



**Illinois State Organization
National Society Daughters of the American Revolution
Marria Elliott Blinn, State Regent**



Protocol

Patricia Cork

P.O. Box 444, Lake Bluff, IL 60044-0444

pzcork@comcast.net 847.494.2891

“Is Your Chapter Ready to Host the State Regent?”

- Set a date for the State Regent’s Official Visit as soon as possible in her term of office. If your chapter is celebrating an anniversary, make that clear.
- If the state regent is traveling a distance that makes staying overnight imperative, the chapter should make arrangements for her to stay with a chapter member or pay for her hotel room or B & B.
- If the chapter visit includes a meal, the chapter pays for the state regent’s meal. Remember to ask if the state regent has any dietary limitations. The state regent will provide her own transportation.
- If possible, a page should be assigned to the state regent to help with her purse or other bags, show her where to “freshen up” and be available to answer any questions she may have. Also, the page should be available to help her get her handbag, etc. to her car at the end of the meeting. If a page is not available, ask a chapter member to function in this capacity.
- It would be a kindness to have a convenient parking place near the door of the venue reserved for the state regent, if possible. Also, have a page or chapter member greet her and show her to the proper room.
- When the state regent makes her official visit, she is the only speaker. An honorarium should be made and sent to the state treasurer.
- When the state regent is introduced, all chapter members should stand up and applaud.
- Should the chapter decide to have a receiving line, the chapter regent is first with the state regent next in line. It would be a kindness to keep the receiving line short, perhaps even limited to the chapter regent and state regent, but follow the Order of Precedence for anyone else who may be included.
- When seated, the state regent should be to the immediate right of the chapter regent who is the presiding officer. This is during the chapter meeting and any meal.
- When the state regent is introduced to speak, the members should rise and applaud.
- Relax and enjoy your special time with the state regent. She will be eager to meet and get to know you, your chapter and members.