



PROTOCOL GUIDELINES FOR DISTRICT 99 LEADERS FALL 2005

These guidelines list the order for introducing dignitaries at Toastmaster events. I hope you will find the list useful as a model that you can adapt for use in your District. (**District 99** is used as a fictional model). Courtesy of *Richard Snyder, DTM, PDG*, candidate for International Director Region II.

Visiting Non-Toastmaster Dignitaries

Current International Officers (including Immediate Past President and Executive Director)
Current International Directors (Your District's Region, first, followed by other Regions)
Current District 99 Officers (Governor, LGET, LGM, IPDG, PRO, Secretary, Treasurer)
Current Division Governors (host Division first, then alphabetically)
Current Area Governors (host Division first, then alphanumeric)
Current District Officers from other Districts
Current District Committee Chairs (varies based on District preference; not introduced in District 99)
Past International Presidents (start with most recent; Immediate Past is a **current** officer)
Past International Directors (start with most recent; Immediate Past is **not a current** officer)
Past District 99 Governors (start with most recent, Immediate Past is a **current** officer)
Past District Governors of other Districts (alphabetically)
Honorary Toastmasters and other Guests of Honor

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

Introduction should be phrased in this manner:

1. Office
 - 1a. District 99 Candidacy (Nominating Committee Approved)
 - 1b. International Candidacy (District Supported)
2. Toastmaster Designation (one only, in full, **NO abbreviations**)
3. Name
4. Office of spouse or guest (if applicable)
5. Toastmaster Designation (one only, in full, **NO abbreviations**) of spouse or guest
6. Name of Spouse or guest

Proper example: "Past District Governor, Distinguished Toastmaster Jane Doe and her husband, John"
(on spouse introduction last name is optional unless it is different from that of main "introducee").

Announce each dignitary **only once**. A combined announcement of two dignitaries (e.g. spouses) where both are in attendance takes precedence over a separate listing in the Protocol of either, which should be read only in the absence of the other dignitary.

Proper example if both dignitaries are present:

"District Governor, Distinguished Toastmaster Mary Smith and her husband, Division A Governor,
Advanced Toastmaster Bronze John Smith"

Example if only the first is present:

"District Governor, Distinguished Toastmaster Mary Smith"

Example if only the second is present, *and* has a separate listing elsewhere in the Protocol:

"Division A Governor, Advanced Toastmaster Bronze John Smith"

The District 99 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. Updates may be obtained from the District 99 Protocol Officer.

DISTRICT 99 PROTOCOL LIST FOR 2005-2006 (AUGUST 8, 2005)

VISITING NON-TOASTMASTER DIGNITARIES

- ___ (Religious Dignitaries, in order of rank)
- ___ (Political Dignitaries, in order of rank)
- ___ Mayor of the City of Springfield, George Papoon, Jr.
- ___ (Civic Leaders)

TOASTMASTERS INTERNATIONAL DIGNITARIES {ACTUAL INTL. OFFICERS LISTED – UPDATED 9/01/02}

- ___ International President, Distinguished Toastmaster Dilip Abayasekara (___ and his wife Sharon)
- ___ Senior Vice President, Distinguished Toastmaster Johnny Uy (___ and his wife Irene)
- ___ Second Vice President, Distinguished Toastmaster Chris Ford (___ and his fiancée Carole Campeau)
- ___ Third Vice President, Distinguished Toastmaster Jana Barnhill
(___ and her husband, Past International President, Distinguished Toastmaster Bob)
- ___ Immediate Past President, Distinguished Toastmaster Jon Greiner (___ and his wife Marge)
- ___ Executive Director of Toastmasters International Donna H. Groh
- ___ International Director from Region *{your region}*, Distinguished Toastmaster Carlos Madrigal
(___ and his wife Competent Toastmaster Estelle)
- ___ International Director from Region *{your region}*, Distinguished Toastmaster Mariah Towne
(___ and her husband, Past District Governor from District 97, Distinguished Toastmaster Joe)

(Current International Directors from other Regions)

DISTRICT 99 OFFICERS

- ___ District Governor, Distinguished Toastmaster Lucille Rogers
- ___ Lieutenant Governor of Education and Training, Distinguished Toastmaster Penny Forethoughts
- ___ Lieutenant Governor of Marketing, Advanced Toastmaster Gold Wendy Fair Oaks-Bjornstrom (___ and her husband, Bob Bjornstrom)
- ___ Immediate Past District Governor, Advanced Toastmaster Silver Gregory MacGregor III (___ and his wife, Able Toastmaster Juliana)

- ___ Public Relations Officer, Advanced Toastmaster Gold Danny Teale
- ___ District Secretary, Advanced Toastmaster Bronze Lowell “Bud” Hofsteder
- ___ District Treasurer, Competent Toastmaster B.C. Daniels
- ___ District Sergeant-at-Arms, Advanced Toastmaster Gold Constance Howard
- ___ District Sergeant-at-Arms, Able Toastmaster Hector Babenco
- ___ District Chief Judge, Distinguished Toastmaster Ronald Billings (___ and his wife, District 97 Treasurer, Competent Leader Janine Billings-Powers)

- ___ Division A Governor, Advanced Toastmaster Bronze Dee Dee Mizota
- ___ Division B Governor, Advanced Toastmaster Bronze Connie Prohaska
- ___ Division C Governor, Advanced Toastmaster Silver Maria Contreras
- ___ Division D Governor, Advanced Toastmaster Bronze Darrell Langworth
- ___ Division E Governor, Distinguished Toastmaster Harold Draper

- ___ Area A-1 Governor, Advanced Toastmaster Silver Matthew Claridge
- ___ Area A-2 Governor, Able Toastmaster Dotty Porter (___ and her husband Jim)
- ___ Area A-3 Governor, Advanced Toastmaster Silver Shirley Ann Lesko
- ___ Area A-4 Governor, Competent Leader Mimi Conzemias

- ___ Area B-1 Governor, Advanced Toastmaster Silver Lewis Cheung
- ___ Area B-2 Governor, Able Toastmaster Walter Prescott (___ and his wife Able Toastmaster Carol)
- ___ Area B-3 Governor, Advanced Toastmaster Silver Carla Spacks
- ___ Area B-4 Governor, Competent Leader Donna Velasco

- ___ Area C-1 Governor, Advanced Toastmaster Bronze Daniel Harding
- ___ Area C-2 Governor, Competent Leader Candace Denton (___ and her husband, Malcolm)
- ___ Area C-3 Governor, Advanced Toastmaster Silver Gwen Velasquez (___ and her husband, Competent Toastmaster Ted)
- ___ Area C-4 Governor, Advanced Toastmaster Gold Carrie Ann Hayakawa

- ___ Area D-1 Governor, Advanced Toastmaster Bronze Dr. Riaz Kadoura
- ___ Area D-2 Governor, Advanced Toastmaster Gold Don Wenow (___ and his wife, R. Gay Apparel)
- ___ Area D-3 Governor, Advanced Toastmaster Silver Francine Malmstrom
- ___ Area D-4 Governor, Able Toastmaster Theodore Bohannon

- ___ Area E-1 Governor, Advanced Toastmaster Bronze Virginia Schmeling
- ___ Area E-2 Governor, Competent Toastmaster Stepa Van Brugh
- ___ Area E-3 Governor, Advanced Toastmaster Bronze Oscar Clarkson
- ___ Area E-4 Governor, Advanced Toastmaster Gold Connie Bardenwerper

CURRENT DISTRICT OFFICERS FROM OTHER DISTRICTS

- ___ District 97 Governor, Distinguished Toastmaster Luann Oberlander (___ and her husband, Able Toastmaster Bronze Jerry)
- ___ Division B Governor from District 97, Advanced Toastmaster Bronze Mitch Berger

PAST INTERNATIONAL DIRECTORS (ALL ARE PAST DISTRICT GOVERNORS)

- ___ Past International Director, Distinguished Toastmaster Frank Engler (___ and his wife, Competent Toastmaster Marianne)
- ___ Past International Director and Candidate for Third Vice President, Distinguished Toastmaster Dino Merlot (___ and his wife, Distinguished Toastmaster Sherry)
- ___ Past International Director, Distinguished Toastmaster Velma Bettendorf
- ___ Past International Director, Distinguished Toastmaster G. Carroll O'Malley

PAST DISTRICT GOVERNORS

- ___ Past District Governor, Distinguished Toastmaster Barry Newcastle (___ and his wife Jane Rogge-Newcastle)
- ___ Past District Governor, Distinguished Toastmaster Ricardo Montoya
- ___ Past District Governor and candidate for International Director from Region *{your region}*, Distinguished Toastmaster Bora Layne
- ___ Past District Governor, Distinguished Toastmaster Paula Westlake
- ___ Past District Governor, Distinguished Toastmaster Veronica Vogler (___ and her husband Mike Deerfield)
- ___ Past District Governor, Distinguished Toastmaster Roberta Wong
- ___ Past District Governor, Distinguished Toastmaster Bob Delvecchio(___ and his wife, Advanced Toastmaster Bronze Josephine)
- ___ Past District Governor, Distinguished Toastmaster Vic Polonsky (___ and his wife Janet)
- ___ Past District Governor, Distinguished Toastmaster Shirley St. Pierre
- ___ Past District Governor, Distinguished Toastmaster Ken Goldberg
- ___ Past District Governor from District 91, Distinguished Toastmaster Beatrice Greenbrier
- ___ Past District Governor from District 79, Distinguished Toastmaster Michael Blair (___ and his wife Mary)
- ___ Past District Governor from District 96, Able Toastmaster Emmylou Twain
- ___ Past District Governor from District 77, Distinguished Toastmaster Kyle Stamper

HONORARY TOASTMASTERS

GUESTS OF HONOR

Courtesy of Richard Snyder, DTM, PDG
 Candidate for International Director Region II
Toastmasters: Building a Brighter Future
www.richard4region2id.com