

State Conference Protocol – A Guide for Attendees

For new and for old attendees, here is a little Protocol refresher for State Conference.

1. Don't forget to stand at the entrance of the processions and the beginning of the recessions. The processional usually begins with a bugle call or something sounding like it from the piano, and that is to alert you to get to your feet because something special is about to begin. You will remain standing until after the opening exercises when the State Regent will tell you to be seated. The last person to enter the room is **ALWAYS** the State Regent and she is **ALWAYS** the first person to leave the platform at the beginning of the recessional. Even with the President General in attendance, the State Regent is considered the highest ranking member in the State and is always given that honor. Standing is a courtesy afforded to her by virtue of her office and her service to the organization. Our President General will be our special guest this year. She is to be addressed as: Mrs. VanBuren or Madame President General, never "the PG". Her dedication to the organization gives her the same respect as our State Regent.
2. When your Chapter Regent gives her report at State Conference, stand briefly to show pride for her work and the work of your chapter. You may stand briefly during the Memorial Service when names of your deceased chapter members or friends are read.
3. At meal functions, keep in mind, the meal doesn't begin until the presiding officer picks up her fork. (At State Conference, this will be the State Regent or the President of the club, i.e. Chapter Regents', State Officers', or Cameo Society)
4. When giving a report, address the chair only (Madam State Regent). In addressing the chair, the State Regent will recognize you and in calling your name, gives you the floor. At a State business meeting, if you are a delegate and have a comment and/or question, rise to be recognized. When the State Regent recognizes you, please state your name and chapter name clearly, for the record.
5. It is always up to the State Regent as to whether or not to wear gloves for different functions. If you are to be part of the processional on Opening Night, **the State Regent tells me that only long dresses and white gloves are appropriate. NO TEA LENGTH PLEASE.** If you are a Chapter Regent, and you will be taking part in the Opening Night Processional carrying your banner, please step into the Page Rehearsal immediately following the Board of Management meeting Thursday afternoon to get a quick tutorial, so that you will know how to properly carry your banner. These banners can be difficult to carry unless you do it correctly. Also, during opening exercises, please remove the right glove for the Pledge, and keep it off until after the singing of the National Anthem. Have nothing else in your hands while you recite the Pledge and while you are singing the National Anthem. Gloves

will not be required for any other sessions other than the Memorial Service. Those taking part in the Memorial Service will need a hat and gloves. Members taking part in the opening night exercises (proceSSIONal) and Memorial Service are asked to please arrive at least 20 minutes prior to the beginning of the function.

6. Only suits (pants or skirted), dresses, or pants with a suit jacket, are to be worn with our DAR insignias. Dress accordingly to show respect for our wonderful organization. That means never wearing your DAR pins with Capris, shorts, or jeans, and never on a tee shirt. They are not to be worn in public places unless a DAR function is taking place there and then. **State Conference attire** is business casual for day sessions and formal or cocktail wear for evening events. **Gloves are requested if you want to go through the receiving line.** A large number of our State Conference attendees are anxious to meet our visitors (the President General is our guest this year), so try to make your way through the receiving line quickly. Pages may encourage you to move along if you visit too long. Some rooms in the hotel can be somewhat cool, so a wrap might be considered.
7. Several years ago, our chapter banner stands self-destructed. Having no stands to put our banners in during Conference, we will use our chapter banners **only** on Opening Night during opening exercises. Please leave your banner stand at home and be prepared to take your banner following the Opening Night session.
8. HODARS – You know we welcome HODARS. They need to be registered, although you don't have to pay a registration fee for them. They must have tickets for any meal/speaker function they attend. Business sessions are for members only. We look forward to meeting your HODAR at State Conference.
9. DELEGATES – If you are attending State Conference as a Delegate, you are there to help make the important decisions for our wonderful State Society. You will receive a name badge complete with a “blue dot” on it to signify your ability to vote. You will NOT be allowed to vote if you are not wearing your name badge, complete with the “blue dot.”
10. All meal functions require a ticket. No one will be allowed to attend **JUST** to hear the speaker.

Please don't hesitate to touch base with me if you have any questions.

See you soon,

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