

Introduction of Guests

There are a number of protocols which should be followed during your District meeting. One of those protocols is the proper order for introductions of guests.

In The American Legion, the protocol is that guests are introduced in descending order and speak in ascending order. For example, the Department Commander is introduced first, but speaks last.

Attached you will find a list to use at your conference. The American Legion members are listed in the order by which they are introduced.

Keep in mind that they will speak in the opposite order.

To use the list:

1. Fill in the names for as many positions as you can before going to your District Conference. For example, you should already know the names of all Department and District Officers. You may also want to fill, in advance, the names of Past Department Commanders from your District and other guests you know will be in attendance.
2. Some of the names you will need to fill in the day of your conference. For example, visiting District Commanders, or Department Committee members.
3. Bring a highlighter to your District Conference and highlight the names of those in attendance.
4. Fill in the names of others who are in attendance in the appropriate place and highlight them as well.
5. When it comes time for introductions, you can go down the list, reading the highlighted names and position, and be sure they are in the proper order.

Note: Some names may appear in more than one position. You should include their introduction for each position.

For example: Dick Denbow would be introduced as a Past Department Commander, Past National Vice Commander, and a Past District Commander (in the 3rd District). John Ross would be introduced as National Executive Committeeman, Past Department Commander, and Past District Commander (in the 4th District).

Title

Name

Special Guest / Guest Speaker

Department Commander

National Officers

Commander

Vice Commander

NEC

Alternate NEC

Department Officers

Vice Commander

Vice Commander

Vice Commander

Vice Commander

Vice Commander

Adjutant

Finance Officer

Judge Advocate

Historian

Chaplain

Service Officer

Sergeant-At-Arms

Past Department Commanders

Past National Officers

Past National Commander	<u>Dave Rehbein</u>
Past National Vice Commander	<u>Milt Heifner</u>
Past National Vice Commander	<u>Dick Denbow</u>
Past National Vice Commander	<u>Keith Baker</u>
Past National Sergeant-At-Arms	<u>Randy Freel</u>

Dept. Representatives & Committee Members

Department Headquarters staff / position	_____
Dept. Service Office staff / position	_____
Membership Committee Chairman	_____
_____	_____
_____	_____
_____	_____

District Officers (Your District)

Vice Commander	_____
Vice Commander	_____
Vice Commander	_____
Vice Commander	_____
Vice Commander	_____
Vice Commander	_____
Vice Commander	_____
Adjutant	_____
Finance Officer	_____
Judge Advocate	_____
Historian	_____
Chaplain	_____
Service Officer	_____
Sergeant-At-Arms	_____

County Commanders

Legionnaires & Other Guests

Auxiliary Members (Same order as above)

Sons of The American Legion (Same order as above)

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Special Guest / Guest Speaker

Department Commander

National Officers

- **NEC (National Executive Committeeman)**
- **ANEC (Alternate National Executive Committeeman)**

Department Officers

- **Vice Commanders**
- **Adjutant**
- **Finance Officer**
- **Judge Advocate**
- **Historian**
- **Chaplain**
- **Service Officer**
- **Sergeant-At-Arms**

Past Department Commanders

Past National Officers

Department Representatives & Committee Members

District Officers (same order as Department Officers)

Visiting District Commanders & Officers

Past District Commanders

District Committee Members

County Commanders

Legionnaires

Auxiliary (Same order as above)

Sons of The American Legion (Same order as above)