

Proper Protocol for Singing Anthems

General Rule: The Anthem of the visiting speaker or visiting Lions should be sung first. If you have both a guest speaker from out of the country and visiting Lions, you should sing the national anthem of the guest speaker first. Examples: If you are in the United States and you have visitors from Canada, you should sing “O Canada” first. If you are in Canada and you have visitors from the United States, you should sing “America” first. If you are in the United States and you have visitors from Canada, but your guest speaker is from the United States, you should sing “America” first. If you are in Canada and have visitors from the United States, but your guest speaker is from Canada, you should sing, “O Canada” first. If you are in the United States and you have visitors from Canada and a guest speaker from England, you should sing, “God Save the Queen” first, “O Canada” second and America last. If you are in Canada and you have visitors from the United States and a guest speaker from England, you should sing “God Save the King” first, “America” second and “O Canada” last. If you have any questions, contact the MD19 Office.

Head Table Protocol

The center seat at any head table is reserved for the presiding officer of the designated Master of Ceremonies. The chairperson to the right of the presiding officer, or Master of Ceremonies, is the place of honor and is usually reserved for the guest of honor, a principal speaker or highest-ranking Lion Officer present.

It should be noted that upon many occasions the District Governor is the guest of honor when present.

To the right of this place are positions of lesser honor, although it is equally proper to seat the next ranking guest to the immediate left of the presiding officer. The Lion who will introduce the guest of honor is usually seated to the guest's right. The head table will most often be arranged by or under the supervision of the presiding officer, who, should designate those to be seated at the head table and where, in accord with the following protocol and rank.

Where a number of Lion dignitaries are present, the following order is maintained unless one is the guest of honor or principal speaker.

1. International President
2. Immediate past International President / LCIF Chairperson
3. International Vice Presidents
4. Past International Directors
5. Council Chairperson
6. Vice Council Chairperson
7. District Governors
8. 1 st Vice District Governors
9. 2 nd Vice District Governors
10. Immediate Past and Past Council Chairpersons
11. Immediate Past and Past District Governors
12. Multiple District Committee Chairpersons
13. Zone Chairpersons
14. Past Zone Chairpersons
15. Club Presidents and Club Secretaries
16. Executive Secretary-Treasurer

It should be obvious that not all of the above would be seated at a head table, but the order of precedence is shown, just in case.

Where an unusually large number of dignitaries and honored guests are present, it is sometimes convenient to use a second head table, or special reserved tables near the head table, to accommodate the overflow.

When ladies are to be seated at a raised head table, do not place them at either end where they may be in danger of falling from the dais, place a male in that position unless there are no males at the table or the only males seated may be the honored guest or President.

When spouses or guests are in attendance they are to be seated with their escort, alternating ladies with the men, except as noted above. In cases where the ranking Lion or honored guest is a lady then precedence should prevail in seating, which may change the alternating of male/female at the head table.

NOTE: One of the most abused courtesies that is boring to the audience is having Lions who are not the principal speaker but who are introducing the speaker or are making a special report, acknowledge every dignitary at the head table and in attendance before proceeding with their introduction or message.

The MC or the presiding officer is expected to briefly introduce the head table guests and ranking dignitaries in the audience as time permits and the occasion warrants. The formal introduction of the honored guest or principal speaker should be given by the person designated for that task just prior to this person's speech. Then the principal speaker is given the honor of acknowledging the head table guests and special members of the audience as he/she may deem fitting.

Zone Chairperson's Official Visit To Your Club

The Zone Chairperson of your club's Zone is required to make an official visitation to your club. This is usually scheduled preceding the District Governor's official visit. You should receive the date of this visitation either through direct contact, through the Zone Chairperson's newsletter or both.

The Zone Chairperson will be expected to provide the program on the occasion of his/her visit. Do not arrange another program. You may conduct an induction of new members or something similar.

The Zone Chairperson will bring to your club news of other clubs' activities in the Zone, goals of the District Governor, programs of the Zone and express caution to your members to observe proper protocol and courtesies to the District Governor during his/her official visit.

The Zone Chairperson will be introduced by the Club President, unless he/she chooses to delegate this duty to another Lion. As with the District Governor, the Zone Chairperson is not to be introduced until the time for his/her official address. It is not necessary for the body to rise when the Zone Chairperson is introduced nor at the conclusion of his/her address.

The District Governor's Official Visit To Your Club

All planning for this most important meeting is to show respect for and dignity to the Office of District Governors, your District's International Officer.

Since the Official Visit of your District Governor is required to be made at a regularly constituted meeting of your club, it should be strictly a Lions meeting and **NO OTHER PROGRAMS SHOULD BE PLANNED.**

Your club will have the opportunity to greet, honor and hear from the highest officer in your District at his/her Official Visit, therefore, this meeting becomes most important to **YOU, YOUR CLUB AND YOUR COMMUNITY.**

EARLY PREPARATIONS: In the weeks preceding the Official District Governor's Visit, the following should be done:

1. Appoint a Chairperson and Committee
2. Write a letter to your District Governor acknowledging the date and time he/she has set for the Official Visit. (Let no other program interfere with this date.)
3. In the letter confirm the location of your meeting place. Ask the Governor for his/her expected time of arrival and arrange to meet at an appointed place.
4. Indicate your club's pleasure at his/her coming and inquire if an escort, "Partner in Service" or other Lions will also be in attendance. If so, arrange for someone to see to their needs.
5. Arrange to provide meal tickets for the Governor and wife/escort if attending and also for the Host Zone Chairperson who will be required to introduce the District Governor at the appropriate time.

PUBLICITY:

1. Arrange to have the Governor's picture and a short story background of his/her activities sent to the local media, depending on what is available in your area. Obtain this information from the Governor or the District Publicity Chairperson.
2. Optional: Arrange for a press and/or radio conference upon the Governor's arrival. (Notify District Governor prior to the official visit as to the place and time.)
3. Arrange for photographer to take pictures of the meeting etc. Send copies to the District Governor, host club's scrapbook Chairperson and to the local media.
4. Consider community leaders you may wish to invite as guests. Plan this early so that the committee can make arrangements as to cost and seating.

GREETING COMMITTEE:

1. This may be composed of Past Club Presidents, present Club Officers, Past or present Zone Chairperson, Past District Governor's and/or International Counselors.
2. If the District Governor is accompanied by a "Partner in Service" or escort, be sure this person is made a part of the welcome committee's activities.
3. See that the District Governor has the opportunity to meet as many of the club's members as possible before the meeting begins.
4. If there are plans to escort the District Governor to the head table, do so while all are standing and arrange to begin the applause as he/she enters the room and continue the applause until the Governor reaches his/her chairperson at the head table, where the Club President will be waiting with an appropriate greeting.

The Greeting Committee should escort the Governor to the head table and as the President extends the greetings, the Committee members can disperse and take their seats. (If the Governor is accompanied by an escort or "Partner In Service", it would be proper to also escort him/her to the head table at the same time as the Governor.

5. Optional Entrance: The Greeting Committee simply takes the Governor to the head table at the pre-arranged time and the meeting begins

6. In serving the meal make sure the head table is served first or if the meal is to be served buffet style, be sure that the head table guests lead the line.

INTRODUCTIONS: 1. The President or Master of Ceremonies should introduce the head table guests and others except the District Governor.

2. Be sure that the District Governor is not introduced from the head table until the time that he/she is ready to be presented officially to the group as the District Governor and speaker.

3. By protocol, the task of introducing the District Governor is the duty of the Host Zone Chairperson if in attendance. The Zone Chairperson may delegate this authority to a PDG, the Club's President, or another Lion if he/she so desires.

4. The audience always rises to applaud the District Governor: a. When he/she is introduced and b. When he/she has finished speaking.

RESPONSE: In areas where it is customary, a member of the club is delegated early to make a response to the Governor's address. It should be short, pertinent and respectful.

OTHER ENTERTAINMENT: Dinner music is acceptable, or ONE musical number, but NO OTHER MAJOR SPEAKER BEFORE OR AFTER THE DISTRICT GOVERNOR! BOARD

MEETING: The District Governor will ask to hold a meeting with the Club's Board of Directors at the conclusion of the regular meeting. Arrange to have the Officers form quickly for the Governor's message. Air any problems that your club may have at this time with the Governor who will be only too willing to assist you in any way possible.

DEPARTURE: Show the Governor to his/her car after the meeting or to accommodations if remaining in the area. Don't just leave the Governor to shift for him/herself.

FINALIZE:

1. Have the Secretary write the District Governor a letter of appreciation for visiting your club.
2. A letter of appreciation should also be written to any other dignitaries who may have been present.
3. Check with the Publicity Committee to make sure that a picture and a recap of the meeting is given to the media.

INVITATIONS: An invitation to a current or past International, Multiple District, District, or Zone Officer should state, TYPE OF EVENT, DATE, PLACE, and DRESS CODE.

If the invitation reads "You are invited to attend as our guest", it is taken for granted that the guest is not expected to pay for tickets to the event. The tickets should be included with the invitation or the Greeter's Committee should meet the guest to insure clearance past the ticket officer.

Many times, the ticket officer has not been informed who is not required to have tickets or does not know the invited guests or dignitaries.