



Protocol: Rules and Instructions

As Key Spouses you may need to represent your squadron at various squadron functions. Most events will not have a dress code, so you will need to use common sense. (Don't wear a suit to a BBQ, or a tank top to a promotion ceremony.) Also consider the construct and demographic of those attending. You need to well represent squadron leadership while not alienating the squadron member. If in doubt, ask the Key Spouse Mentor (KSM) or First Sergeant (CCF).

You may be the host of an event. If your event involves the Base/Group Commanders, ask your KSM or the Base Protocol office to clarify protocol. For most KS events, simple and informal is the best rule.

Guidelines:

1. If you are organizing a squadron function, coordinate with squadron leadership to avoid conflict with other squadron events.
2. Invite senior spouses and guests for some squadron functions. Remember to include the Wing/CC spouse in farewells, special functions, etc.
3. Greet the hosts and honored guests upon arrival at a function and be sure to say farewell to the honored guest and the host/hostess before they depart.
4. When you are hosting an event, assign escorts to meet/greet the VIP guest. (One escort per guest/couple). Prior to the event determine dietary and beverage special preferences.
5. Communicate with your senior spouse. He/She may have ideas, suggestions, and requests unique to your situation.

When to stand:

1. On the first note of the National Anthem (all countries). Civilians - Indoors and Out - stand at attention. Place right hand over heart at first note. Military in uniform stand at attention, salute only when covered (always outdoors). Stand at attention only for other nations.
2. First note of Ruffles and Flourishes
3. When the colors passing in review are six paces before you - remain until they are six paces behind you.
4. When you are introduced stand as courtesy to the audience.
5. When a toast is made all stand to drink. Ladies too! Not "toastee".
6. When someone is presenting something to you - flowers, gifts, awards, etc.
7. When asked to stand!

Invitations (Envelopes, etc..)

1. Answer (RSVP) within 24 hours or as promptly as possible. Regrets as promptly as possible too.
2. Use black ink
3. Send 2 weeks prior - can be as early as 3 weeks
4. No abbreviations - spell out all except "Mr." or "Mrs." and "RSVP"
5. Addressing Invitations:
 - Male military member and wife: Colonel and Mrs. John Clark Doe



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- Female military member and husband: Master Sergeant Jane Clark Doe and Mr. John Doe
- Two military members (highest rank first): Major Jane Clark Doe and Captain John Doe
- Civilians: Mr. and Mrs. or Doctor and Mrs. John Doe
- Married Women: Mrs. John Doe or Jane Doe
- Unmarried Women: Miss, MS. Sue Clark or just Sue Clark
- Widow or Divorced: Mrs. Jane Doe

6. If you have a house guest, decline but say why. The hostess is then free to invite your guest if she chooses. You pay for your guest even if your dinner is complimentary.

Dress Official Function Military/Civilian

1. Mess Dress/Tuxedo - Ladies wear cocktail or dinner dress for evening
2. Service Dress, Uniform of the Day/Business Suit - Ladies wear daytime suit or dress

Dress Unofficial Functions

1. Business Suit - Ladies wear cocktail or dinner dress for evening
2. Coat & Tie Informal - Ladies wear daytime suit or dress
3. Casual - Usual slacks and a nice shirt. If in doubt call the host/hostess

Introductions

1. The name of the person receiving the introduction is said first then the name of the person being presented.
2. Say the honoree's name first then the name of the person being presented: position or rank, older, female. (Example: Mrs. Honored, Mrs. Old, or Mrs. Female, may I present...may I introduce... I'd like you to meet... Beth, or Mr. Doe)
3. When introducing a newcomer to a group, say his/her name first then the names of the others in the group.

Receiving Line

1. Order of line at official function: Protocol officer or aide, Host/Hostess, Ranking Honored Guest, Spouse of Honored Guest, Second Rank...
2. Shake hand with all except Protocol/aide who begins a line
3. Air Force officer/civilian enters line at official functions
4. Name tag on the right
5. SHAKE AND GO!!

Seating, etc.

1. HONOR is to the RIGHT. (Car is back right) When host and hostess sit head and foot, female honor sits to the right of the host, 2" honor sits to the left. Male honor sits to the right of the hostess, 2" honor sits to the left and so on.
2. Honor is right, pass right. Begin with female honor, end with host.



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3. Place cards - handwritten. Use 1st names of spouse only if 2 couples have same last names, otherwise: Spouse of military - last name only. (Example: Colonel John Doe, Mrs. Doe; Master Sergeant James Edwards, Mrs. Edwards)
4. Spell out rank - Use CHAPLAIN not Colonel, COLONEL not Doctor. Do not use abbreviations: 2nd Lt. Lt. Col, SMSgt, MSgt, etc..
5. When you are toasted, don't drink. Return the toast.
6. Allow 24" per place setting. Circumference of a circle = Pi (3.14) times the diameter
7. American "I'm finished" position - utensils on plate
8. Clear table of salt and pepper before dessert is served
9. Hostess gift is appropriate if you are a guest of honor or weekend guest. Ideas: unusual basket, plant, potpourri, raffia for bottle bow, clever books (napkin folds, desserts, etc.)