TO: Worthy District Deputies and Grand Knights

FROM: Chris Foley, State Warden

SUBJECT: State Council Protocol Guidelines

One of the duties and responsibilities of the State Warden is to ensure that proper protocol is observed at all state meetings, events and any formal event hosted by a district or council where the state deputy or his designated representative is present. To this end, I'm always available to provide advice and guidance to you and your councils on matters of protocol.

Protocol is not designed to make the event or meeting complicated or "stuffy." Rather, it is designed to properly care for our guests much like we would if we invited someone into our home.

Attached you will find some tools that we hope you will find helpful and that complement the Supreme Council Protocol Booklet (#1612), available free of charge from the Supreme Council Supply Department. The first attachment is an extract from the Grand Knight's Handbook on protocol procedures. The additional attachments are tools developed by the State Council to help make protocol arrangements a bit easier to understand and execute. They include processional diagrams, introductions lists, seating templates, etc.   Please use them as you see fit. I'm very interested in your feedback on what works and what doesn't and to suggest improvements that will make the tools better for all.

I appreciate your leadership and selfless service to your district, council and the Order. Again please do not hesitate to contact me at cfoley8882@aol.com or home: 719-282-8839, work: 719-380-5902, or cell: 719-338-7173.

Vivat Jesus,

Christopher J. Foley
CHRISTOPHER J. FOLEY
State Warden

Attachments
1. Protocol GK Handbook Extract
2. State Warden Protocol Guidelines
3. Past State Deputy Protocol Order
4. Mass Procession Diagram
5. Sample Head Table Seating Diagram
6. Sample Seating Diagram with Round Tables
7. Introduction Worksheet with Head Table
8. Introduction Worksheet No Head Table