

— INVITATIONS —

(how they should be arranged)

1. A visit to a Lodge by a Grand Lodge Officer should be, and generally is, arranged by the Past Grand Exalted Ruler in whose jurisdiction the visit is to be made. All invitations from a Lodge or State Association to a Grand Lodge Officer should be first cleared through the Past Grand Exalted Ruler of jurisdiction.
2. Invitations from a Lodge to the State President should be arranged through the Vice President of the District (may be different in some states). Invitations announcing such a visit should also be sent to past and present Grand Lodge Officers, State Association Officers, and other Lodges in the District.
3. Invitations from a Lodge to the District Deputy Grand Exalted Ruler of the District should be extended directly to the Officer. An invitation announcing such a visit should be sent to the Past Grand Exalted Ruler of the jurisdiction and to the State Vice President of the District as well as to Past District Deputies and other Past Grand Lodge and State Association Officers of the District as a courtesy.
4. Invitations from a Lodge to a Vice President of the District should be extended directly to the Officer. An invitation to attend the meeting should be sent to the District Deputy Grand Exalted Ruler of the District and to the State President. Here again, it is a courtesy to invite other past and present Officers of the Grand Lodge and State Association in the District.
5. On very special occasions, possibly where a high official in our government is being asked to visit a Lodge or State Association meeting, besides the direct invitation, follow-up letters should be arranged for from the Governor of the State, U.S. Senator and the U.S. Congressman. For such meetings it is a courtesy to invite Past Grand Lodge and State Association Officials to attend. This is also true in the case where an important guest of the Order will visit a Lodge.

—IMPORTANT ARRANGEMENTS— WHICH SHOULD BE MADE FOR
SPECIALLY INVITED OR DISTINGUISHED GUESTS

1. Invitation

- (a) Be specific about the date and hour of the function.
- (b) Advise the invited guest if the affair is arranged for couples and be sure to specifically invite your guest's spouse or companion. Include the general plans for the special entertainment of the spouses. If there are no specific plans other than the joint affair, say so. Don't leave the special guest or anyone in the guest's party unplanned for or unsure of their welcome.

- (c) Advise your guest as to the type of dress expected for the occasion (Formal, business, casual, etc.). Make certain the same information is noted for the type of apparel the accompanying family members will be wearing. **THIS IS MOST IMPORTANT!** With the advent of modern high-speed transportation has also come the possibility that travelers will face a drastic change of climate in the short space of time between their departure and arrival at another location. Be sure these circumstances have been communicated to any guests well in advance of their visit so their wardrobes can be appropriately adjusted for extreme differences.
- (d) Discuss with the invited guest what you have planned, and when the guest will be scheduled on the program. If more than once, say so. If the guest's appearance and performance are a featured event, state when and where. If an informal appearance is anticipated, say so. If the guest is the featured event, avoid other speeches so as not to detract from the content of the featured guest's remarks.
- (e) Ask your guest to inform you as to the time (and place, i.e., gate number, etc.) of arrival and how the guest will be traveling (car or plane).
- (f) Ask the guest if there will be others in the guest's party. If so, how many and if all are traveling with the guest so proper arrangements can be made for the comfort of all and transportation, if needed, including luggage space.
- (g) Notify the special guest if you have scheduled any public addresses, interviews with the press, radio, or television and when scheduled.

2. Before arrival

- (a) Hotel or motel accommodations should be made well in advance. Make absolute arrangements with the manager or cashier of the hotel that you, as the host, will pay for the accommodations. Don't take any chances on a slip-up; advise your guest of your arrangements. Whether it be known beforehand, or if realized as the visit develops, that your guest(s) will be leaving after the regular check-out time of the Hotel/Motel, promptly and directly inform the management and obtain a late check-out so that your guest(s) will not be personally inconvenienced.

If your guest is the Grand Exalted Ruler, the Order's highest-ranking Officer understandably should be given the most luxurious suite available. If the Lodge (or State Association) can afford to do so, suites should be provided to Past Grand Exalted Rulers and the State President.

- (b) Preregister the guest at the hotel before the guest's arrival and have two room keys (one is for the guest and one for the guest's spouse).
- (c) Be sure to inspect the accommodations before the guest(s) arrive to see that everything is in order.
- (d) Place an arrangement of flowers in the room with a card showing them to be from the Lodge. If a two room suite is provided, an arrangement of flowers in each room is appropriate.
- (e) Before the guest's arrival, a set-up of refreshing beverages (with the necessary mixes and ice) should be placed in the room (determine preferred selection from the guest prior to the guest's arrival). A fruit basket is always welcome and may also be placed in the room.

3. arrival of Guest

- (a) If by airplane, have a welcome group at the terminal when the guest arrives. If the guest is driving a car, have the welcoming group at the hotel [see note, subsection (c)].
- (b) Immediately after the guest's arrival, obtain luggage claim checks and have someone assigned to pick up luggage and deliver to the guest's hotel room.
(NOTE: Where any security rules require luggage to be handled by its owner with proper identification, comply with these but still assist as much as possible.)
- (c) Provide for the required number of cars and have them available for the guest with an assigned driver. Assign the guests to the proper people and cars to take them to the hotel. All assignments of who will ride with whom and in what car should be arranged beforehand.
(NOTE: The welcome group should be somewhat limited. Too many can create confusion for the guest as well as that of the general public who are also trying to arrive or depart. There will be ample time for others to meet the guest during the functions.)
- (d) Take the guests directly to their rooms so they may freshen up or rest following the trip. It is inappropriate to arrange a "sight-seeing" tour for the guests en route to the hotel. Sightseeing tours are generally welcome but should be scheduled later into the guest's visit.
- (e) It is appropriate to have at least two couples at the hotel rooms (or suite) to welcome the guests when they arrive, to offer their services in any way such as to provide information or directions concerning laundry service, dry cleaning,

pressing, barber shop, restaurant, etc. After offering this information, the welcome group must not “hang on.” Permit the guests to have time to unpack and relax in their new surroundings.

- (f) If a printed program of the events is made, provide several to the guest and discuss all phases. If no printed program is available, outline the details so the guest will know the schedule of events and times.
- (g) Ask your guest when the guest will depart from the city so proper arrangements can be made to assure the guest’s transportation.
- (h) Advise the guest of the type of dress for both men and women for each appearance.

4. Courtesies

- (a) Always have cars available and on time for transportation of your guests so they will not be late for the event or events. If the guest and the guest’s spouse are to attend different functions at the same hour, have a car available for each.
- (b) Corsages should be presented to lady guests before they leave their hotel rooms for the event, preferably in a color which will harmonize with her dress or suit. If in doubt as to the color of the ensemble, provide a white corsage.
- (c) At any event where the guests are present always see to it that they are never left alone. Someone representing the host should always be present to answer questions, make introductions and handle emergencies, if any arise. However, this should be done very low key. If it is a large group, it is awkward to try to introduce the guest to each person the guest meets. It is generally less cumbersome to let the guest set the guest’s own pace of meeting people.
- (d) If the guest is going to attend a Lodge dinner and meeting, be sure the spouse of your guest is properly entertained. Make arrangements for the spouse to be taken to dinner and entertained during the evening. Provide transportation and pay the spouse’s expenses.
- (e) Make arrangements to have the guest picked up at the hotel and taken to the Lodge meeting. See to it that the guest is given proper service and attention during the dinner.
- (f) If the guest is to speak at the dinner, be sure to have a podium and microphone at the head table for the guest.
- (g) If a charge is being made for the dinner, be sure your guests are provided with complimentary dinner tickets or that the doorman is informed in advance to admit the guests without tickets.

- (h) If a group on the committee plans to gather in the room of your guest for refreshments before going to the event of the evening, make sure your guest is aware of it and arrange for an attractive tray of hors d'oeuvres to be delivered to the room. This should never be done unless the guest has been provided with a separate parlor or sitting room from the bedroom. Be sure to close the cocktail party in sufficient time for the group to arrive at the Lodge meeting or event on time.
- (i) If the guest is to be the main speaker at the banquet or meeting, see that no other speaker precedes the guest on the program.
- (j) When the invited guest is to be the speaker at a meeting, it is preferable to make the meeting short and snappy. Delete everything unnecessary; most times business can be put over to the next regular meeting. And do not permit anything of a controversial nature to come to the floor of the Lodge when a guest is present.
- (k) Abide by the guest's desires about the time for returning to the hotel but as a general rule, return the guest and the guest's spouse to the hotel as early as possible. While it is a big night for the host Lodge or group, for the guest it may also be one in a series of consecutive, exhausting nights.

— DRESS CODE —

Dress for any activity should be appropriate and compatible for the occasion.

For example, at formal or semi-formal occasions such as Installation of Officers, and banquets to honor the Grand Exalted Ruler, business suits for the men and afternoon or evening attire such as street length dresses or suitable slacks for the ladies. Jeans, sweatshirts, or Lodge jackets with multiple Lodge or State Pins are not appropriate.

For casual events, remember to dress with dignity. Wear clothing that is fitting, suitable, proper, and compatible with the occasion.