



ETIQUETTE AND DECORUM MANUAL

for

B.P.O. Elks of Canada

Order of the Royal Purple

Definition of Etiquette - "Polite manners, rules for social conduct, decorous meetings."

- Webster -

"Your guide should be recognition of rank; respect for our Rituals, common sense, and all of this seasoned with a dash of diplomacy and tact."

INDEX

<u>TOPIC</u>	<u>PAGE</u>
A. Official Visit – Grand Exalted Ruler/ Supreme Honoured Royal Lady	1 – 2
B. Official Visit – Grand and Supreme Lodge Officers, Provincial President, District Deputy	2 – 3
C. Visitors or Guests – other than Lodge members	3
D. District Meetings	
(1) Benevolent & Protective Order of Elks	4
(2) Order of the Royal Purple	4
(3) Inter-District Meetings	4
(4) Banquets	5
E. Installation of Officers	5
F. Public Displays and Socials	
(1) Parade Formation:	
A. Grand/Supreme Lodge	5 – 6
B. Provincial	6
C. Inter-District Meeting, B.P.O.E./ O.O.R.P.	7
D. Lodge B.P.O.E./O.O.R.P.	7
(2) At the Cenotaph	8
(3) Flying the Flags	8 – 9
Flag Raising Ceremony	9 – 10
(4) The Chairman or M.C.	11
(5) Head Table Arrangements	12
(6) Toast to the Queen	12
(7) Banquet Program	12 – 13

F. Public Displays and Socials - cont'd.

(8)	Eleven O'Clock Service	
(1)	Grand/Supreme Lodge Conventions	13
(2)	Provincial Conference	13
(3)	District Meeting	14
(4)	B.P.O. Elks Lodge Function or Social Event	14
(5)	Order of the Royal Purple Lodge Function or Social Event	14
(6)	Other	14
(7)	Eleven O'Clock Drill	14
(9)	Table of Precedence for Canada	14 – 16
	Titles Used in Canada	17 – 18
(10)	Forms of Address	17 – 24

G. The Proper Thing To Do:

1.	Salutations	24
2.	Introduction of Speaker	24 – 25
	Thanking a Speaker	25
3.	Proposing a Toast	25
	Responding to a Toast	26
4.	Making a Presentation	26 – 27
	Responding to a Presentation	27 – 28
5.	Address of Welcome	28
	Responding to an Address of Welcome	28
	Formal Address of Welcome	29
6.	Making an Announcement	29
	Invocation – Grace – Inspiration	29
7.	Let's Have a Few Words	30

A.

Official Visit
Grand Exalted Ruler/Supreme Honoured Royal Lady

- (1) The Lodge Secretary shall advise Exalted Ruler/Honoured Royal Lady on receipt of correspondence advising the Lodge of the pending Official Visit.
- (2) The Exalted Ruler/Honoured Royal Lady shall advise the Publicity Director/Chairman of the pending official visit and ensure arrangements are made for suitable publicity.
- (3) If a regular meeting is not scheduled prior to the visit, the Exalted Ruler/Honoured Royal Lady shall call a Special Meeting or an Executive Meeting to make the necessary preparations for the Official Visit.
- (4) Wherever possible, the private/public accommodation arranged should be worthy of the leaders of our Order.
- (5) Acknowledge the pending visit with confirmation of travel and accommodation as requested. Advise of any special plans such as media interviews, dinner, tours, presentations, etc.
- (6) Follow specific instructions re: invitations to other Lodges as per itinerary and covering letter.
- (7) All members should be reminded that the wearing of full regalia enhances the image of our Order.
- (8) Meet the bus, plane or train if Grand Exalted Ruler/Supreme Honoured Royal Lady is arriving via public transportation.
- (9) Be on hand at the hotel/motel/Elks Hall or meeting place at expected time of arrival, if private transportation is being used.
- (10) Allow time for a rest before official duties begin.
- (11) Provide, if necessary, required transportation.
- (12) If possible, provide ample opportunity for Grand Exalted Ruler/Supreme Honoured Royal Lady to meet informally with the members prior to the meeting, dinner and/or after the meeting.
- (13) See Item F.5 – Head Table Arrangements, if a luncheon or dinner is planned.
- (14) At the meeting, Introductions as per Ritual shall be made. Please refer to respective Rituals for Reception of Visitors/Introductions for Grand Exalted Ruler/Supreme Honoured Royal Lady and other distinguished visitors.
- (15) The Exalted Ruler/Honoured Royal Lady shall provide ample time on the agenda for the Grand Exalted Ruler/Supreme Honoured Royal Lady to address the meeting.

- (16) When introducing the Grand Exalted Ruler/Supreme Honoured Royal Lady to your members, use biography and information that has been sent to you.
See Item - "Introducing a Speaker."
- (17) Express appreciation for the visit and efforts of the distinguished leader.
See Item - "Thanking a Speaker."
- (18) If the Lodge is financially able to assume all or any portion of the cost of the visit or provide private accommodation, it would be most appreciated and will help to provide additional travel opportunities for the leaders and thereby further the work of our Order. However, none of the costs are mandatory.
- (19) If ongoing transportation has been requested and arranged, finalize arrangements.

B.

Official Visit

Grand and Supreme Lodge Officers, Provincial President, District Deputy

- (1) The Lodge Secretary shall advise the Exalted Ruler/Honoured Royal Lady on receipt of correspondence advising the Lodge of the pending Official Visit.
- (2) Acknowledge the pending visit with confirmation of travel and accommodation as requested. Advise of any special plans such as media interviews, dinner, etc.
- (3) All members should be reminded that the wearing of full regalia enhances the image of our Order.
- (4) Meet the bus, plane or train, if the visitor is arriving via public transportation.
- (5) Be on hand at the hotel/motel/Elks Hall at expected time of arrival, if private transportation is being used.
- (6) If required, arrange necessary time before the meeting to have the records of the Lodge available for inspection.
- (7) Provide required transportation, if necessary.
- (8) If possible, provide ample opportunity for the visitor to meet informally with the members prior to the meeting, dinner, etc.
- (9) See Item F.5 - for Head Table Arrangements, if a luncheon or dinner is planned.
- (10) At the Meeting, Introductions as per Ritual shall be made. Please refer to Reception of Visitors/Introductions for proper procedure.
- (11) The Exalted Ruler/Honoured Royal Lady shall provide ample time on the agenda for the official visitor to address the meeting.
- (12) If other officers are present, the official visitor, in consultation with the Exalted Ruler/Honoured Royal Lady, shall determine who else will be called upon to bring greetings, and the order of precedence. Officers other than the official visitor shall be brief in their remarks.

- (13) Specific Constitutional Guidelines and Ritual pertaining to Official Visits shall be addressed to by the respective Lodges.

C. Visitors or Guests - other than Lodge members

When an occasion arises where it is desirable to have representative(s) of other groups – local, government or other officials present at a Lodge meeting, courtesy shall be exercised at all times and the following guidelines may be of assistance.

(1) *If the meeting is in session*

- (a) Receive the visitor promptly at the appointed time. Do not keep him/her waiting. If extenuating circumstances do not allow a prompt reception of your visitor, the Exalted Ruler/Honoured Royal Lady shall appoint a member to retire to the ante room to wait with the visitor.
- (b) Be sure your membership is aware of the purpose of the visit BEFORE the visitor is admitted.
- (c) The Bible shall remain open. No signs shall be used but proper Lodge decorum shall be observed.
- (d) The visitor shall be presented at the Altar, welcomed by the Exalted Ruler/Honoured Royal Lady and seated to the right of the presiding Officer.
- (e) Visitor should be briefly introduced and allowed sufficient time to convey the purpose of his/her visit and answer pertinent and related questions from the floor.
- (f) The Exalted Ruler/Honoured Royal Lady will acknowledge the presentation and the visitor shall be escorted from the assembly.
- (g) The business of the Lodge shall proceed.

(2) *Before or After the Meeting*

- (a) Receive your visitor promptly at the appointed time. Do not keep him/her waiting.
- (b) Be sure your membership is aware of the time and purpose of the visit.
- (c) Visitor should be briefly introduced and allowed sufficient time to convey the purpose of his/her visit and answer pertinent and related questions from the floor.
- (d) The Exalted Ruler/Honoured Royal Lady will acknowledge the presentation.

D.

District Meetings

(1) *Benevolent and Protective Order of Elks*

- (a) If the District Meeting is opened by subordinate Lodge Officers, the District Deputy shall be received and introduced according to Ritual – Reception of Visitors. The District Deputy shall be the presiding officer.
- (b) The Grand Exalted Ruler or his/her appointed representative shall be received and introduced according to the Ritual by the District Deputy.
- (c) Other distinguished visitors shall be seated at the front of the Lodge room prior to the Opening and introduced by the District Deputy.
- (d) Visiting Lodges shall be recognized and introduced by the District Deputy.
- (e) The same courtesies extended the Grand Exalted Ruler on the occasion of an Official Visit to a subordinate Lodge shall be accorded the Grand Exalted Ruler or his/her appointed representative at a District meeting.

(2) *Order of the Royal Purple*

- (a) The District Deputy shall be introduced according to Ritual – Introduction and, on receiving the Gavel, shall be the presiding officer.
- (b) The Supreme Honoured Royal Lady or the appointed Supreme Lodge representative shall be introduced according to Ritual – Introductions.
- (c) Other distinguished members of the Order shall be seated at the front of the Lodge room prior to the opening and introduced according to the Ritual – Introductions.
- (d) Visiting Lodges shall be recognized and introduced according to Ritual – Introductions.
- (e) The same courtesies extended the Supreme Honoured Royal Lady on the occasion of an Official Visit to a subordinate Lodge shall be accorded the Supreme Honoured Royal Lady or her appointed representative at a District Meeting.

(3) *Inter-District Meetings*

- (a) Where District Meetings of both Orders are held at the same time and place, it should be understood that the meetings of each Order must be autonomous.
- (b) Planning for any social events held jointly following the respective meetings shall be the responsibility of the hosting Lodges in co-operation with the District Deputies of both Orders.
- (c) Recognition and participation should be shared equally by members of both Orders.

(4) *Banquets*

- (a) The District Deputy or District Deputies, if it is an Inter-District Meeting, in consultation with the hosting Lodge or Lodges, shall concur as to who the Banquet Chairman will be and shall provide the details for the Banquet Program.
- (b) The Chairman or M.C. shall be as provided for in Section F.4 (A) and (B) in this manual.
- (c) Head Table Arrangements and Banquet Program shall be as provided for in Section F.5 and F.7.

E. Installation of Officers

- (a) The ceremony of Installation, Regular and Open, is set forth in the Ritual of each Lodge. A Joint Installation Ceremony has also been printed and is available through the Grand and Supreme Lodge Offices.
- (b) Procedure for the Opening Ceremony of a B.P.O. Elks Open Installation of Officers is set out in the Elks Ceremonial.
- (c) Reception of Visitors/Introductions shall be as set out in Item A.(14).

F. Public Displays and Socials

(1) *Parade Formation:*

A. Grand/Supreme Lodge

- (a) If there is only one band, the band should be placed in the Parade formation so that the march music can effectively add to the overall marching formation - e.g. mid-way point in the parade.
- (b) The Colour Party and Honorary Parade Marshal (R.C.M.P. Officer, etc.) shall march immediately in front of the Official Party.
- (c) The Flags used shall be the Canadian Flag, Provincial/Territorial Flag, Grand Lodge Flag, Supreme Lodge Flag, Provincial/Territorial Elks Association Flag, Provincial/Territorial Royal Purple Association Flag, Host Elks Lodge Flag, Host Royal Purple Lodge Flag, Elks and Royal Purple Fund for Children Flag.
- (d) The Official Party shall consist of the Grand Exalted Ruler and Supreme Honoured Royal Lady followed by the Grand and Supreme Lodge Officers, four abreast, in order of rank, walking with their counterpart.
- (e) Past Grand Exalted Rulers and Past Supreme Honoured Royal Ladies shall march behind the Official Party, four abreast, walking with counterparts designated by the Parade Marshall.
- (f) Provincial Presidents/Regional Representatives shall be next, marching four abreast.

- (g) The District Deputies shall walk four abreast with counterparts designated by the Parade Marshall.
- (h) Members shall follow four abreast as designated by the Parade Marshall.

Suggested line formation whenever possible:

x	x	x	x
B.P.O.E.	O.O.R.P.	O.O.R.P.	B.P.O.E.
O.O.R.P.	B.P.O.E.	B.P.O.E.	O.O.R.P.
B.P.O.E.	O.O.R.P.	O.O.R.P.	B.P.O.E.
O.O.R.P.	B.P.O.E.	B.P.O.E.	O.O.R.P.

- (i) Should any member(s) choose to ride in a car, the vehicle(s) shall follow the member marching unit. The only exception will be if car(s) is/are used for the Grand Exalted Ruler and Supreme Honoured Royal Lady.
- (j) Special invited dignitaries shall march with the Official Party.

B. Provincial

- (a) Band - see A.(a)
- (b) Colour Party - see A.(b)
- (c) The Official Party shall consist of the Provincial President, the Grand Exalted Ruler, Supreme Honoured Royal Lady, or their representatives and the Provincial Officers, four abreast; in order of rank.
- (d) Past Provincial Presidents and Past Grand Exalted Rulers, Past Supreme Honoured Royal Ladies, Grand and Supreme Lodge Officers and District Deputies, shall follow four abreast, as designated by the Parade Marshall.
- (e) Members of the B.P.O. Elks and Order of the Royal Purple shall follow four abreast, as designated by the Parade Marshall. – See A.(h) for suggested line formation.
- (f) Should any member(s) choose to ride in a car, the vehicle(s) shall follow the member marching unit. The only exception will be if car(s) is/are used for the Provincial President, Grand Exalted Ruler, Supreme Honoured Royal Lady or their representatives.
- (g) Special invited dignitaries – See A.(j).

C. Inter-District Meeting, B.P.O.E./O.O.R.P.

- (a) Band - See A.(a)
- (b) Colour Party - See A.(b)
- (c) The Official Party shall be the District Deputies, the Grand Exalted Ruler, the Supreme Honoured Royal Lady and the Provincial President or Regional Representative, or their representatives.
- (d) Past District Deputies, Grand, Supreme and Provincial Officers, Past Grand Exalted Rulers, Past Supreme Honoured Royal Ladies and Past Provincial Presidents follow four abreast, as designated by the Parade Marshall.
- (e) Members of the B.P.O. Elks and Order of the Royal Purple shall follow four abreast as designated by the Parade Marshall. – See A.(h) for suggested line formation.
- (f) Should any member(s) choose to ride in a car, the vehicle(s) shall follow the member marching unit. The only exception shall be if car(s) is/are used for the District Deputies, the Grand Exalted Ruler or the Supreme Honoured Royal Lady.
- (g) Special invited dignitaries – See A.(j).

D. Lodge B.P.O.E. or O.O.R.P.

- (a) Band – See A.(a)
- (b) Colour Party – See A.(b)
- (c) The Official Party shall be the Exalted Ruler/Honoured Royal Lady, Grand Exalted Ruler, Supreme Honoured Royal Lady, District Deputy(ies) of the Lodge District(s), Provincial President or their representatives and the Officers of the Lodge(s).
- (d) Past Exalted Rulers, Past Honoured Royal Ladies, Grand and Supreme Lodge Officers, Provincial Officers, Past Grand Exalted Rulers, Past Supreme Honoured Royal Ladies, Past Provincial Presidents and Past District Deputies follow four abreast, as designated by the Parade Marshall.
- (e) Members of the Lodge(s) shall follow four abreast as designated by the Parade Marshall. – See A.(h) for suggested line formation, if applicable.
- (f) Should any member(s) choose to ride in car(s), the vehicle(s) shall follow the member marching unit. The only exception shall be if a car(s) is/are used for the Exalted Ruler/Honoured Royal Lady, Grand Exalted Ruler/Supreme Honoured Royal Lady.
- (g) Special invited dignitaries – See A.(j)

(2) At the Cenotaph:

When a Parade precedes the laying of a wreath at the Cenotaph, the most important thing to remember is that our Orders are on public display. Proper behavior and decorum is essential. Full regalia is a colourful asset and should be worn.

It should be the responsibility of the presiding officer of the group or body organizing the Wreath Laying Ceremony to lay the Wreath. The Presiding Officer, if he/she desires, may delegate the responsibility to another Officer or member. It is important to advise those taking part of their participation and responsibility well in advance of the ceremony.

The "Official Party" shall include the wreath laying dignitary, an escort who carries the wreath, and a Chaplain. If more than one wreath is being laid, an escort shall accompany each wreath laying dignitary. However, only one Chaplain is required. Flag Bearers (Colour Party) and a Bugler or Trumpeter add colour and dignity to the Ceremony.

The Parade shall march past the Cenotaph and be halted when the mid-point is in line with the Cenotaph. They shall all turn to face the Cenotaph. The Official Party and Colour Party, if used, proceed to a point a few paces in front of the Parade, facing the Cenotaph. The Colour Party, equally divided, assumes a position on either side of the Official Party approximately one-half way between them and the Cenotaph.

When the remainder of the Parade is in a desired position for the ceremony, the Official Party (escorts shall carry the wreath) march to a point six (6) feet in front of the Cenotaph and halt.^{II} The Chaplain shall proceed to a pre-designated position. The escort hands the wreath to the dignitary who proceeds to lay the wreath at the base of the Cenotaph.^{III} The dignitary then takes two (2) paces back, pauses momentarily, steps back to position beside his escort.

The Chaplain shall deliver the Cenotaph Prayer. (See *Elks Ceremonial*). It is important to ensure that the Chaplain can be heard by all present. (Use of speaker system or other amplifier recommended.)

^{II} If a Bugle or Trumpet is used, the "Last Post" shall be sounded when the Official Party has halted at the Cenotaph. If Bagpipes or other musical instrument is used, a suitable Lament shall be played. The flags should be dipped or lowered.

^{III} If more than one wreath is being laid, the wreaths may be laid simultaneously.

Following the Prayer, the flags should be brought back to position and the Colour Party will move off to the head of the Parade followed by the Official Party. All participants shall parade back to a designated point or shall disperse in an orderly manner at this time.

(3) Flying the Flags:

What is the proper way to fly the Canadian Flag?

Some general rules for the flying of the Canadian Flag are:

When possible the flag is flown daily from sunrise to sunset at all federal government buildings, airports and military bases and establishments within and outside Canada. It is not contrary to etiquette to have the flag flying at night.

The Flag may be displayed flat or flown on a staff. If flat, it may be hung horizontally or vertically. If it hangs vertically against a wall, the Flag should be placed so that the upper part of the leaf is to the left and the stem is to the right as seen by spectators.

When the Canadian Flag is flown with other flags, the rules are:

No flag, banner, or pennant should be flown or displayed above the Canadian Flag.

Flags flown together should be approximately the same size and flown from separate staffs at the same height.

The Canadian Flag should be given the place of Honour when flown or displayed with other flags:

- (a) When two or more than three flags are flown together, the Canadian Flag should be at the left as seen by the spectators in front of the flags. If a number of countries are represented, the Canadian Flag may be flown at each end of a line of flags.
- (b) When three flags are flown together, the Canadian Flag should occupy the central position, with the next ranking flag to the left and third ranking flag to the right, as seen by spectators in front of the flags.
- (c) When more than one flag is flown and it is impossible to hoist or lower them at the same time, the Canadian Flag(s) should be hoisted first and lowered last.

The etiquette for flying the Flag at half-mast is:

The position of the Flag when flying at half-mast will depend on its size, the length of the flagstaff and its location; but as a general rule, the centre of the flag should be exactly halfway down the staff. When hoisted to or lowered from half-mast position, a flag should first be raised to the masthead.

FLAG RAISING CEREMONY

The following Flag Raising Ceremony is provided as a guideline only and should be adapted according to local needs and dignitaries used. The Elks & Royal Purple Fund For Children is a joint effort of the B.P.O. Elks and their auxiliary, the Royal Purple of Canada, and so this Ceremony should be a joint undertaking.

- ❖ Honour Guard or a Royal Purple Drill Team or Elks Patrol Team lead the procession from starting point to flag pole.
- ❖ Each dignitary should have an escort (besides the Honour Guard).
- ❖ Honour Guard leading the procession marching to the flag pole (Fig. A). Honour Guard splits, dignitaries and escorts march through the middle to the flag pole (Fig. B).

X - Honour Guard
O - Dignitary
E - Escort

XX
XX
XX
OE
OE
OE

Fig A

 O E
 O E
 O E
X X
 X X
 X X

Fig B

 •
 |
← O E →
← O E →
X ← O E → X
 X X
 X X

Fig C

- ❖ Upon reaching flag pole, dignitaries split left, escorts split right (Fig. C).
- ❖ Dignitary responsibility for raising flag and escort with flag step forward (Fig D).

 O E
 O E
 O E
X X
 X X
 X X

Fig D

Escort: "_____, on behalf of the Elks and _____ (Dignitary's name and title) Royal Purple of Canada, I present to you this flag, so it may be raised and flown to signify the work of the Elks & Royal Purple Fund For Children and the Deaf Detection and Development Program."

- ❖ Flag is then raised.
- ❖ Dignitary responsible for the reading of the proclamation steps forward and reads proclamation WHILE FLAG IS BEING RAISED.
- ❖ Remaining dignitaries and escorts step forward to close ranks for retiring march.
- ❖ Honour Guard then proceeds to organize the procession and marches back to starting point (Fig E, Fig F and Fig G).

Fig E

 X X
 O E
X X
 O E
X O E X

Fig F

 O X
 X X
 E X
O E X
O E

Fig G

EO
EO
EO
XX
XX
XX

(4) The Chairman or "M.C."

- (A) A good chairman or Master of Ceremonies ("M.C.") is the key to a successful banquet or event. The Chairman should be selected carefully and should have most of the following qualifications.
 - (a) A good speaking voice that all can hear and understand.
 - (b) A thorough knowledge of the purpose of the banquet or event.
 - (c) An ability to think and to speak clearly; to ad lib effectively when required. The ability to relate jokes and stories effectively is an advantage, but not essential. ("Off-colour" jokes and stories are not in good taste and can be offensive.)
 - (d) A warm consideration for the feelings and welfare of all present.
 - (e) A personality that appeals to most people is essential.
 - (f) The Chairman or "M.C." does not necessarily have to be a member.
 - (g) Parliamentary procedure defines that there is no sexual connotation to the word "Chairman". Therefore, the word "Chairman" is correct for use by either Order – e.g. Brother or Mr. Chairman; Lady/Sister or Madam Chairman.
- (B) The Chairman or "M.C." should:
 - (a) Ensure that there is an effective sound system if necessary and that the microphone is properly positioned and in working order prior to the seating of the Head Table guests.
 - (b) Be sober and arrange for closure of bar facilities during the banquet proceedings.
 - (c) Arrange seating of the Head Table guests according to protocol. – See Item 5.
 - (d) Ensure that the proceedings commence at the stated time.
 - (e) Follow a prepared program.
 - (f) Ensure that everyone has been served and the Head Table guests finished the main course before Introductions are made.
 - (g) Give the names and titles of Head Table guests correctly. The usual order for Introductions is, firstly, from the Chairman's far left, and secondly, from the Chairman's far right. If the Guest(s) of Honour is/are to be formally introduced at a later time, it is optional to introduce him/her/them at the time the Head Table guests are introduced.
 - (h) Keep the proceedings MOVING.
 - (i) Be alert to the comfort and well being of all present at all times—it is most essential that the audio and video aspects are top notch.
 - (j) Relax and enjoy the responsibility.

(5) Head Table Arrangements

The order of seating should be as follows:

The Chairman at the centre, the Guest of Honour to the immediate right of the Chairman.

The highest ranking of the special guests sits to the left of the Chairman, the second highest at the right of the Guest of Honour and so on to the right and left in order of rank.

If wives (or husbands) are head table guests, they should be interspersed—they do not sit as a couple. Members of your Lodge (if head table guests) should also be interspersed. Do not have a special guest at the right or left end of the table.

If the Guest of Honour is the speaker, the person introducing him/her will sit at the speaker's right.

The person introducing the speaker should be prepared. Biographical material should be secured well in advance. The introduction should be dignified, kind and preferable only a minute or two long. The "thank you" should also be brief and sincere.

(6) Toast to the Queen

The Chairman having obtained silence says "Ladies and Gentlemen, THE QUEEN" and no more. The audience then stands at attention while the National Anthem is played or sung. The glass is then lifted from the table, held for a moment at eye level. Either before or after one sip, the words "THE QUEEN" are repeated. The glass is replaced on the table and the audience is seated.

(7) Banquet Program

(a) Seating of the Head Table

If the Head Table guests are seated as a group, they should be assembled and lined up in order of seating.

Head Table guests may also be seated individually without form.

(b) The Blessing or Grace (See *Elks Ceremonial* and Item G(6)).

(c) Toast to the Queen (See Item F.(6))

(d) Chairman's Welcome - should be brief and include order of serving, if Buffet Service is used.

(e) Dinner

(f) Introduction of Head Table Guests. (See Item 4. B (g)).

(g) Greetings

(h) Toasts (See Item (6) (3)).

(i) Special Orders -

History of the Order
Honours, Achievements, etc.

- (j) Presentations (See Item G (4)).
 - (k) Introduction of Guest Speaker (See Item G (2)).
 - (l) Guest Speaker
 - (m) Appreciation to Guest Speaker (See Item G (2)).
 - (n) Announcements and Adjournment (See G (6)).
- (8) Eleven O'Clock Service – see *Elks Ritual* book

The nature of the function or social event shall determine whether the Service is appropriate.

(1) Grand/Supreme Lodge Conventions

- (a) The Grand Exalted Ruler in consultation with the Grand Executive shall determine whether the service shall be performed and shall designate the member who is to perform the service. The Convention Committee shall be advised.
- (b) Guideline for designation of members:

Sunday	- Grand Exalted Ruler
Monday	- District Deputy
Tuesday	- Provincial President
Wednesday	- Grand Exalted Ruler

(2) Provincial Conference

- (a) The Provincial President in consultation with the Provincial Executive shall determine whether the service shall be performed and shall designate the member who is to perform the service. The Lodge hosting the Conference shall be advised.
- (b) Guideline for designation of members:

1st night - Provincial President
2nd night - Grand Exalted Ruler
3rd night - Provincial President

(3) District Meeting

(a) The District Deputy (District Deputies, if it is a B.P.O.E./O.O.R.P. social event following a District Meeting) shall consult with the Executive of the Hosting B.P.O. Elks Lodge to determine whether the service is to be performed and shall designate the member who is to perform the service.

(b) Guideline for designation of member –

District Deputy

(4) B.P.O. Elks Lodge Function or Social Event

(a) The Exalted Ruler shall consult with the Lodge Executive to determine whether the service is to be performed and shall designate the member who is to perform the service.

(b) Guideline for designation of member –

Exalted Ruler

(5) Order of the Royal Purple Lodge Function or Social Event

(a) The Eleven O'Clock Service may be performed if requested by the Order of the Royal Purple Lodge. The Exalted Ruler in consultation with his Executive shall designate the member who is to perform the event.

(6) Other –

At all other functions or social events such as Bonspiels and Elk-a-thons, the body responsible for the event in consultation with the Host Lodge Committees shall determine whether the service shall be performed and shall designate the member who is to perform the service.

(7) Eleven O'Clock Drill

It is recommended that wherever possible or appropriate the Order of the Royal Purple be invited to exemplify the Eleven O'Clock Drill in conjunction with the service.

(9) Table of Precedence for Canada

(a) The Governor General or the Administrator. (Notes 1 and 1(a)).

(b) The Prime Minister of Canada. (Note 2).

(c) The Chief Justice of Canada.

(d) The Speaker of the Senate.

(e) The Speaker of the House of Commons.

(f) Ambassadors, High Commissioners, Ministers Plenipotentiary. (Notes 3 and 4)

- (g) The Members of the Cabinet with relative precedence governed by the date of their appointment to the Queen's Privy Council for Canada.
- (h) The Leader of the Opposition. (Subject to Note 2)
- (i) The Lieutenant-Governor of Ontario,
The Lieutenant-Governor of Quebec,
The Lieutenant-Governor of Nova Scotia,
The Lieutenant-Governor of New Brunswick,
The Lieutenant-Governor of Manitoba,
The Lieutenant-Governor of British Columbia,
The Lieutenant-Governor of Prince Edward Island,
The Lieutenant-Governor of Saskatchewan,
The Lieutenant-Governor of Alberta,
The Lieutenant-Governor of Newfoundland.
The Lieutenant-Governor of Nunavut
(Note 5)
- (j) Members of the Queen's Privy Council for Canada, not of the Cabinet, in accordance with the date of their appointment to the Privy Council.
- (k) The Primate of the Anglican Church of Canada, a Prelate of the Roman Catholic Church in Canada, the Moderator of the United Church of Canada, the Moderator of the Presbyterian Church in Canada and the President of the Baptist Federation of Canada, or their representatives and a representative of the Jewish Faith in Canada. (Note 6)
- (l) The Premiers of the Provinces of Canada in the same order as the Lieutenant-Governors. (Note 5)

All Premiers of the Provinces of Canada at the time of the Constitution received Honourable status for life.
- (m) Puisne Judges of the Supreme Court of Canada.
- (n) The Chief Justice and the Associate Chief Justice of the Federal Court of Canada.
- (o) (i) The Chief Justice of the highest court of each province and territory; and
(ii) The Chief Justices of the other superior courts of the provinces and territories; including the Associate Chief Justice of the Superior Court of the Province of Quebec;

with precedence within subcategories (i) and (ii) governed by the date of appointment as chief justice.
- (p) (i) Judges of the Federal Court of Canada.
(ii) Puisne Judges of the superior courts of the provinces and territories;

with precedence within each sub-category to be governed by the date of appointment.
- (q) Members of the Senate.
- (r) Members of the House of Commons.

- (s) Consuls-General of countries without diplomatic representation.
- (t) The Chief of the Defence Staff. (Note 7)
- (u) Members of the Executive Councils, within their Provinces.
- (v) The Speakers of Legislative Assemblies within their Provinces.
- (w) Members of Legislative Assemblies within their Provinces.

NOTES

1. The presence of The Sovereign in Canada does not impair or supersede the authority of the Governor General to perform the functions delegated to him under the Letters Patent. The Governor General, under all circumstances, should be accorded precedence immediately after The Sovereign.
 - (a) Precedence to be given immediately after the Chief Justice to former Governors General with relative precedence among them governed by the date of their leaving office.
2. Precedence to be given immediately after the former Governors General to former Prime Ministers with relative precedence governed by the date of their first assumption of office.
3. Precedence among Ambassadors and High Commissioners, who rank equally, to be determined by the date of the presentation of their credentials.
4. Precedence to be given to Charge d'Affaires immediately after Ministers Plenipotentiary.
5. This provision does not apply to such ceremonies and occasions as are of a Provincial nature.
6. The relative precedence of the Canadian ecclesiastical dignitaries to be governed by the date of their assumption of their present office, with their representatives to be given the same relative precedence.
7. This precedence to be given to the Chief of the Defence Staff on occasions when he has official functions to perform; otherwise, the Chief of the Defence Staff to have equal precedence with Deputy Ministers with their relative position to be determined according to the respective dates of their appointments to office. The relative precedence of the Chief of the Defence Staff, Deputy

Ministers and other high officials of the public service to be determined from time to time by the Secretary of State of Canada in consultation with the Prime Minister.

TITLES USED IN CANADA

1. The persons designated in Part I of the following Table shall be styled as set out in that Table.
2. The persons designated in Part 1 of the following Table are eligible to be granted permission by the Governor General on behalf of Her Majesty the Queen to retain the title of "Honourable" after they have ceased to hold office.

TABLE

PART I

1. The Governor General of Canada to be styled "Right Honourable" for life and to be styled "His Excellency" and his wife "Her Excellency", or "Her Excellency" and her husband "His Excellency", as the case may be.
2. A Lieutenant-Governor of a Province to be styled "Honourable" and "His Honour" or "Her Honour", as the case may be, during tenure of offices and "Honourable" on retirement.
3. The Prime Minister of Canada to be styled "Right Honourable" for life.
4. The Chief Justice of Canada to be styled "Right Honourable" for life.
5. Privy Councillors of Canada to be styled "Honourable" for life.
6. Senators of Canada to be styled "Honourable" during tenure of office and retired Senators of Canada to be styled "Honourable" for life.
7. The Speaker of the House of Commons to be styled "Honourable" during tenure of office.
8. The Judges of the Supreme and Federal Courts of Canada, and the Chief Justice and Judges of the under-mentioned Courts in the Provinces and Territories of Canada:

Ontario	The Supreme Court of Ontario
Quebec	The Court of Appeal and the Superior Court
Nova Scotia	The Supreme Court of Nova Scotia
New Brunswick	The Court of Appeal and the Court of Queen's Bench of New Brunswick
Manitoba	The Court of Appeal and the Court of Queen's Bench of Manitoba
British Columbia	The Court of Appeal and the Supreme Court of British Columbia
P.E.I.	The Supreme Court of Prince Edward Island
Saskatchewan	The Court of Appeal and the Court of Queen's Bench of Saskatchewan
Alberta	The Court of Appeal and the Court of Queen's Bench of Alberta
Newfoundland	The Supreme Court of Newfoundland
N.W.T.	The Supreme Court of the Northwest Territories
Yukon Territory	The Supreme Court of the Yukon
Nunavut Territory	Nunavut Court of Justice

to be styled "Honourable" during tenure of office.

9. The Presidents and Speakers of the Legislatures of the Provinces to be styled "Honourable" during tenure of office.

10. Executive Councillors of the Province to be styled "Honourable" while in office.

PART II

1. Speakers of the House of Commons on retirement.
2. The Chief Justices and Judges designated in item 8 of Part I of this Table on retirement.

(10) Forms of Address

Government

The Governor General:

If the name is used:

Address – His/Her Excellency John/Mary Blank, Government House, Ottawa. If a member of the Queen's Privy Council for Canada - His/Her Excellency the Honourable John/Mary Blank. If a member of Her Majesty's Most Honourable Privy Council (The United Kingdom Privy Council) – His/Her Excellency the Right Honourable John/Mary Blank.

If the name is not used:

Address – His/Her Excellency the Governor General, Government House, Ottawa.

Salutation and Closing – Dear Governor General/Yours very sincerely

Note: If the Governor General has military and other titles, the title His/Her Excellency precedes the others. If the Governor General is a Prince/Princess or a Royal Duke/Duchess, the title His/Her Royal Highness and the salutation Your Royal Highness are used instead of His/Her Excellency and Your Excellency. The wife/husband of the Governor General is accorded the title Her/His Excellency. The Governor General and his wife/her husband together – Their Excellencies.

Lieutenant Governor of a Province:

Address – His/Her Honour, the Lieutenant Governor of (the Province of) _____.
Government House, _____.

or, His/Her Honour the Hon. (name), Lieutenant Governor of (the Province of) _____, Government House, _____.

Salutation and Closing – Dear Sir/Madam/Yours sincerely; or, Dear Mr/Mrs/Miss Prime Minister/Yours sincerely,

Note: A Lieutenant Governor of Canada retains the title "Honourable" for life.

The Prime Minister of Canada:

Address – The Right Honourable John/Mary Blank, P.C., M.P., Prime Minister of Canada, Ottawa.

Salutation and Closing – Dear Sir/Madam/Yours very truly; or, Dear Mr./Mrs./Miss Prime Minister//Yours sincerely,

Note: The Prime Minister of Canada is a member of the Queen's Privy Council for Canada and has the title "The Right Honourable" for life.

The Premier of a Province of Canada:

Address – The Honourable John/Mary Blank, M.L.A., Premier of the Province of _____.

Salutation and Closing – Dear Sir/Madam/Yours very truly.

Note: The Premier of a Province of Canada has the title "The Honourable" during his/her term of office. He/she is head of the government of the Province, i.e., the First Minister, he is generally the President of the Executive Council of the Province. In Quebec he is styled Prime Minister instead of Premier and members are styled M.P.O. in Ontario, and M.N.A. in Quebec instead of M.L.A.

Member of the Federal Cabinet, Member of the Privy Council Not of The Cabinet, and Member of the Executive Council of a Province:

Address – The Honourable John/Mary Blank, Minister of _____.

Salutation and Closing – Dear Sir/Madam/Yours very truly,

Note: If also a member of the United Kingdom Privy Council, he is addressed "The Right Honourable" for life. The letters P.C. are placed after the names of members of the Privy Councils of Canada and the United Kingdom. Members of the Privy Council are appointed and have the title, "The Honourable" for life. Members of Executive Councils of the Provinces have the title of Honourable only during their terms of office.

Member of the Senate:

Address – The Honourable John/Mary Blank, The Senate, Ottawa.

Salutation and Closing – Dear Sir/Madam/Yours very truly,

Note: A Senator who is a member of the Canadian Privy Council is addressed "Senator The Honourable John/Mary Blank". A Senator who is a member of the United Kingdom Privy Council is addressed "Senator the Right Honourable John/Mary Blank".

Member of The House of Commons:

Address – John/Mary Blank, Esq., M.P., House of Commons, Ottawa

Salutation and Closing – Dear Sir/Madam/Yours very truly; or, Dear Mr./Mrs./Miss/Yours sincerely.

Deputy Minister of a Department:

Address - John/Mary Blank, Esq. Deputy Minister of _____.

Salutation and Closing – Sir/Madam/Yours very truly; or, Dear Sir/Madam/Yours sincerely.

Member of a Provincial Government:

Address - John/Mary Blank, Esq., M.L.A., Member of the Legislative Assembly, (Legislative Buildings, Victoria; Legislative Building, Winnipeg; Legislative Buildings, Fredericton; Confederation Building, St. John's; Province House, Halifax; Parliament Buildings, Toronto; Province Building, Charlottetown; Hotel du gouvernement, Quebec; Legislative Buildings, Regina.)

Salutation and Closing – Dear Sir/Madam/Yours very truly,

Note: In the case of the Province of Quebec use M.N.A.; Ontario use M.P.O. instead of M.L.A.

Mayor of a City or Town:

If the name is used:

Address - His/Her Worship Mayor John/Mary Blank, City Hall.

If the name is not used:

His/Her Worship the Mayor of _____.

Salutation and Closing – Dear Sir/Madam/Yours very truly.

Judges:

Canada:

In Canada there are two broad classes of courts--superior courts and county (or district) courts. Judges of the superior courts are addressed "The Honourable Mr./Madam Justice" – and judges of the county or district courts are addressed "His/Her Honour Judge _____". The Supreme Court of Canada and the Federal Court of Canada are also superior courts. The Supreme Courts of the Yukon and the Northwest Territories are superior courts.

There are two classes of Chief Justices—The Chief Justice of Canada or a province on the one hand, and the Chief Justice of a court on the other. The Chief Justice of the Supreme Court of Canada is styled "The Chief Justice of Canada": similarly, there is a Chief Justice for each of the provinces. Other Courts in the provinces, namely, the trial courts, usually have a Chief Justice also and he is known as the Chief Justice of that court.

Chief Justice :

The Chief Justice of Canada:

Address - The Right Honourable The Chief Justice of Canada, Supreme Court of Canada, Ottawa; or - The Right Honourable P.C. Chief Justice of Canada, Ottawa.

Salutation and Closing – Sir/Madam/I am, Sir/Madam, Yours very truly; or Dear Sir/Madam/I am Sir/Madam, yours sincerely,

Judges: Supreme Court of Canada, Federal Court of Canada, Courts of Appeal, Courts of Queen's Bench, Superior Court of the Province of Quebec, Supreme Courts of the Provinces and Territories:

Address – The Honourable Mr. Justice John M. Blank, or the Honourable Madam Justice Mary M. Blank.

Salutation and Closing– Sir/Madam/I am, Sir/Madam, Yours very truly.

Judges: County and District Courts:

Address– His/Her Honour Judge John/Mary Blank.

Salutation and Closing– Sir/Madam/I am, Sir/Madam, Yours very truly.

Religions:

Anglican Church of Canada

Archbishop:

Address– The Most Reverend _____, D.D. Archbishop of _____.

Salutation and Closing– Dear Archbishop/Yours sincerely,

Bishop:

Address– The Right Reverend _____, D.D., Bishop of _____.

Salutation and Closing– Right Reverend Sir/Respectfully yours.

Archdeacon:

Address – The Venerable The Archdeacon of _____; or, The Venerable Archdeacon _____.

Salutation and Closing – Venerable Sir/Yours sincerely; or, Dear Mr. Archdeacon/Yours sincerely.

Dean:

Address – The Very Reverend John Blank, Dean of _____.

Salutation and Closing – Very Reverend Sir/Yours very truly; or, Dear Mr. Dean/Yours sincerely,

Canon:

Address – The Reverend Canon John Blank

Salutation and Closing – Reverend Sir/Yours very truly, Dear Canon _____/Yours faithfully.

Minister of Religion:

Address – The Reverend John Blank

Salutation and Closing – Sir/Yours very truly; or, Reverend Sir/Yours sincerely.

Moderator (Canada):

Address – The Right Reverend _____, D.D., Moderator of the _____ Church.

Salutation and Closing – Right Reverend Sir/Yours sincerely, Dear Dr. _____/Yours sincerely.,

Roman Catholic

Cardinal:

Address – His Eminence John Cardinal Blank, Archbishop of _____.

Salutation and Closing – Your Eminence/I have the Honour to be, Your Eminence, Your obedient servant; or, Your Eminence/I am, Your Eminence, Yours sincerely,

Archbishop:

Address – The Most Reverend John Blank, Archbishop of _____.

Salutation and Closing – Your Excellency/I have the Honour to be, Your Excellency/Respectfully yours, (ecclesiastical use); or Dear Archbishop/Yours sincerely,

Bishop:

Address – The Most Reverend John Blank, Bishop of _____ (ecclesiastical use); or, The Right Reverence John Blank, Bishop of _____.

Salutation and Closing – Your Excellency/I am, Your Excellency, Respectfully yours, (ecclesiastical use); or, Right Reverend Sir/Yours sincerely; or, Dear Bishop/With kind regards, dear Bishop, Sincerely yours,

Monsignor:

Address – The Right Reverend John Blank

Salutation and Closing – Right Reverend Monsignor/I am, Right Reverend Monsignor, Yours sincerely,

Canon:

Address – The Very Reverend John Blank

Salutation and Closing – Very Reverend Canon/Very truly yours; or, My dear Canon _____/Sincerely yours,

Priest:

Address – The Reverend John Blank

Salutation and Closing – Reverend Sir/Yours sincerely,

Mother Superior:

Address – The Reverend Mother Superior, The Congregation of _____.

Salutation and Closing – Dear Madam/I am, dear Madam, Yours respectfully; or, Reverend Mother Superior/I remain, Reverend Mother Superior, Yours sincerely,

Jewish

Chief Rabbi:

Address – The Very Reverend John Blank, Chief Rabbi.

Salutation and Closing – Dear Sir/I remain, Sir, Yours very truly,

Rabbi:

Address – The Reverend Rabbi John Blank

Salutation and Closing – Dear Sir/I'm Sir, Yours very truly; or, Dear Rabbi/I am, my dear Rabbi, Yours sincerely,

Professional

Advocate, Notary, Physician, Dentist, Chartered Account, Optometrist, etc:

Address - John/Mary Blank, Esq., Q.C.; John/Mary Blank, Esq., Advocate; Dr. John/Mary Blank; or J./M. Blank, Esq., M.D. (Never use both Dr. and M.D.); Dr. John/Mary Blank; or J./M. Blank, Esq, D.D.S. (Never use both Dr. and D.D.S.); J./M. Blank, Esq., C.A.; Optometrist John/Mary Blank or J./M. Blank, O.D. or Dr. John/Mary Blank.

Salutation and Closing - Dear Sir/Madam//Yours very truly,

For further information, please see *Canadian Almanac and Directory* published annually and available at your public library.

A publication "Precedence of Canadian Dignitaries and Officials" is intended for use of those who have to deal with questions of ceremonial and protocol. It is updated regularly, with corrigenda being sent to those on the mailing list. Requests for information on this publication should be addressed to:

State Ceremonial Directorate
Department of the Secretary of State
Ottawa, Ontario
K1A 0M5
(819) 994-1616

G.

The Proper Thing to Do:

(1) *Salutations:*

- (a) Address your first words to the presiding officer, Chairman or "M.C.". Say - "Brother/Mr./Lady/Madam Chairman" or address the Chairman by rank or title or as the case may be.
- (b) If several dignitaries are present, address the "chair" first and then "Honoured or Distinguished Guests, Brothers and Ladies" is in complete good taste.
- (c) Use common sense.
- (d) Do not embrace the presence of multi dignitaries individually in your salutations.

(2) *Introduction of Speaker:*

- (a) Be Brief - an average introduction should not take more than a minute.
- (b) Give the following information:
 - What the speaker is to talk about.
 - Why the subject should be of interest to the audience.
 - What the speaker's position is.
- (c) Tell only facts about the speaker pertinent to his speech.

- (d) End your introduction with the speaker's first and last name and full title. Continue to face the audience until the name and title are given. Then turn to the speaker, smile, nod or repeat his name. Remain standing until speaker acknowledges the Introduction. Resume your seat.
- (e) Do Not make a speech – predict what the speaker will say – relate the speaker's life history.
- (f) Do Not say the speaker's name until you wish him/her to rise. (This is his/her cue.)

Thanking A Speaker:

- (a) Listen carefully.
- (b) Establish mentally or in note form specific reasons for which you can sincerely thank the Speaker. Was it interesting, informative, entertaining, original, sincere? Did he/she make some personal sacrifice to be with you?
- (c) Be brief and sincere; you are saying "good bye" to a guest for all the hosts.
- (d) DON'T make a long speech.

(3) *Proposing a Toast:*

Personal Toast: Where tribute is paid to an individual.

Impersonal Toast: to a Lodge, Association, Club, Church, etc. when tribute is paid by speaking of growth, tradition and future development.

Formula:

- (a) Make a reference to the meeting or gathering. Indicate the reason for the meeting or gathering.
- (b) Refer to the achievements of the recipient of the toast.
- (c) Express for the entire group present, your goodwill.
- (d) Propose the toast formally:

Lift your glass and then say "Ladies or Ladies and Gentlemen, I ask you to rise and drink with me a toast to . . ."

Hold your own glass about lip level with arm extended, wait for the persons requested to rise to do so, and when you observe them standing and holding their glasses aloft, just repeat clearly and audibly the words "Our Lodges" (or whatever the toast is for). They will then repeat the words, take a brief drink, and then, with you, resume their seats.

Remember when you are asked to propose a toast, you are really expected to express a tribute.

To be able to propose a toast well is a graceful and delightful accomplishment.

Responding to a Toast:

Personal Toast: If the Toast is a personal Toast, then you are responding to a toast to yourself.

In replying to such a toast, you should first gratefully thank the person who proposed the toast and then turn the spotlight away from yourself and back upon the audience.

Impersonal Toast REMEMBER, DO NOT THANK the person who proposed the Toast, if it is an Impersonal Toast.

Instead, compliment that person. Pay him the tribute of giving considerable thought to his presentation and then add a few thoughts of your own on the subject.

Finish off by expressing your appreciation on being asked to respond to the toast.

Formula for Personal Toast

- (a) Say a sincere "Thank you".
- (b) Return the compliment paid to you.

Formula for Impersonal Toast

- (a) Compliment the proposer.
- (b) Pay tribute to his/her presentation.
- (c) Express appreciation at being asked to respond.

(4) Making a Presentation:

- (a) Make a reference to the occasion. This is your beginning—and you will gain the attention of your audience and help set the stage for the most important part of your talk.
- (b) Make reference to the achievements of the recipient. This is the most important phase of your talk. Strive to be original. Include as many sincere and complimentary references as time and circumstances will permit.
- (c) Express the goodwill of those for whom you speak. Wish the recipient goodwill and continued good luck on behalf of all associated with you at the gathering.
- (d) Make the formal presentation. If the presentation can be easily handled, pick it up, walk or turn toward the recipient, address him/her a suitable sentence or two, hand him/her the presentation and then show your sincerity by a friendly handshake. If the presentation is large, motion to it, and make reference to it by name as you make your formal presentation. Make your closing remarks simple and sincere.

DO'S

1. Mention special significance or history of an award or trophy.
2. Make your speech before you call the recipient forward.
3. Give the name of the donor--person, group or organization.
4. Give the name of the recipient.
5. Be sincere and enthusiastic.
6. Pay tribute to the recipient--tell what he/she has done merit the presentation.
7. Address all remarks to the recipient after he/she has been called forward.
8. Close with an actual sentence of presentation as you hand the award.

DON'T

1. Do not make insincere or untrue statements.
2. Do not call the recipient forward until you are ready to address all remarks to him/her.
3. Do not hold on to the award after you have presented it to the recipient.

Responding to a Presentation

Outline

- (a) Say "Thank You". Say it sincerely, modestly and with all the originality you can summon at that moment.

Express your appreciation for the presentation and for the spirit, which prompted its giving.

- (b) Express your debt to the group.

Think of what the group means to you--point out the encouragement and inspiration you have received from the association with them. Let your appreciation manifest itself in the tone of voice and choice of words.

DO'S

1. Be sincerely appreciative.
2. Be brief.
3. Be sure to thank the donor.
4. Express appreciation for the work and co-operation of others who may have assisted you.
5. Close speech by again expressing thanks and appreciation.

6. If the presentation is a gift, open it and hold it up (or pass it around) so that others may see

DON'T

1. Do not try to make a speech if you are overcome by emotion. Just say "Thank You". The audience will understand.
2. If the presentation is personal do not be sad. Be glad people want to remember you.
3. Do not show disappointment, if you have no possible use for the gift or award.
4. Do not make a long speech or show excessive appreciation.

(5) Address of Welcome:

- (a) Make reference to the occasion. Your opening remarks serve as an introduction and should contain reference to the occasion for the meeting.
- (b) Express goodwill. Include a distinct expression of goodwill. Make everyone feel "at home". Make them feel glad they came, and want to come back again.
- (c) Express your thoughts in graceful language. Remember you are speaking to a group on behalf of their hosts and a good host is always thoughtful, considerate and kindly in his conversation with his guests.

Responding to an Address of Welcome:

- (a) Say a sincere "Thank You".
- (b) Return the compliments paid to you.

The formula is similar to that provided in "responding to a toast".

There are both "social speeches" and "graceful speeches"; and will follow addresses which have been directed specifically to you or the group you represent so the same general speech plan will serve to meet the assignment.

Formal Address of Welcome

Used when welcoming delegates to District Meetings, Provincial Association Meetings or Convention.

- (a) Salutation - see Item G1.
- (b) Establish cordial relations with your audience. Adopt a friendly tone and smile.
- (c) Make special reference to the reason for the meeting. Bring out the objectives clearly and, if within your authority, impress their importance upon your audience.
- (d) Close on a friendly note. Briefly repeat your welcome and express your best wishes for the success of the Meeting. Your conclusion should be friendly, graceful and dignified in both tone and language.

(6) **Making an Announcement:**

- (a) Adopt an attitude in keeping with the announcement. Include a degree of originality.
- (b) Give all pertinent information...Date, Time, Place, Cost...and any other conditions involved, e.g. for members only; for ladies only; admission limited to a certain number, etc.
- (c) Speak clearly and concisely.

INVOCATION - GRACE - INSPIRATION

Any meeting may be opened with an invocation or with an inspirational thought, but grace is said only before or after a meal. An inspiration may be used to close a meeting also.

Be sure you know the difference between the three forms and give the correct form when asked.

An INVOCATION is calling for aid or presence of a Superior Being; that it is an earnest, solemn entreaty.

A GRACE is a petition for grace, a blessing asked, or thanks rendered before or after a meal--usually before.

An INSPIRATION is a concept which imbues the hearers with spiritual or ethical ideas, an uplifting thought or bit of inspiring poetry.

Be sincere--the situation requires sincerity.

Be brief--a few words, sincerely spoken is all that is required.

The Chairman shall ask the group to rise, then wait until it is quiet before announcing the name of the person who is giving the Invocation, Grace, or Inspiration.

DO NOT read an Invocation or Grace. (You are supposed to be TALKING to someone--you would not read your words if you were thanking a friend or asking assistance.)

DO NOT say a long Grace while food gets cold.

(7) **LET'S HAVE A FEW WORDS**

You are asked to say a few words, but you should not be unprepared—even if you have very little time to prepare.

Be prepared—anticipate that you will be called upon for a few words and prepare accordingly—even if the invitation does not materialize. When the call does come, you will meet it with minimum apprehension and with maximum success.

If you are not prepared; take your time rising to speak. Gather your thoughts quickly together and give your audience something worthwhile to remember.

Keep your remarks brief (remember--a few words); let congratulations be your basic theme. Here is a simple plan that will enable you to be prepared even at very short notice:

- (a) Decide on a viewpoint--general planning of the event; the hospitality; well-handled meeting; the efficiency of the presiding officer.
- (b) State your viewpoint. Build your opening remarks around it.
- (c) Support your viewpoint. Offer evidence.
- (d) Summarize and conclude. Briefly review the points made and bring your talk to a graceful and dignified conclusion.