**The President General Is Coming!**

A Skit/Power Point for WSDAR Fall Workshop 2019

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**Introduction** (slide #1)

N: We will have the honor of having our President General at our next State Conference to be held in Green Bay. It is not too early to get prepared for this special event. As a longtime high school teacher, I've prepared a study guide for you to fill in during the presentation. Old habits stick with you! And there will be a quiz at the end! (distribute handouts)

One aspect of that preparation is to become familiar with the proper protocol for the occasion.

(To this point, all actors are upstage with their backs to the audience. They turn an come forward on at a time as they speak.)

1: Wait a minute, wait a minute! Why do I need protocol lessons?

2: Right! My mom taught me to mind my manners . Don't talk with your mouth full, say please and thank you, cover your mouth when you sneeze.

3: No belching at the table...

1: We all have that down by now. You're going to give us more rules?

3: What is protocol anyway?

4: And why do we need to know about it for State Conference? (5 comes forward with 4)

N: Good questions, What is meant by "protocol" (slide #2} Can you read those answers for me?

2, 5, 4: (read sections in turn)

1: So where did all these rules come from?

N: Protocol is usually associated with governmental and diplomatic rules and procedures to govern affairs of state or diplomatic occasions. In the United States, there is a formal protocol that is actually determined by the State Department.(slide #3) Similarly, the NSDAR its own protocol. It is based on what 4 things?

5: (raises hand, and is called upon. #5 reads the 4 principles) Sounds like more than just not belching at the dinner table!

N; You are absolutely right. We are living in a society where it is sometimes hard to find courtesy, respect, honesty, and good manners. And how often have you thought that common sense isn't so common anymore!

4: You've got that right!

(All actors return to the upstage area with backs to the audience.)

N: So today we are going to look at several specific aspects of protocol that will be good to know when you attend State Conference. We can't cover everything concerning DAR protocol, but we will look at what will directly affect you. One of the first things you will encounter that has a specific protocol is the opening processional.

(All actors turn together to come forward for the next conversation.)

3: Looks like there are a bunch of ladies lining up outside the doors. There are enough seats in here. Why don't they come in and sit down with us?

N: They are part of the processional that begins and ends each conference or workshop.

4: Who gets to be first? The most important person?

2: I bet they line up by height so the line looks good - like with big group pictures and things like that.

5: Wrong - they need to look at what everyone is wearing so no one clashes!

N: Wait a minute, isn't protocol supposed to create order? honor? respect? Those methods sound like recipes for chaos.

1: So there are rules, right?

N: Yes there are. In a procession at a state event, the highest ranking person enters last.

3: Sort of like a build-up to the main event?

N: I guess you could look at it that way. At our State Conference, since the President Generalis the highest ranking officer of the National Society. She is the honored guest at any DAR function and should always be given the place of honor. So she will be last to enter before the hostess of the event, our own State Regent.

2: So how about the rest of the procession? There are a lot of ladies out there.

N: Since you won't be in charge of what is happening, you need to know just a few principles.

If our chapter regents are processing, they come first, followed by the honorary state regents . Then come our state officers on the Board of Management. They are followed by our honored guests, and then the hostess.

1: So no worries about heights and clashing colors.

4: I get it. It goes with the courtesy and respect ideas.

N: Right. You're catching on. It will be the same order each time there is a procession. Then the procession order is reversed, for example, for a receiving line.

5: But I'm seeing a lot of flags out there, too. What about them?

N: We start the procession with the American flag, then state flags, and DAR flag. Chapter flags follow them. And that brings up the question of flag protocol.

1. Guess what? More rules!

2: Oh, knock it off. This is simply respect and courtesy, not like the rules on no parking signs.

N: Thank you. Now, what would you say would reflect that?

4: Well, first you need to stand for the flag - probably right when the procession starts.

5. But what about the hand over the heart? That always confuses me.

N: You are not alone! Here are some things to keep in mind. (slide #4) Let's take turns reading them out? (actors read out the items in order) Any questions?

2: Nothing in my left hand?

3: Remember, it's focus and respect. Someone's bound to be checking the messages on her phone if she's holding it!

N: Unfortunate, and certainly possible. So, let's summarize what we need to know about processions. (slide #5 )

1 - 5: Actors read the 5 items in order (Actors then return to upstage positions)

N: Another thing that ladies always seem concerned about is the question, "what should I wear"? There's general protocol for that, too. But keep in mind, it isn't about fancy or expensive. It is about respect expressed in good manners and common sense.

(Actors turn to come forward when they speak)

3: So, there are several different events to attend at State Conference. What should I wear?

5: I love the cute yoga pants you wore the other day with the hot pink top. That outfit would brighten up the place.

3: But I don't think the blue and white ribbon that my pins are on would go well with the hot pink print.

4: The never-ending wardrobe question, huh? I think there were some event guidelines in the newsletter with the conference registration. Let me look. Ok - here it is. Business dress is good for business meetings and other daytime events.

3: What does that mean? What if I'm a plumber or a trainer at the gym?

4: I'm thinking sweats or overalls aren't what they mean.

N: Remember the respect and good manners focus. Many schools require their students to wear uniforms to school for that reason. How would you apply that idea to the concept of business dress?

5: Dresses...

4: But probably not strapless mini-dresses; something more modest or tailored.

5: Skirts, blouses, sweaters, jackets, dress pants...

4: Not jeans, cargo pants, sweatpants, or yoga pants.

5: Even suits or pantsuits.

N: And that leads us to the question of your DAR pins.

1: I've seen members with huge multiple ribbons with lots of pins. How do you know what goes where?

N: Let' s look at the pin basics first. When do you wear pins?

1: For sure, when you are at a state conference event.

N: (slide #6) Here are the standards to keep in mind.

Actors read out the points on the slide ad lib

3: That makes sense. But what about those big, long sashes? What are they all about?

N: There is a "code" of sorts built into the protocol of sashes. There are different widths which pertain to the seniority of the elected officer wearing it. There are also differing patterns of blue and white to distinguish current officers from past and honorary officers. National officers and state regents may wear sashes.

4: I'm not going to be needing one of those anytime soon.

N: Perhaps not, but knowing why those ladies are wearing those sashes allows us to identify and honor them, even if it means letting them off the elevator first.

5: This bling thing seems pretty complicated, but those pointers help.

N: It does take a little time to get familiar with all the aspects of pin etiquette. But our insignia is an important symbol of who we are as an organization.

(Actors read the points on the slide)

N: There are resources on the NSDAR website to give more details on the wearing of pins. Some ladies have begun wearing a "right side ribbon" which can have a name tag and other pins that aren't appropriate on your insignia ribbon.

4: We haven't finished the "what do I wear" question. What about the State Conference banquet? That's pretty glitzy, isn't it?

N: Well, it can be, but it doesn't have to be a case of not going because you don't have a sequin-covered gown. Think about it for a minute. What could you do to create a dressy outfit?

3: Go for that dress you wore in a wedding. No one else has see you in it!

2: What about taking a plain dress, or skirt and top, and dressing it up with a fancy scarf or jewelry?

4. I'd borrow stuff from my sister. She never wears half of what she has collected over the years.

1: My sister sews. I bet she could make me a long skirt to go with that metallic gold top I got on sale last year.

N: That's the idea. Wear something that will make you feel elegant, not in debt! A banquet like this is all about celebrating DAR. Everyone can "Arise and Shine" at an event like this.

5: What about gloves? I have always heard you need them for banquet and receiving lines.

Is that true?

N: Well, nearly. Gloves are worn in a receiving line if the hostess wears them. The only exception is military personnel in uniform. Their uniform regulations do not permit gloves. These guidelines should help. (slide #7)

3: That helps. I remember seeing a chapter selling gloves at its sales table. I should get some to have on hand. No pun intended.

1: Groan!

(Actors return upstage)

N: Protocol - it's not so difficult to understand, is it. In DAR, protocol also pertains to meetings. Each chapter has its chapter meeting protocol, and so do state level meetings. We all have an opening ritual for our meetings. We all work toward running efficient meetings according to Robert's Rules of Order. But there are always a few more common sense things to consider.

(Actors turn to come forward as they speak)

2: (Coming forward with 4. Sit in chairs facing the audience) I've been listening to the people who are trying to explain those bylaw changes, but I still don't get it.

4: It's all new to me, too. I can't help you.

2: I'll just ask. (Rises) Hey, Brenda, I don't understand article...(cut off)

N: Whoa! Hold it. What happened to respect and common sense?

2: But I was just asking...

N: First, you need to be recognized by the Chair.

4: Recognized? She knows us.

N: In this case it means she gives you the opportunity to speak. And there's more. (Slide #8) Can you help these ladies out? (3 comes forward)

3: (Reads points on slide)

N: Thank you. This is part of the general protocol for meetings which also includes the following points. (Slide #9)

1: We'll read them. (comes forward with 5 and they read the points alternately)

5: My mom broke her ankle last month. She can' t keep getting up and down from her seat.

N: Common sense tells us she shouldn't try. She will still be heard even if seated.

(Loud and obnoxious cell phone rings)

1. Oops! Sorry...

3: You should "silence all your devices" like they say at the movies. Common sense, right?

5: And quit the texting and emailing during a meeting. That's just plain rude.

(Actors 2 & 4 join the group)

N: Lunch and dinner meetings have a little different dynamic. There is a shorter opening ritual, and there will be a speaker or presentation in place of business. There will be reserved seating for officers and special guests. Because large groups of people can't all be served simultaneously, courtesy requires that you do not begin eating until the hostess raises her fork.

2: I remember that from an earlier dinner. We all laughed because our hostess had a really huge fork so everyone could see it.

4: We've covered a lot of protocol items. Is there more?

N: As you might imagine, there is more, but we have looked at the things you should know when attending our State Conference next spring. There is protocol covering introducing members and guest at meetings, and the writing of invitation to speakers.

Using the insignia in print, determining the order of multiple pins on a ribbon, and organizing seating arrangements for meetings and meals are covered. The details for protocol in typical DAR events is available from these sources whi8ch are listed at th end of your handout.

(Show slides 10 & 11)

2. But what we've covered now will help you be at ease at the coming State Conference, and help put Wisconsin's best foot forward for our President General.

5: Protocol is rooted in honesty, respect, good manners, and common sense.

3: Because we are D - A - R

4: Not Dar - as rhymes with far.

3: Daughters of the American Revolution

5: As we order our activities based on the 4 principles of protocol

1: We can move forward effectively to Arise and Shine for America.

N: I hope your study guides are full of information to pass on to your chapters. I expect the script, slides, and study guide for this presentation to be available on the WSDA website.

Please share them with your chapters to encourage them to participate in the coming State Conference. Oh - and there won't be a quiz. I have just found that statement to be an effective attention device! (Slide #12)

If you have any questions, we'll do our best to provide answers.