

Marine Corps League Protocol Procedures

PROPER PROTOCOL

PROTOCOL FOR DEPARTMENT COMMANDANT

Be sure to list the Purpose - Date & Time - Uniform of the Day

Program: List what part of the program the Department Commandant will be participating in.

The Department Commandant always sits at the main table with other distinguished guests.

Make a phone call to the Department Commandant two weeks prior to the event to confirm arrangements.

When the Commandant arrives, a member of the host detachment should be present to meet him/her and assist and brief them on the coming events.

Expenses: Hotel room, banquet tickets, etc. are the responsibility of the host Detachment.

PROTOCOL FOR NATIONAL OFFICERS

Proper protocol is always a concern when we have distinguished national officers and/or guests visit our departments or detachments

Often a national officer, upon request, travels hundreds of miles to be your guest. They can help improve our organization, enlighten us and provide up-to-date news and information. His/her official visit should be handled with care by all those involved.

The visiting national officer or guest should be provided with a detailed itinerary of events that he/she is expected to participate in, including suggestions for proper dress for the occasion.

A "distinguished guest" chairman should be appointed, one who knows how to handle such an assignment and understands protocol. He/she should see to it that the visiting officer or guest is given a warm welcome.

If the visiting national officer or guest is to serve as a speaker, he/she should be advised in advance of a special topic and how long the talk should be. They should also be told whether or not there will be a question and answer session.

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Under all circumstances, he/she should be assigned an aide to insure that he/she arrives at the designated locations on time. Remember, he/she will not be familiar with your city in most cases.

Visiting national officers or guests should be treated as though you were inviting them into your home. They are your guests and they should be treated as such.

All invitations should be in writing and a written letter should follow to confirm: Date, Time and Place.

Meet national officers upon arrival.

Provide a complimentary hotel

The local detachment/department should pay for the hotel and local transportation during the visit.

Complimentary soft drinks, snacks, and wine make accommodations more comfortable.

Host should make all arrangements for tickets to events, meals and transportation during the visit and pay charges for same.

Press, radio, television and newspaper should be notified when the National Commandant is in the area for proper coverage.

At the banquet - a corsage should be presented to the First Lady or female guest.