered the host for invited guests unless other specific arrangements are made. As the host, you do have certain responsibilities toward, and for, your guests. In many instances, it may not be possible for you to personally take care of all of the individual responsibilities. If this is the case, delegate one of your members to function as an "aide" for each guest or group of guests, as may be necessary. The host's responsibility is to arrive at the event before the time guests are expected to arrive to be on hand to greet them. Again, common courtesy is the answer. Are there places for coats and hats? Do the guests have reserved seats for the meal or the meeting? If so, these should be pointed out when the guests arrive. If they have not been assigned seating, be certain that places are provided for them that are appropriate. If meal tickets will be picked up as the meal is being served, give them to your guests when they arrive. If there is a program, explain it, or provide your guests with a copy of the agenda or program for the event. It is customary if drinks are being served to assure that your guests are served if they so desire. If you cannot stay with your guests and introduce them to your members, have one of your members assume this responsibility. There is nothing more impolite than to have a guest who is not acquainted with your people be greeted at the door, given tickets and a copy of the program, and then left alone until the formal activities begin. This is embarrassing to your guest.

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Commanding Officer, who might have a higher rank than the Director.

As previously noted, it is not discourteous to restrict seating at the head table to the officers present and to provide other reserved seating arrangements for their spouses or guests. Neither is it discourteous to "mix and match" couples when developing a seating plan. For example, at a district conference banquet, the District Commodore or master of ceremonies serving as the presiding officer of the event may place the District Commander at the immediate right, the Director of Auxiliary at the immediate left, and to the left of the Director seat the spouse of the District Commodore, and to the right of the District Commander seat the spouse of the Director or the presiding officer's spouse. This can be an extremely "tricky" problem. Do not forget that, for protocol purposes, wives should be treated in a status parallel to their husbands, or if the wife is the senior officer, her husband should be afforded equivalent consideration. It is not good form to design a seating arrangement so that a lady occupies the end seat at the head table. As a way of having a male member occupy the end seat if men and women are both seated at the head table, you might ask one of your members to either lead the pledge of allegiance, give the invocation, or assist in the distribution of awards.

If you are in a room and seated when the Commandant, District Commander, or any Admiral, the National Commodore or other elected national officer enters the room, it is courtesy to stand. Discontinue any conversation until at least a senior officer in the room has had an opportunity to greet the new arrival and assure that a seat is provided, if they indicate a desire to remain. It is not necessary to act like a senior noncom by calling for attention on these occasions. If you are the first to observe them entering the room, simply say, "Ladies and Gentlemen, the District Commander (or other appropriate title) has joined us."

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the guest if you could have a few words, or simply by taking someone else to the guest for an introduction.

Seating is one of the least understood responsibilities of the host at a structured meal function. Although the Auxiliary does not have formal rank identification, and does not use position titles except for Commodore, the office held by the individual should be considered. If a national Auxiliary officer is present and the District Commander is not present, the national Auxiliary officer (other than members of the National Staff) should occupy one of the two primary places of honor at the center of the table. If the Chief Director is present, that officer should also be accorded a place of honor at the head table. The master of ceremonies or presiding officer for the function should be at the center of the table. Honors begin at the master of ceremonies' immediate right, then immediate left, then right, then left, etc., in turn until places are assigned for each of the distinguished guests or members who will be seated at the head table. Most frequently, the place of honor, at the presiding officer's immediate right, will be assigned to the principal speaker. The position on the immediate left of the presiding officer would then be filled by the senior officer present from the Coast Guard or from the Auxiliary. Auxiliary officers at the national level take precedence over district officers whenever two levels of the organization are represented by elected officers.

There is nothing mandatory about having all of the Coast Guard officers on one side of the presiding officer and all Auxiliary officers on the other side. In fact, quite frequently your Coast Guard guests already know one another; thus, the best interchange will take place if you interpose the Coast Guard officers among Auxiliary officers. Neither is it impolite to intersperse civilian guests between officers at the head table.

When the District Commander or Chief of Staff are not present at an Auxiliary function, the Director of Auxiliary, regardless of rank, should be recognized as the direct representative of the District Commander unless the District Commander has designated another officer for that purpose at your event. This would call for the Director to be accorded a seating position recognizing that precedence, even though another officer may be present, such as a Group Commander or ship's

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RECEIVING LINES AND RECEPTIONS

If you are attending a function where a receiving line is established and the time for beginning of the function is specified, it is courteous to be present to proceed through the line at, or immediately after the time indicated. It is discourteous to carry a drink, cigarette, cigar, etc., in your hand when you are going through the line. It is also a courtesy to other guests who may be waiting to follow you through the line not to stop for any extended conversation with any member of the official party in the receiving line. Normally, wives immediately precede their husbands when couples are going through a receiving line. Say your name distinctly to the first official member of the line. This is necessary so that members of the official party may be introduced to you as you proceed through the line. Once you have been introduced to the last person in the line, it is courteous for you to move some distance away so that you do not block other people still passing through the line.

FORMAL FUNCTIONS

District Commodores usually have the job of presiding at formal social and ceremonial functions sponsored by the district and, at times, may be invited to attend similar functions given by other Auxiliary units or outside organizations. These formal activities include changes of watch, changes of command, dinners, award banquets, luncheons, and, at times, social affairs in a person's (District Commander, Director) home. On these occasions when one is a guest, it is customary to personally greet the host and hostess as soon as possible after arriving. At the conclusion of the function, it is also common courtesy to again personally express appreciation to the host and hostess for being invited, before departing. When a senior officer is present, such as the District Commodore or the District Commander, it is considered proper to delay leaving until they have paid their respects and departed.

INTRODUCTIONS

When introducing guests, be extremely careful to be accurate with names and titles. Lengthy introductions for each person at the head table frequently are embarrassing to the individuals concerned and may prove boring to the other guests. Generally, only the principal speaker or speakers at the event require an introduction over and above their name and present title. Even then it may be desirable to limit the special introduction to a brief description of the speaker's career achievements to date. When introducing military personnel, it is just as effective at most occasions to introduce the principal speaker with a brief resume of their experience and assignments. When introducing civilians, some explanation of the individual's career which indicates qualification to speak on the particular subject is appropriate. Do not make the introduction longer than the speech. Practice beforehand, if necessary, so that names and titles can be spoken fluently and easily when introducing your guests.

Before introducing a senior guest, you should examine your intent. If you plan to inform the audience regarding the individual's background, you may give a brief career resume. If the guest is to be your principal speaker, your introductions should, within one or two minutes, establish the credibility of your guest to speak on the intended topic or subjects. Your introduction should help to launch the speaker into a successful talk. An extended discourse on the individual's military career and prior assignments probably would not serve that purpose.

SEATING ARRANGEMENTS

Whenever guests are specifically invited to attend functions where seating is provided, whether it be a meeting, luncheon, or a dinner, or some other sit-down activity, be certain that your guests know where they will be seated. If you have a head table for a meal and meal tickets are required, arrangements should be made with the serving personnel so that individuals at the head table are not required to present individual tickets before being served.

It is not essential that all invited guests be seated at the head table at a structured function. In some instances, where the number of distinguished guests exceeds the available seating space at the head table, or for various other reasons, you may want to seat only a few of the distinguished guests at the head table. These should include at least the principal speaker and senior Auxiliary and Coast Guard personnel. Your other special guests may be seated at front tables on the main floor of the dining area, or the spouses of the officers at the head table may be seated at special tables in the main dining area. If desired, the distinguished guests may be seated at front tables on the main floor of the dining area, and brought up to places at the head table at the start of the program. If this format is followed, the guests should be acknowledged at the beginning of the affair.

Regardless of which method you select for seating your guests, always assure that they are provided with tickets, if tickets are required, and that someone is available to show them where they will be seated when they arrive at the event. When invited as guests at a structured function, most people enjoy meeting the other people present, particularly if they are not acquainted with the membership of your local group. One caution: either you, as the host, or someone you have asked to assist you as a local host for guests at a structured function, have an unwritten obligation. Do not let a situation arise where one of your members or other guests occupy the time of your invited guests in lengthy conversations, especially on subjects that could become embarrassing. If you notice someone monopolizing one of your guests, interrupt the discussion in a courteous manner, either by asking