



Protocol Quiz

Rev. 05/17/17

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1. () () Protocol is the customs and regulations dealing with ceremonies and etiquette.
2. () () A Master of Ceremonies should preside during a Lodge Banquet.
3. () () It is not necessary to have a welcome group at the hotel, waiting for the arrival of your guests when they are arriving by car.
4. () () At a Vice President’s visitation, the Vice President and other Association Dignitaries are seated to the right of the Exalted Ruler.
5. () () Invitations to any function should include the date and time of the function as well as the type of dress expected for the occasion.
6. () () It is acceptable to have a second head table.
7. () () When distinguished guests are present and officials are present you always introduce the distinguished guests first.
8. () () When a distinguished speaker is present, dignitaries not at the head table should also be introduced.



Protocol Quiz – continued

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9. () () It is not necessary to pre-register a distinguished guest from out of the area at their hotel.

10. () () If other guests are present at a function, it is not necessary for the host (or someone representing the host) to always be present.

11. () () If the guest is to be the main speaker at a banquet or meeting no other speaker should precede the guest on the program.

12. () () While pictures are always worthwhile, photos with drinks in hand or in humorous, improper or unflattering poses are not to be taken.

13. () () The Elks Magazine wants interesting pictures with as many people as possible in the picture.

14. () () The important point of introductions in the Lodge room is to have them done in proper form with good etiquette.

15. () () Officers should be properly dressed for each Lodge meeting. Protocol in dress is as important as proper procedure.