

Updated February 24, 2020

Thank you for agreeing to serve as Protocol Officer! The District One Protocol List is used to introduce dignitaries at all District-Sponsored events as well as Division and Area Contests. The following list should only be used as a guide as this list is subject to change:

PROTOCOL GUIDELINES FOR DISTRICT 1 LEADERS 2019-2020

- I. These guidelines list the order for introducing dignitaries at Toastmaster events:**
 1. Visiting Non-Toastmaster Dignitaries
 2. Honorary Toastmasters and other Guests of Honor
 3. Current International Officers (including Immediate Past President and Executive Director)
 4. Current International Directors (our Region (**Region 2**) followed by other Regions)
 5. Current Region Advisors (our Region (**Region 2**) first followed by other Regions)
 6. Current District ONE Officers (***District Director, Program Quality Director, Club Growth Director, Public Relations Manager, Immediate Past District Director, Administrative Manager, Finance Manager***)
 7. Current Division Directors (host Division first, then alphabetically) **Example-If Division F is hosting, read those dignitaries *first*; then read A, B, C, D and E**
 8. Current Area Directors (host Division first, then alphanumeric: **Example-If Division F is hosting, read those dignitaries *first*; then read A1-6, B1-6, C1-6, D1-6 and E1-6.**
 9. Current District Officers from other Districts (Division Director and above)
 10. Current District Committee Chairs (varies based on District preference)
 11. Official candidates for elected District One offices that are not current district officers (alphabetically)
 12. Current and Past World Champions of Public Speaking (start with most recent-2018)
 13. Past International Presidents (start with most recent; Immediate Past is a current officer)
 14. Past International Directors (start with most recent; Immediate Past is not a current officer)
 15. Past District ONE Directors (start with most recent, Immediate Past is a current officer)
 16. Past District Directors of other Districts (alphabetically)

Introduce current officers before past officers (i.e. Area Directors before Past International Directors)

*If a person such a past district officer is competing in a speech contest, then they **should not** be introduced as a dignitary even if their name appears on this list.*

II. Introductions should be phrased in this manner:

1. **Office** (and highest past office held if both higher than current office and District Director or above)
 - 1a. **District One Candidacy** (Nominating Committee Approved or Floor Candidates)
 - 1b. **International Candidacy** (District Supported)
2. **Toastmaster Designation(s)** (highest only, in full, NO abbreviations)
3. **Name (First & Last)**

4. **Office of spouse or guest** (if applicable)
5. **Toastmaster Designation(s)** (highest only, in full, NO abbreviations) of spouse or guest
6. **Name of Spouse or guest**

Non-toastmaster spouse attending with a Toastmaster dignitary should be announced accordingly:

“Past District Director, Distinguished Toastmaster, Jane Doe and her husband, John”

All District 1 dignitaries that are married will be announced separately.

More Helpful Hints:

1. Make sure the dignitary(ies) whose name is called out is ***present at the event***-Please read the names of the persons who are present only.
2. Collaborate with Registration Team members to ensure all dignitaries have checked in before the event begins, as well during breaks/intermission times-You may want to sit at the Registration Area and check off the list as dignitaries check in.

Updates may be obtained from the District 1 Protocol Officer, Barbara Williams, Distinguished Toastmaster (**barbara.williams@district1toastmasters.org**) or from the District 1 web site **district1toastmasters.org**.

Members wishing to run from the floor for district office must make their intentions known in writing to the District Director before being added to the protocol list.

Thank you for your support!