



## **Protocol Report**

Madame President, Board of Directors and Members:

This report includes important information regarding the photo shoot that precedes the banquet on Saturday evening.

If you do not plan on attending the banquet, please let me know. We don't want to spend time looking for those that won't be in attendance.

For those attending the banquet, we will be taking pictures of the Board of Directors as well as the Outgoing & Incoming Executive Committee.

We will meet by IT Cinema at 6:15pm to begin taking pictures at 6:30pm. Please be on time and in the correct location.

Madame President : Please inform you Honorees

Delegates: Please inform your 50 Year Members in attendance

(Immediate Past President) I will inform all Past Presidents in attendance.

Our current National Area Directors as well as any newly elected National Area Directors will sit at the head table on the lower tier. No guests will be seated with you at the head table.

All delegates will collect the green tickets from their chapter tables and turn them in to 2<sup>nd</sup> Vice President, Diane Yednak. If you are not attending the banquet, please have another delegate collect your tickets.

All elected officers will proceed to the stage for installation immediately following our meal.

We ask that you are examples for our banquet guests by following proper etiquette. Please give your full attention to all speakers at the podium.

Submitted by,

Penny Koza-Lemansky

National Immediate Past President