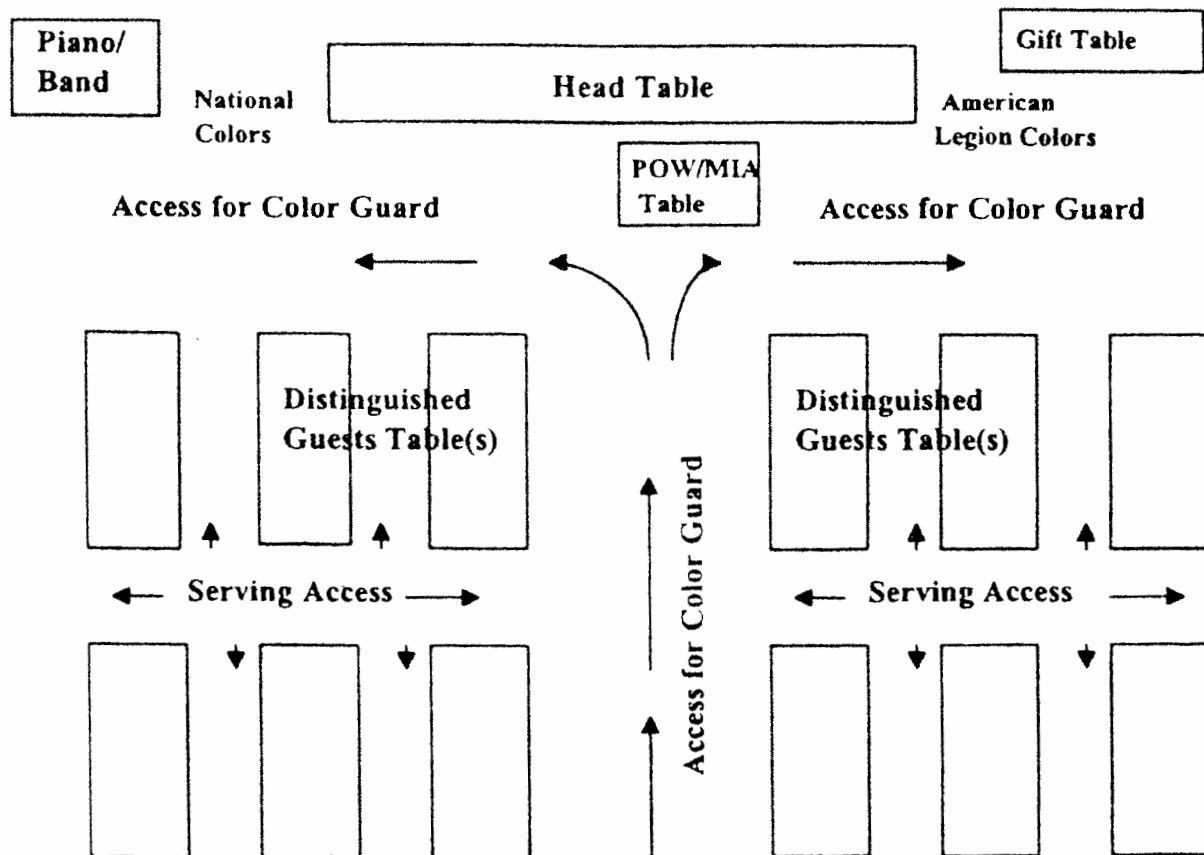


Room Layout Guidelines

Proper room layout enables the audience to participate fully and serves to establish an appropriate atmosphere for the occasion



Reserved Tables

Department Commander's Visitation:

- Past Department Commander(s)
- Past Department President(s)
- Spouses of Guests at Head Table
- Host Past Commander/Spouse
- Host Unit President/Spouse
- Other honored guests at discretion of Committee, e.g.
- Past Department Officers, District Officers, etc.

National Commander's Visitation:

- Past Department Commander(s)
- Past Department President(s)
- Spouses of Guests at Head Table
- Host County Commander/Spouse
- Host County Auxiliary President/Spouse
- Other honored guests at discretion of Committee, e.g.
- Past Department Officers, etc.

Notes

If Head Table is raised, must have a front skirt or drape. This arrangement is preferable in any case.

Need wide aisleways for Color Guard, if Colors are to be posted

If no-smoking areas are provided, signs should indicate where smoking is/is not permitted

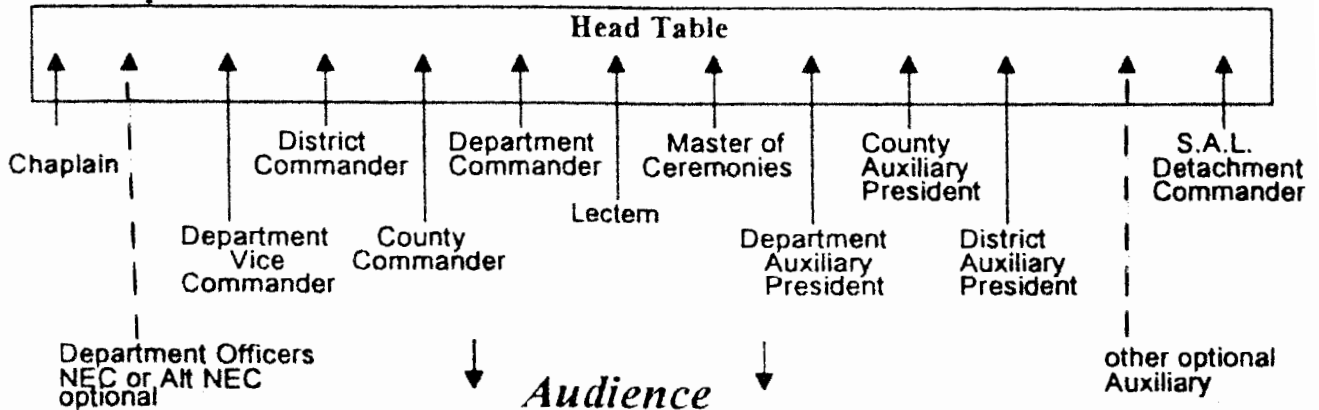
Reception/registration table to collect tickets/money should be located outside of main function room

Reserved tables should be indicated with tent cards

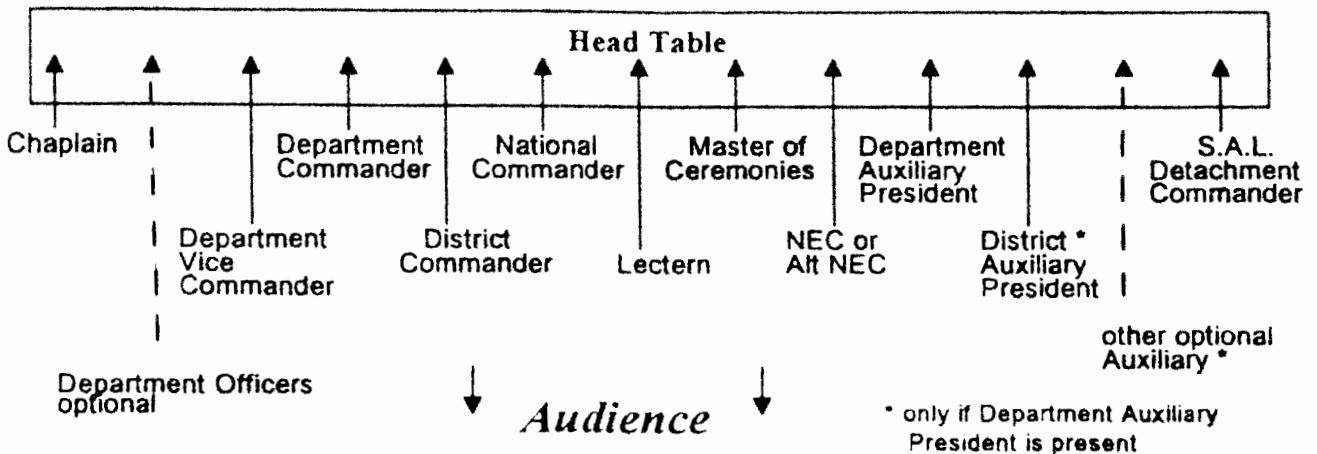
Head Table Configuration Guidelines

The Head Table is a place of distinction. Placement of guests at the Head Table is indicative of their rank within the American Legion and protocol should be followed explicitly.

For Department Commander's Visitation:



For National Commander's Visitation:



Notes:

If other distinguished guests should be located at the Head Table, or if another configuration is to be considered, check with the Department Protocol Committee if there are any questions regarding layout or proper position of guests..

Placecards indicating guest's name should be at each place on the Head Table.

Other Distinguished Guests may be located at reserved tables at the discretion of the Committee.

PROTOCOL ORDER

INTRODUCE – Head Table (After Meal)
(Left to center)
(Right to center)

SPEAK IN SAME ORDER

AUXILIARY

LEGIONNAIRES

PAST COUNTY OFFICERS_____

COUNTY OFFICERS_____

PAST DISTRICT OFFICERS_____

DISTRICT OFFICERS_____

PAST DEPT. COMMANDERS_____

PAST NATIONAL OFFICERS_____

DEPT. SGT-AT-ARMS_____

DEPT. SERVICE OFFICER_____

DEPT. HISTORIAN_____

DEPT. JUDGE ADVOCATE_____

DEPT. AMERICANISM OFFICER_____

DEPT. CHAPLAIN_____

DEPT. FINANCE OFFICER_____

DEPT. ADJUTANT_____

DEPT. 2ND VICE COMMANDER_____

DEPT. 1ST VICE COMMANDER_____

NECA_____

NEC_____

COMMANDER_____

GUEST SPEAKER_____

Speaking Protocol

Protocol helps to make American Legion functions proceed smoothly and expeditiously. Generally, all speeches should be brief with a simple and clear message. This will help to keep the interest of the audience.

Topic	Guideline
♦ Speaking Order	<ul style="list-style-type: none">• The main speaker/guest of honor speaks last as he/she will receive the longest speech of introduction and their address will conclude the speaking portion of the program
♦ Speeches of Introduction	<ul style="list-style-type: none">• Should be brief, to-the-point• Refrain from reciting biographical data, use anecdotes when appropriate• Length of speech of introduction varies with respect to the rank of the individual being introduced; the highest-ranking guest receives the longest speech of introduction
♦ Introduction of Head Table	<ul style="list-style-type: none">• Generally done by the Master of Ceremonies• Order of introduction starts with speaker's extreme left, working toward the center, then with speaker's extreme right, working toward the center• Introductions should be brief - names and titles/functions. Refrain from lengthy introductions of any particular individual
♦ Order of Introductions	<ul style="list-style-type: none">• Are generally done in order of rank within the organization, from low to high:<ul style="list-style-type: none"><i>Local dignitaries, non-American Legion guests</i><i>S.A.L. Officers - Local, District, Department, National</i><i>Auxiliary Officers - Local, District, Department, National</i><i>American Legion Officers - Local, District, Department, National</i>• American Legion Officers are usually introduced in the order by which they're installed into office:<ul style="list-style-type: none"><i>Sergeant-at-Arms</i><i>Service Officer</i><i>Historian</i><i>Judge Advocate</i><i>Chaplain</i><i>Treasurer</i><i>Adjutant</i><i>Vice Commander</i><i>Commander</i>• <i>If NEC or Alternate NEC is present, this officer should be introduced just prior to the Department Commander</i>

Cap Etiquette

- The left side (emblem side) of the cap is reserved only for the Legion emblem, city, county, district, or state lettering.
- If desired, the following items must be placed on the right side of the cap:
 - A) additional lettering, restricted to either the name of a Post, or to an officer title (such as "Past Commander"),
 - B) cap insignias or badges (for Past or Present officers),
 - C) consecutive membership insignia, membership stars, and/or authorized Legion or military services decorations.
- Names or nicknames of individual members cannot be used on caps.
- The Legion Uniform Cap should be worn by its members only when in attendance at official Legion meetings or ceremonies, or as official guests at patriotic or other civil functions, or by individuals when officially representing The American Legion on public occasions.
- A member is considered to be in uniform if wearing an official Legion Uniform Cap. Therefore, it is not proper to wear the cap while eating a meal at an official Legion or civic luncheon or dinner.
- The cap should be worn in a place of worship only by the Guard of Honor, Color Guard and Commander of same while in marching order or standing guard. When returned to and seated in pews, the cap should be removed.
- Legion posts marching in formation into a place of worship should uncover, at the door, hold the cap with the right hand over the heart until the arrival in the pews and commanded to take seats, remaining uncovered during the entire service. At the close of the service, upon command, the post shall arise, the members holding the cap with the right hand over the heart will march out of the place of worship, and recover after marching through the door.
- Legion members not in formation will uncover upon entering the place of worship and remain uncovered during the entire service, and will recover after leaving the place of worship.
- When at a funeral, the cap should be held over the heart as one approaches the casket, and is not at any time worn in a place of worship (except by the Guard of Honor, Color Guard or Commander of same while in marching order or standing guard). At the graveside, the cap should be held in the right hand over the heart during the entire service. In cold and inclement weather, the cap should not be worn.
- In Legion meetings, the cap should be worn except during moments of the Pledge of Allegiance, prayer, and when standing in silent reverence in memory of departed comrades, when the cap should be held with the right hand over the heart.
- Female members of the Legion should wear their caps in the manner prescribed for female personnel of the armed services.

