

# A GUIDE TO TENNESSEE PROTOCOL



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## FOREWORD

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**T**he 108<sup>th</sup> General Assembly of Tennessee passed legislation authorizing the Secretary of State to develop a protocol manual to be used throughout state government, at the option of each of the executive, legislative, and judicial branches.

Working closely with Representative John Ragan (R–Oak Ridge), the Secretary of State’s office developed this manual with reference to the protocol guide prepared by the Commonwealth of Virginia, which first published its guide in 1977. The Guide to Virginia Protocol was initially developed for use by the Virginia Governor’s office after Virginians hosted many visiting dignitaries, and official functions during the Commonwealth of Virginia’s 1976 bicentennial year brought about numerous questions regarding protocol and procedure. It was intended as a concise reference outlining recommended, acceptable practices consistent with modern lifestyle and approved social etiquette. It was not meant to address all contingencies, but to set forth some rules that could be applied and lead to logical solutions to situations that might arise. It is hoped that the procedures and guidelines suggested in this publication will assist users in formulating answers to their questions based on accepted practices and common sense.

# TABLE OF CONTENTS

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## Table of Contents

<b>1 PROTOCOL</b> .....	<b>1</b>
<i>Precedence</i> .....	<i>1</i>
• General Rules.....	1
• Federal Order.....	1
• Tennessee Order.....	2
• Armed Forces .....	3
<i>Forms of Address</i> .....	<i>10</i>
• The Honorable .....	10
• Excellency.....	10
• Esquire .....	12
• Courtesy Titles.....	12
• Salutation and Complimentary Close.....	12
• Federal Officials.....	12
• State Officials.....	15
• Lieutenant Governor .....	16
• Judicial Officials.....	19
• Local Officials.....	20
• Diplomatic Officials .....	20
• Foreign Officials.....	20
• Ecclesiastical Officials .....	21
• Bishops .....	21
• Military Officials.....	22
<i>Official Correspondence</i> .....	<i>24</i>
• Multiple Recipients .....	24
• Committee Correspondence .....	24
<i>Social Correspondence</i> .....	<i>25</i>
<i>Invitations</i> .....	<i>26</i>
• Informal Invitations.....	26
• Formal Invitations.....	26
• Reply to Formal Invitations.....	26
<i>Dress</i> .....	<i>30</i>
• Suggested Dress Definitions .....	30
• Formal.....	30
• Informal or Semiformal.....	30
• Casual .....	30
• Military.....	30
<i>Receiving Line</i> .....	<i>31</i>
<i>Dinners and Luncheons</i> .....	<i>32</i>
• Seating.....	32
• Special Events.....	36
• Place Cards.....	36

# TABLE OF CONTENTS

---

• Precedence to Dining Room .....	37
• Toasts .....	37
• Toastmaster .....	38
<i>Foreign Visitors</i> .....	39
<b>2 STATES' INFORMATION .....</b>	<b>40</b>
<i>Order of Entry into the Union</i> .....	40
<i>Governors and their Addresses</i> .....	41
<i>Legislatures and their Addresses</i> .....	41
<b>3 TENNESSEE NAMES AND SYMBOLS .....</b>	<b>42</b>
<i>Symbols</i> .....	42
<b>4 STATE HOLIDAYS .....</b>	<b>43</b>
<b>5 MEETINGS OF THE HOUSE OF REPRESENTATIVES AND THE SENATE ....</b>	<b>44</b>
<i>Joint Session</i> .....	44
<i>Adjournment Sine Die</i> .....	44
<b>6 STATE CAPITOL.....</b>	<b>45</b>
<b>7 FLAG CEREMONIES .....</b>	<b>46</b>
<i>United States Flag</i> .....	46
• Use of Flag for a Funeral.....	49
• Flag Display on an Automobile .....	49
• Flag Display in Parade or Program .....	49
<i>Tennessee Flag</i> .....	50
• Use of the Tennessee Flag for a Funeral .....	50
• Occasions for Flying the State Flag at Half-Staff .....	51
<i>P.O.W./M.I.A. Flag</i> .....	52
<i>American/Foreign Anthems</i> .....	53
<b>8 OFFICIAL PORTRAITS .....</b>	<b>54</b>
<i>Governor</i> .....	54
• While in Office .....	54
• Leaving Office .....	54
<b>9 ELECTRONIC COMMUNICATION.....</b>	<b>55</b>
<b>10 QUESTIONS AND ANSWERS .....</b>	<b>57</b>
<b>11 INDEX .....</b>	<b>58</b>

# 1 PROTOCOL

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## *Precedence*

### **General Rules**

Webster's Dictionary defines "precedence" as "the right to superior honor on a ceremonial or formal occasion" or "the order of ceremonial or formal preference."

Precedence is still determined by basic principles first set forth in the Eight Articles adopted by the Congress of Vienna in 1815. These principles resulted in the official precedence used today, which is firmly set in Washington, D.C., and in all foreign capitals. Despite established rules, there are many situations that can alter the order of precedence; therefore, the U.S. Department of State does not publish its complete precedence list. Those wishing to observe strict protocol may send names and titles to the U.S. Department of State for suggested precedence.

Unlike the federal government, there is no fixed order of precedence for state and local government officials. Generally, state precedence follows the same order as federal precedence. When several state officials of the same rank from different states are present, their ranking is determined by their state's admission to the Union. A listing of these dates is on page 40.

When dealing with American precedence, there are several rules that always hold true and that may differ from what one would assume the order of precedence to be. First, no one outranks a governor in his own state except the President or Vice President of the United States. Secondly, no one outranks a mayor in his own city or town or the County Mayor or County Executive in his own county except the Governor of the state or the President or Vice President of the United States.

It is important to remember that, for purposes such as seating, the spouses of officials take on the rank of their spouses. They do not have their own rank unless they also hold an office. One exception to this is widows of former presidents who do have official standing. At a public dinner to which the President of the United States has been invited and sends his or her spouse as representative, that representative is accorded the same rank as the President. This could also be true of governors in their own state,

but not other federal or state government officials.

Another rule of precedence to remember is that, in a limousine, the right rear seat is the seat of honor.

It is impossible to address individual situations in a publication of this nature. Sound reasoning and practical application of established precedence should be applied to determine appropriate ranking at a specific event. Two events with guest rankings are provided as examples at the end of this section.

### **Federal Order**

The following unofficial list of precedence indicates the most typical order for various dignitaries:

- The President of the United States
- The Vice President of the United States
- The Speaker of the House of Representatives
- The Chief Justice of the United States Supreme Court
- Former Presidents of the United States
- The Secretary of State
- The Secretary General of the United Nations
- Ambassadors of Foreign Powers
- Widows of former Presidents of the United States
- Ministers of Foreign Powers (Chiefs of Diplomatic Missions)
- Associate Justices of the Supreme Court of the United States
- The Cabinet
- Chief of Staff for the President
- Director of the Office of Management and Budget
- United States Representative to the United Nations
- Members of the Senate
- Governors of States
- Former Vice Presidents of the United States
- Members of the House of Representatives
- Charges d'affaires of Foreign Powers
- The Undersecretaries of the Executive Departments and the Deputy Secretaries
- Administrator of the Agency for International Development

- Director of the United States Arms Control and Disarmament Agency
- Secretaries of the Army, the Navy, and the Air Force
- Chairman of the Council of Economic Advisors
- Chairman of the Board of Governors, Federal Reserve
- Chairman of the Joint Chiefs of Staff
- Chiefs of Staff of the Army, the Navy, and the Air Force (ranked according to date of appointment)
- Commandant of the Marine Corps
- (5 Star) Generals of the Army and Fleet Admirals
- The Secretary General of the Organization of American States
- Representatives of the Organization of American States
- Director of the Central Intelligence Agency
- Administrator of the General Services Administration
- Director of the U.S. Information Agency
- Administrator of the National Aeronautics and Space Administration
- Chairman of the Civil Service Commission, Chairman of the Atomic Energy Commission, Director of the Office of Emergency Preparedness, Director of the Peace Corps
- Director of the Office of Economic Opportunity
- Special Assistants to the President
- Deputy Undersecretaries of State
- Assistant Secretaries of the Executive Departments
- Chief of Protocol of the United States
- Members of the Council of Economic Advisers
- Active or Designate United States Ambassadors and Ministers (career rank, when in the United States)
- Undersecretaries of the Army, the Navy, and the Air Force
- (4 Star) Generals and Admirals
- Assistant Secretaries of the Army, the Navy, and the Air Force
- (3 Star) Lieutenant Generals and Vice Admirals
- Former United States Ambassadors and Ministers to Foreign Countries
- Ministers of Foreign Powers (serving in embassies, not accredited)
- Deputy Assistant Secretaries of the Executive Departments
- Deputy Chief of Protocol
- Counselors of Embassies or Legations of Foreign Powers

- (2 Star) Major Generals and Rear Admirals
- (1 Star) Brigadier Generals and Commodores
- Assistant Chiefs of Protocol

### **Tennessee Order**

Directed by previous practice, similarities on the Federal list, and established relationships, the following list is suggested as a guide to Tennessee's precedence:

- Governor
- U.S. Senator from Tennessee
- U.S. Representative from Tennessee
- Lieutenant Governor
- Speaker of the House
- Secretary of State
- Comptroller
- Treasurer
- Chief Justice of the Supreme Court of Tennessee
- Attorney General
- Former Governors and their spouses
- Members of the Tennessee Senate
- Members of the Tennessee House of Representatives
- Active and retired Tennessee Supreme Court Justices
- Governor's Commissioners
- Judges of the Court of Appeals
- Judges of the Court of Criminal Appeals
- Judges of Courts of Record
- Mayors of Cities
- Mayors of Counties or County Executives
- Mayors of Towns
- Former Attorneys General
- Appointed heads of State Departments and Institutions
- Chairman of Boards of Departments and Institutions

*\*\* Within the House of Representatives and the Senate, members holding chairmanship positions are ranked first, with vice-chairmanship appointments ranked second. The remaining members are ranked in accordance with their seniority.*

*\*\*\* This order of precedence changes when in own jurisdiction; see Precedence, page 1. One of the important factors in establishing precedence is the size and importance of the jurisdiction.*

**Armed Forces**

The order of precedence for members of the armed forces follows the order of precedence of the services: Army, Marine Corps, Navy, Air Force, and Coast Guard. As an example, a Marine Captain has equal rank with an Army Captain but is seated below him at the table.

If a foreign dignitary is arriving on a military base, a conflict may arise between the ranking local official and the base commander. Generally speaking, if the base is being used

for transportation and will not be toured, the local official should take precedence and head the receiving line at the arrival ceremony. The Protocol Officer on the military base should be consulted for appropriate procedure.

When considering the ranking of military personnel at a social event, the following order of precedence, prepared by the Department of Defense, may be helpful:

**Uniformed Service Rank Chart****Enlisted**

Army				
E-1	E-2	E-3	E-4	E-5
Private (PV1)	Private (PV2)	Private First Class (PFC)	Corporal (CPL)  Specialist (SPC)	Sergeant (SGT)
E-6	E-7	E-8	E-9	Senior Enlisted Advisors
Staff Sergeant (SSG)	Sergeant First Class (SFC)	Master Sergeant (MSG)  First Sergeant (1SG)	Sergeant Major (SGM)  Command Sergeant Major (CSM)	Sergeant Major of the Army (SMA)

Marines				
E-1	E-2	E-3	E-4	E-5
Private (PVT)	Private First Class (PFC)	Lance Corporal (LCpl)	Corporal (Cpl)	Sergeant (Sgt)
E-6	E-7	E-8	E-9	Senior Enlisted Advisors
Staff Sergeant (SSgt)	Gunnery Sergeant (GySgt)	Master Sergeant (MSgt)	Master Gunnery Sergeant (MGySgt)	Sergeant Major of the Marine Corps (SgtMajMC)
		First Sergeant (1stSgt)	Sergeant Major (SgtMaj)	

Air Force				
E-1	E-2	E-3	E-4	E-5
Airman Basic (AB)	Airman (Amn)	Airman First Class (A1C)	Senior Airman (SrA)	Staff Sergeant (SSgt)
E-6	E-7	E-8	E-9	Senior Enlisted Advisors
Technical Sergeant (TSgt)	Master Sergeant (MSgt)	Senior Master Sergeant (SMSgt)	Chief Master Sergeant (CMSgt)	Chief Master Sergeant of the Air Force (CMSAF)
	First Sergeant (E-7)	First Sergeant (E-8)	First Sergeant (E-9)	
			Command Chief Master Sergeant (CCM)	

Navy				
E-1	E-2	E-3	E-4	E-5
Seaman Recruit (SR)	Seaman Apprentice (SA)	Seaman (SN)	Petty Officer Third Class (PO3)	Petty Officer Second Class (PO2)
E-6	E-7	E-8	E-9	Senior Enlisted Advisors
Petty Officer First Class (PO1)	Chief Petty Officer (CPO)	Senior Chief Petty Officer (SCPO)	Master Chief Petty Officer (MCPO)	Master Chief Petty Officer of the Navy (MCPON)
			Force Command Master Chief Petty Officer (FORMC)	
			Fleet Command Master Chief Petty Officer (FLTMC)	

<b>Coast Guard</b>				
<b>E-1</b>	<b>E-2</b>	<b>E-3</b>	<b>E-4</b>	<b>E-5</b>
Seaman Recruit (SR)	Seaman Apprentice (SA)	Seaman (SN)	Petty Officer Third Class (PO3)	Petty Officer Second Class (PO2)
<b>E-6</b>	<b>E-7</b>	<b>E-8</b>	<b>E-9</b>	<b>Senior Enlisted Advisors</b>
Petty Officer First Class (PO1)	Chief Petty Officer (CPO)	Senior Chief Petty Officer (SCPO)	Master Chief Petty Officer (MCPO)  Command Master Chief (CMC)	Master Chief Petty Officer of the Coast Guard (MCPO-CG)

**Officer**

<b>Army – Air Force – Marines</b>					
<b>O-1</b>	<b>O-2</b>	<b>O-3</b>	<b>O-4</b>	<b>O-5</b>	<b>O-6</b>
Second Lieutenant	First Lieutenant	Captain	Major	Lieutenant Colonel	Colonel
<b>O-7</b>	<b>O-8</b>	<b>O-9</b>	<b>O-10</b>	<b>Special</b>	
Brigadier General	Major General	Lieutenant General	General	General of the Army	

<b>Navy – Coast Guard</b>					
<b>O-1</b>	<b>O-2</b>	<b>O-3</b>	<b>O-4</b>	<b>O-5</b>	<b>O-6</b>
Ensign	Lieutenant (junior grade)	Lieutenant	Lieutenant Commander	Commander	Captain
<b>O-7</b>	<b>O-8</b>	<b>O-9</b>	<b>O-10</b>	<b>Special</b>	
Rear Admiral (lower half)	Rear Admiral (upper half)	Vice Admiral	Admiral	Fleet Admiral (FADM)	

**Warrant Officer****Navy – Coast Guard**

<b>W-1</b>	<b>W-2</b>	<b>W-3</b>	<b>W-4</b>	<b>W-5</b>
Warrant Officer 1 (WO1) Discontinued	Chief Warrant Officer 2 (CWO2)	Chief Warrant Officer 3 (CWO3)	Chief Warrant Officer 4 (CWO4)	Chief Warrant Officer 5 (CWO5) Navy Only

**Coast Guard**

<b>W-1</b>	<b>W-2</b>	<b>W-3</b>	<b>W-4</b>
Warrant Officer 1 (WO1) Discontinued	Chief Warrant Officer 2 (CWO2)	Chief Warrant Officer 3 (CWO3)	Chief Warrant Officer 4 (CWO4)

**Army**

<b>W-1</b>	<b>W-2</b>	<b>W-3</b>	<b>W-4</b>	<b>W-5</b>
Warrant Officer 1 (WO1)	Chief Warrant Officer 2 (CW2)	Chief Warrant Officer 3 (CW3)	Chief Warrant Officer 4 (CW4)	Chief Warrant Officer 5 (CW5)

**Marines**

<b>W-1</b>	<b>W-2</b>	<b>W-3</b>	<b>W-4</b>	<b>W-5</b>
Warrant Officer 1 (WO)	Chief Warrant Officer 2 (CWO2)	Chief Warrant Officer 3 (CWO3)	Chief Warrant Officer 4 (CWO4)	Chief Warrant Officer 5 (CWO5)

**Air Force – (No Warrant Officers)**

## *Forms of Address*

### **The Honorable**

In the federal government, **The Honorable** is used to address, by name, high officials and former high officials of the American government (this includes officials who have held a commission), foreign ministers, and heads of international organizations. A person once entitled to **The Honorable** continues to be so addressed. A wife or husband does not share the other's official title.

**Your Honor** is never used, nor is **The Honorable** used with military or scholastic rank. **The Honorable** is used in addressing, by name:

- American Ambassadors
- American Ministers (as a diplomatic title, not a religious title)
- American Representatives in international organizations
- Assistant Heads of independent federal agencies
- Assistant Secretaries of executive departments and officers of comparable rank
- Assistants to the President
- Cabinet officers
- Clerk of the U.S. House of Representatives
- Commissioners
- Commissioners of Washington, D.C.
- Counselor of the Department of State
- Foreign Ministers (as a diplomatic title, not a religious title)
- Heads of major organizations in federal agencies
- Heads of international organizations (unless entitled to "His Excellency" by reason of a position previously held), alternates, deputies, and assistant heads
- High Commissioners
- Judges (Justices of the Supreme Court excepted)
- Legal Advisor of the Department of State
- President of the United States (if addressed by name)
- Public Printer
- Members of the U.S. House of Representatives
- Secretary of the U.S. Senate
- Secretary to the President
- United States Senators
- Sergeants at Arms of the U.S. Senate and U.S. House

of Representatives

- Undersecretaries of executive departments
- U.S. Representatives, alternates, and deputies to international organizations
- Vice President of the United States

In state and local government, the practice of conferring **The Honorable** should not be overused to the extent that it becomes less meaningful.

It is recommended that the following list be used as a guide in conferring **The Honorable** to state and local government officials:

- Governor
- Lieutenant Governor
- Speaker of the House of Representatives
- Secretary of State
- Comptroller
- Treasurer
- Attorney General
- Justices of the Supreme Court
- Members of the Tennessee Senate
- Members of the Tennessee House of Representatives
- Judges
- Mayors
- Governor's Chief of Staff
- Governor's Commissioners
- Clerks of the Senate and House of Representatives
- Elected Members of County Commissions, City Councils, and Town Councils

### **Excellency**

Only three states (New Hampshire, Massachusetts, and South Carolina) have written into their laws that the title **Excellency** is to be used for their governor. In other states, the use of this title is only a courtesy.

Etiquette books disagree on whether or not the term should be used and, if so, when it should be employed.

Historically, Excellency has been a title strictly reserved for foreign ambassadors. Its use in America probably derived from colonial times when the British Royal Governors were addressed as **Your Excellency**. It seems more American to address governors of states as The Honorable rather than in the same manner as their British counterparts. This preserves the dignity of the Governor's title without being overly pretentious.

If one wishes to use the term Excellency on occasion, perhaps the most appropriate time would be when announcing the Governor at a formal occasion, as in: "His Excellency, John H. Smith, Governor of the State of Tennessee."

**Esquire**

**Esquire** is a complimentary title. It is correct only when addressing an envelope and is always proper form to a lawyer and a clerk of court. On social correspondence, the abbreviation is correct, but the term is generally written in full when writing to a diplomat.

The title of Esquire is of British origin and was once used to denote the eldest son of a knight or members of a younger branch of a noble house. Later, all graduates of universities, professionals, literary men, and important landholders were given the right to this title, which even today denotes a man of education.

All formally engraved invitations are addressed to Mr. John Smith; written invitations and other personal letters may be addressed to John Smith, Esquire. Mr. and Esquire are never used in the same address.

**Courtesy Titles**

In official and social usage, every individual's name is preceded by a courtesy title such as Mr., Mrs., Miss, Dr., The Honorable, etc. Ms. is sometimes used when the marital status of a woman is unknown or she prefers that title. Ms. is not used in diplomatic or official correspondence. In those cases, Miss is used rather than Mrs. when marital status is not known.

**Salutation and Complimentary Close**

There are many optional variations, both formal and informal, in forms of address, especially in the salutation and complimentary close. For example, to the Vice President:

**Salutation:**

Sir: *or* Madam: (formal)

**Complimentary Close:**

Very truly yours, (formal)

Sincerely yours, (informal)

The U.S. Department of State has adopted the informal style of address for American officials. This is a matter of personal preference and relates to how well the addressee is known to the addresser, as well as the content of the letter.

The following official forms of address seem most consistent with common practice in Tennessee. The complimentary close has been omitted, as the individual writing the letter best decides this. Forms of address for purely social correspondence are discussed on page 24.

**Federal Officials****President of the United States****Address**

The President  
The White House\*

**Salutation**

Dear Mr. President  
Dear Madam President

**Conversation**

Mr. President  
Madam President

**On a Place Card**

The President

*\*The address is to be indented two spaces on each line. This style should be applied throughout this section.*

**Former President of the United States****Address**

The Honorable John/Jane Smith

**Salutation**

Dear Mr./Mrs./Miss Smith

**Conversation**

Mr./Mrs./Miss Smith

**On a Place Card**

Mr./Mrs./Miss Smith

**Vice President of the United States****Address**

The Vice President of the United States Senate

**Salutation**

Dear Mr./Madam Vice President

**Conversation**

Mr./Madam Vice President

**On a Place Card**

The Vice President

**Assistant to the President****Address**

The Honorable John/Jane Smith  
Assistant to the President

**Salutation**

Dear Mr./Mrs./Miss Smith

**Conversation**

Mr./Mrs./Miss Smith

**On a Place Card**

Mr./Mrs./Miss Smith

**Cabinet****Secretaries****Address**

The Honorable John/Jane Smith  
Secretary of *cabinet name*

**Salutation**

Dear Mr./Madam Secretary (official)  
Dear Mr./Mrs. Smith (unofficial)

**Conversation**

Mr./Madam Secretary or Mr./Mrs. Smith

**On a Place Card**

The Secretary of *cabinet name* or Mr./Mrs. Smith

**The Attorney General****Address**

The Honorable John/Jane Smith  
Attorney General

**Salutation**

Dear Mr./Madam Attorney General

**Conversation**

Mr./Madam Attorney General

**On a Place Card**

The Attorney General

*(When both Federal and State Officials are present, the U.S. Attorney General is listed as The Attorney General and the State Attorney General as The Attorney General of state.)*

**The Chief Justice****Address**

The Chief Justice  
The Supreme Court

**Salutation**

Dear Chief Justice

**Conversation**

Chief Justice

**On a Place Card**

The Chief Justice

**Associate Justice****Address**

Justice Smith  
The Supreme Court

**Salutation**

Dear Justice Smith

**Conversation**

Justice Smith

**On a Place Card**

Justice Smith

*(Never use first names unless there are two identical last names. Retired Justices are addressed in the same way as Associate Justices.)*

**Judge of a Court****Address**

The Honorable John/Jane Smith,  
Judge of the United States  
District Court for *district name*

**Salutation**

Dear Judge Smith

**Conversation**

Judge Smith

**On a Place Card**

Judge Smith

**Representative****Address**

The Honorable John/Jane Smith  
United States House of Representatives

**Salutation**

Dear Mr./Mrs./Miss Smith

**Conversation**

Mr./Mrs./Miss Smith

**On a Place Card**

Mr./Mrs./Miss Smith

**Senator**

**Address**

The Honorable John/Jane Smith  
United States Senate

**Salutation**

Dear Senator Smith

**Conversation**

Senator Smith

**On a Place Card**

Senator Smith

**The Speaker of the House of Representatives**

**Address**

The Honorable John/Jane Smith  
Speaker of the House of Representatives

**Salutation**

Dear Mr./Madam Speaker

**Conversation**

Mr./Madam Speaker

**On a Place Card**

The Speaker

**State Officials****Governor****Address**

The Honorable John/Jane Smith  
Governor of Tennessee

**Salutation**

Dear Governor Smith

**Conversation**

Governor Smith or Governor

**On a Place Card**

The Governor  
(Outside of own state, The Governor of *state*)

**Former Governor****Address**

The Honorable John/Jane Smith

**Salutation**

Dear Governor Smith

**Conversation**

Governor Smith or Governor

**On a Place Card**

Governor Smith

**Secretary of State****Address**

The Honorable John/Jane Smith

**Salutation**

Dear Secretary Smith

**Conversation**

Secretary Smith or Mr./Mrs./Miss Secretary

**On a Place Card**

Secretary Smith

**Comptroller of the Treasury****Address**

The Honorable John/Jane Smith

**Salutation**

Dear Comptroller Smith

**Conversation**

Comptroller Smith or Mr./Mrs./Miss Smith

**On a Place Card**

Comptroller Smith

**Treasurer****Address**

The Honorable John/Jane Smith

**Salutation**

Dear Treasurer Smith

**Conversation**

Treasurer Smith or Mr./Mrs./Miss Treasurer

**On a Place Card**

Treasurer Smith

**Attorney General****Address**

The Honorable John/Jane Smith  
The Attorney General of Tennessee

**Salutation**

Dear Mr./Madam Attorney General

**Conversation**

Mr./Mrs./Miss Smith  
or Mr./Madam Attorney General  
or General (informal)

**On a Place Card**

The Attorney General  
(Outside of own state—The Attorney General of *state*)

**Former Attorney General****Address**

The Honorable John/Jane Smith

**Salutation**

Dear Mr./Mrs./Miss Smith

**Conversation**

Mr./Mrs./Miss Smith  
or General (informal)

**On a Place Card**

Mr./Mrs./Miss Smith

**Lieutenant Governor**

**Address**

The Honorable John/Jane Smith  
Lieutenant Governor of Tennessee

**Salutation**

Dear Lieutenant Governor Smith

**Conversation**

Senator/Mr./Mrs./Miss Smith  
or Lieutenant Governor  
or *informally* Governor

*(To avoid confusion, this address is not used even informally if the Governor is in attendance at the same event.)*

**On a Place Card**

The Lieutenant Governor  
(Outside of own state—The Lieutenant Governor of *state*)

**Former Lieutenant Governor**

**Address**

The Honorable John/Jane Smith

**Salutation**

Dear Mr./Mrs./Miss Smith

**Conversation**

Mr./Mrs./Miss Smith

**On a Place Card**

Mr./Mrs./Miss Smith

**Speaker of the House of Representatives**

**Address**

The Honorable John/Jane Smith  
The Speaker of the House of Representatives of  
Tennessee

**Salutation**

Dear Mr./Madam Speaker

**Conversation**

Mr./Madam Speaker

**On a Place Card**

The Speaker

**Former Speaker of the House of Representatives**

**Address**

The Honorable John/Jane Smith

**Salutation**

Dear Mr./Madam Speaker  
or Dear Mr./Mrs./Miss Smith

**Conversation**

Mr./Madam Speaker  
or Mr./Mrs./Miss Smith

**On a Place Card**

Mr./Mrs./Miss Smith

*(A Speaker who leaves the General Assembly while Speaker continues to be referred to as “Mr./Madam Speaker.”)*

**Speaker Pro Tempore of the Senate****Address**

The Honorable John/Jane Smith  
 Speaker Pro Tempore of the Senate of Tennessee

**Salutation**

Dear Senator Smith

**Conversation**

Senator Smith

**On a Place Card**

The Speaker Pro Tempore of the Senate of  
 Tennessee

**Speaker Pro Tempore of the House****Address**

The Honorable John/Jane Smith  
 Speaker Pro Tempore of the House of  
 Representatives of Tennessee

**Salutation**

Dear Representative Smith

**Conversation**

Representative/Mr./Mrs./Miss Smith

**On a Place Card**

The Speaker Pro Tempore of the House of  
 Representatives of Tennessee

**Governor's Cabinet Commissioner****Address**

The Honorable John/Jane Smith  
 Commissioner of *cabinet name*

**Salutation**

Dear Mr./Madam Commissioner

**Conversation**

Mr./Madam Commissioner  
 or Miss/Mrs./Mr. Smith

**On a Place Card**

The Commissioner of *cabinet name*

**State Senator****Address**

The Honorable John/Jane Smith

**Salutation**

Dear Senator Smith

**Conversation**

Senator Smith

**On a Place Card**

Senator Smith

**Former State Senator****Address**

The Honorable John/Jane Smith

**Salutation**

Dear Senator Smith

**Conversation**

Senator Smith

**On a Place Card**

Senator Smith

**Member of the House of Representatives****Address**

The Honorable John/Jane Smith

**Salutation**

Dear Representative/Mr./Mrs./Miss Smith

**Conversation**

Representative/Mr./Mrs./Miss Smith

**On a Place Card**

Representative Smith

**Former Member of the House of Representatives****Address**

The Honorable John/Jane Smith

**Salutation**

Dear Representative/Mr./Mrs./Miss Smith

**Conversation**

Representative/Mr./Mrs./Miss Smith

**On a Place Card**

Mr./Mrs./Miss Smith

**Chairs or Vice Chairs of Senate Committees or Subcommittees****Address**

The Honorable John/Jane Smith

**Salutation**

Dear Chairman/Senator/Mr./Mrs./Miss Smith

**Conversation**

Chairman/Senator/Mr./Mrs./Miss Smith

**On a Place Card**

Senator Smith

**Chairs or Vice Chairs of House Committees or Subcommittees**

**Address**

The Honorable John/Jane Smith

**Salutation**

Dear Chairman/Representative/Mr./Mrs./Miss Smith

**Conversation**

Chairman/Representative/Mr./Mrs./Miss Smith

**On a Place Card**

Chairman/Representative Smith

**Chairs or Vice Chairs of Committees or Subcommittees of national organizations in which senators or representatives have membership as state representation, e.g., National Conference of State Legislatures, Southern States Energy Board, American Legislative Exchange Council, etc.**

**Address**

The Honorable John/Jane Smith

**Salutation**

Dear Chairman/Senator or Representative (as appropriate)/ Mr./Mrs./Miss Smith

**Conversation**

Chairman/ Senator or Representative (as appropriate) /Mr./Mrs./Miss Smith

**On a Place Card**

Chairman/ Senator or Representative (as appropriate) Smith of Tennessee

**Judicial Officials****Chief Justice of the Supreme Court of Tennessee****Address**

The Honorable John/Jane Smith  
 Chief Justice  
 Supreme Court of Tennessee

**Salutation**

Dear Chief Justice Smith

**Conversation**

Chief Justice

**On a Place Card**

The Chief Justice  
 or The Chief Justice of the Supreme Court of  
 Tennessee

**Former Chief Justice of the Supreme Court of Tennessee****Address**

The Honorable John/Jane Smith

**Salutation**

Dear Chief Justice Smith

**Conversation**

Chief Justice

**On a Place Card**

Chief Justice Smith

**Justice of the Supreme Court of Tennessee****Address**

The Honorable John/Jane Smith  
 Justice

**Salutation**

Dear Justice Smith

**Conversation**

Justice Smith

**On a Place Card**

Justice Smith

**Retired Justice of the Supreme Court of Tennessee****Address**

The Honorable John/Jane Smith  
 Senior Justice  
 The Honorable John/Jane Smith  
 Retired Justice

**Salutation**

Dear Justice Smith

**Conversation**

Justice Smith

**On a Place Card**

Justice Smith

**Chief Judge of the Court of Appeals of Tennessee****Address**

The Honorable John/Jane Smith  
 Chief Judge  
 Court of Appeals of Tennessee

**Salutation**

Dear Judge Smith

**Conversation**

Judge Smith

**On a Place Card**

Judge Smith

**Chief Judge of the Court of Criminal Appeals of Tennessee****Address**

The Honorable John/Jane Smith  
 Chief Judge  
 Court of Criminal Appeals of Tennessee

**Salutation**

Dear Judge Smith

**Conversation**

Judge Smith

**On a Place Card**

Judge Smith

**Chancery Court Judge****Address**

The Honorable John/Jane Smith Chancellor/Judge

**Salutation**

Dear Chancellor/Judge Smith

**Conversation**

Chancellor/Judge Smith

**On a Place Card**

Chancellor/Judge Smith

*(All other judges, including Circuit Court Judges, District Court Judges, and Judges of Juvenile and General Sessions courts are addressed in a similar manner).*

**Local Officials****Mayor of (County, City, or Town)****Address**

The Honorable John/Jane Smith  
Mayor of *city*

**Salutation**

Dear Mayor Smith

**Conversation**

Mr./Madam Mayor

**On a Place Card**

The Mayor  
(Outside own city—The Mayor of *city*)

**Diplomatic Officials****Ambassador of the United States** (on post)**Address**

The Honorable John/Jane Smith  
American Ambassador

**Salutation**

Dear Mr./Madam Ambassador

**Conversation**

Mr./Madam Ambassador

**On a Place Card**

The American Ambassador

*(Social correspondence addressed to The Honorable Jane Smith and her husband should read:*

*The Honorable Jane Smith  
American Ambassador  
and Mr. Smith)*

**Ambassador of the United States** (away from post)**Address**

The Honorable John/Jane Smith  
The American Ambassador to *country*

**Salutation**

Dear Mr./Madam Ambassador

**Conversation**

Mr./Mrs./Miss Smith  
or Mr./Madam Ambassador

**On a Place Card**

Ambassador Smith

**Social**

The Honorable John/Jane Smith  
Ambassador to *country*  
and Mr. Smith

**Foreign Officials****Ambassador****Address**

His/Her Excellency John/Jane Smith  
Ambassador of *country*

**Salutation**

Dear Mr./Madam Ambassador

**Conversation**

Mr./Madam Ambassador

**On a Place Card**

The Ambassador of *country*

**Social**

His/Her Excellency  
The Ambassador of *country*  
and Mr./Mrs. Smith

**King/Queen****Address**

His/Her Majesty John/Jane  
King/Queen of *country*

**Salutation**

Your Majesty

**Conversation**

Your Majesty

*(For prolonged conversation, Your Majesty is used when first addressed, and Sir/Ma'am is used thereafter.)*

**On a Place Card**

His/Her Majesty  
The King/Queen of *country*

**Social**

His/Her Majesty  
The King/Queen of *country*

**Prime Minister****Address**

His/Her Excellency John/Jane Smith  
The Prime Minister of *country*

**Salutation**

Dear Mr./Madam Prime Minister

**Conversation**

Mr./Madam Prime Minister

**On a Place Card**

The Prime Minister of *country*

**Social**

His/Her Excellency The Prime Minister of *country*  
and Mr./Mrs. Smith

**Ecclesiastical Officials****Protestant Minister****Address**

The Reverend John/Jane Smith

**Salutation**

Dear Reverend/Mr. Smith

**Conversation**

Reverend/Mr. Smith

**On a Place Card**

Reverend/Mr. Smith

**Dean****Address**

The Very Reverend John Smith, D.D.  
Dean of Washington Cathedral

**Salutation**

Dear Dean Smith

**Conversation**

Dean Smith

**On a Place Card**

Dean Smith

**Roman Catholic Priest****Address**

The Reverend John Smith

**Salutation**

Dear Father Smith

**Conversation**

Father Smith

**On a Place Card**

Father Smith

**Jewish Rabbi****Address**

Rabbi John Smith, Ph.D.  
or Rabbi John Smith

**Salutation**

Dear Dr./Rabbi Smith

**Conversation**

Dr./Rabbi Smith

**On A Place Card**

Rabbi/Dr. Smith

**Bishops****Presiding Bishop of the Protestant Episcopal Church in the United States****Address**

The Most Reverend John Smith  
Presiding Bishop of the Protestant Episcopal  
Church in the United States

**Salutation**

Dear Bishop Smith

**Conversation**

Bishop Smith

**On a Place Card**

Bishop Smith

**Other Protestant Episcopal Bishops****Address**

The Right Reverend John Smith, D.D., L.L.D.  
Bishop of Washington

**Salutation**

Dear Bishop Smith

**Conversation**

Bishop Smith

**On a Place Card**

Bishop Smith

**Roman Catholic Bishop in the United States****Address**

The Most Reverend John Smith, S.T.D.  
Bishop of Buffalo

**Salutation**

Dear Bishop Smith

**Conversation**

Bishop Smith

**On a Place Card**

Bishop Smith

**Methodist Bishop****Address**

The Reverend John Smith, D.D.  
Methodist Bishop

**Salutation**

Dear Bishop Smith

**Conversation**

Bishop Smith

**On a Place Card**

Bishop Smith

## Military Officials

Many sources outline the proper form of address for military personnel. Below are general rules that may serve as guidelines for individual situations.

The full rank is usually used as a title when addressing letters and in formal introductions. When used in the greeting, the full rank is usually shortened. For instance, the salutation for a Lieutenant Colonel would be “Colonel.” The address or formal introduction for a first sergeant would include the full title. The salutation for correspondence to a first sergeant would be “Sergeant.” A chief petty officer would be greeted as “Chief.”

To assist in addressing letters or invitations when spouses are included, some of these examples include a spouse with the same name and a spouse with a different name.

### Major General – Army (USA), Air Force (USAF), Marine Corps (USMC) (male or female)

#### Official

Major General John Henry Smith, USA (USMC or USAF)

Major General Jane Elizabeth Smith, USA (USMC or USAF)

#### Salutation

Dear General Smith

#### Conversation

General Smith

#### On a Place Card

Major General Smith

#### Social

Major General and Mrs. John Henry Smith

Major General Jane Elizabeth Smith and Mr. John Smith

#### Salutation

Dear General and Mrs. Smith

Dear General Smith and Mr. Smith

### Rear Admiral – Navy (USN), Coast Guard (USCG) (male or female)

#### Official

Rear Admiral John Henry Smith, USN (or USCG)

Rear Admiral Jane Elizabeth Smith, USN (or USCG)

#### Salutation

Dear Admiral Smith

#### Conversation

Admiral Smith

#### On a Place Card

Rear Admiral Smith

#### Social

Rear Admiral and Mrs. John Henry Smith

Rear Admiral Jane Elizabeth Smith and

Mr. John Henry

#### Salutation

Dear Admiral and Mrs. Smith

Dear Admiral Smith and Mr. Smith

### All Sergeant Ranks – Army (USA), Air Force (USAF), Marine Corps (USMC) (male or female)

#### Official

Staff Sergeant John Henry Smith, USA (USMC or USAF)

Staff Sergeant Jane Elizabeth Smith, USA (USMC or USAF)

#### Salutation

Dear Sergeant Smith

#### Conversation

Sergeant Smith

#### On a Place Card

Staff Sergeant Smith

#### Social

Staff Sergeant and Mrs. John Henry Smith

Staff Sergeant Jane Elizabeth Smith and Mr. John Smith

#### Salutation

Dear Sergeant and Mrs. Smith

Dear Sergeant Smith and Mr. Smith

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**All Petty Officer Ranks – Navy (USN), Coast Guard (USCG)** (male or female)**Official**

Chief Petty Officer John Henry Smith, USN

Chief Petty Officer Jane Elizabeth Smith, USN

**Salutation**

Dear Mr./Mrs./Miss Smith

**Conversation**

Mr./Mrs./Miss Smith

**On a Place Card**

Mr./Mrs./Miss Smith

**Social**

Mr. and Mrs. John Henry Smith

Mrs. Jane Elizabeth Smith and Mr. John Smith

**Salutation**

Dear Mr. Smith

Dear Mr. and Mrs. Smith

Although forms of address for the military usually follow general rules, there are exceptions throughout ranks and services. Listed below are three resources that may be consulted when specific questions arise:

McCaffree, Mary Jane and Pauline Innis, **Protocol: The Complete Handbook of Diplomatic, Official and Social Usage**. Dallas, TX: Hepburn Books, 1997.

Swartz, Oretha D., **Service Etiquette**, 4th Edition, United States Naval Institute, Annapolis, Maryland: 1988.

[armypubs.army.mil/epubs/pdf/r25\\_50.pdf](http://armypubs.army.mil/epubs/pdf/r25_50.pdf), Preparing and Managing Correspondence. Accessed August 20, 2015.

## *Official Correspondence*

### **Multiple Recipients**

When addressing correspondence in an official capacity to multiple recipients, the lists of precedent for both Federal and Tennessee orders should be used.

*(For the proper order, see Precedence, pages 1-2. However, the member's body takes precedent over the other.)*

- Example: A member of the House sending correspondence would list officers first, followed by any House members receiving the correspondence, then Senate members.

### **Committee Correspondence**

Correspondence to a committee of the General Assembly should be addressed and sent to the Chair.

The committee chair, upon receiving correspondence on behalf of the committee, shall distribute copies of the correspondence to the committee members.

The chair, when speaking on behalf of the committee, shall copy all of the committee members.

- Examples include: requesting additional information, rejecting a report, demanding an action be taken, etc.

Correspondence dealing with administrative tasks of the committee does not require all members be copied.

- Examples include: scheduling questions, confirmations, etc.

### **Joint Committee Correspondence**

Listing joint committee members varies based on the recipient and/or sender. As stated, there are exceptions to the Tennessee Order of precedence.

The chair of a joint committee would then use a similar method as previously described in **Multiple Recipients**.

Remember, no matter who is sending the correspondence, leadership is always listed first.

## *Social Correspondence*

Envelopes for social correspondence of top government officials, e.g., The President, Governor, Vice President, Lieutenant Governor, Chief Justice, and Attorney General, do not include the surname with the title. The title stands alone as follows:

### **The President**

The White House

### **The Chief Justice**

The Supreme Court

When a spouse is included, the envelope would be addressed as follows:

### **The President**

and Mrs. Smith  
The White House

If the spouse of an official has his or her own title, it should be addressed as follows:

### **The President**

and Dr. Smith

If the spouse of an official uses a different surname, it should be addressed as follows:

### **The President**

and Ms. Jane Smith

*(“First Lady” is an unofficial title and should never be used except in informal introductions.)*

### **The Chief Justice**

and Mrs. Smith  
The Supreme Court (or a home address)

The social address for an Associate Justice differs slightly and includes the surname of the Justice.

Mr. Justice Smith and Mrs. Smith

The Supreme Court (or a home address)

*(On social correspondence for other officials, when an honorific such as “The Honorable” is used and a spouse is included, neither the honorific nor the title of the addressee should apply to the spouse. In fact, the title could be omitted if desired.)*

### **With title**

The Honorable John H. Smith  
Secretary of Finance  
and Mrs. Smith

### **Without title**

The Honorable Jane E. Smith  
and Mr. Smith

## Invitations

All invitations extended to state officials should be acknowledged in a prompt and appropriate manner. Many invitations include a reply card of some kind. The use of reply cards has become more casual; they are an expedience for guests and an efficient way for the host group to sort and handle a large number of replies. Even the White House often uses reply cards in various sizes so that the responses to different events may be handled quickly. When reply cards are included with invitations, it is recommended that they be used.

If a telephone number or e-mail address is given for response, the reply may be made by telephone or e-mail and a record maintained of the details of the call for file purposes.

### Informal Invitations

Informal invitations are issued to state officials in various forms and ways. In addition to the above general recommendations, below is a suggested response to informal printed invitations from individuals, groups, or organizations without a reply card, or when a card is only for acceptances or contributions.

*Governor and Mrs. Smith thank you for the kind invitation from the Greenville Chamber of Commerce for Friday, April 20. They regret they will not be able to attend due to a prior engagement.*

For invitations extended by letter, with or without a printed invitation accompanying it, responses should be made by letter with the official's signature.

### Formal Invitations

All formal invitations are worded in the third person, and their acceptances and regrets are answered in the same form and by hand. Formal invitations may be engraved, partially engraved, or handwritten. If partially engraved, all information to be added should be handwritten, preferably in black ink.

### Reply to Formal Invitations

A reply to a formal invitation should be written in longhand on fine-quality white or off-white double-fold stationery. The only exception to this is when an invitation is sent to a man or woman at an office address. In this case, the reply may be on personal or business stationary. Replies are handwritten in the same form and wording as the invitation.

**Mr., Mrs., Ms., and Dr.** are the only abbreviations that should be used in any sort of reply, and the name of each sender should be mentioned. Courtesy titles should never be used when referring to oneself.

An acceptance to an invitation should specify the date, hour, and place and always refer to the invitation as "the kind invitation."

A regret to an invitation should refer only to the date, not the hour (the year should not be used in any type of response). One should speak of "the kind invitation" or "very kind invitation" when writing a regret.

It is a courtesy to give a reason for regretting an invitation. The formal excuses are standardized, and the only ones considered valid are illness, a previous engagement, or absence from the city. (An invitation to the White House is a valid and necessary reason for regretting all other, even previously accepted, invitations.)

If the invitation is from the White House, a reason for not accepting is always given. The four valid reasons for regretting an invitation from the White House are severe illness, absence in some distant place from which return is obviously impossible, the death of a very close relative, or a family wedding.

No matter what form an invitation takes or what manner is used for reply, invitations should always receive a timely response. If circumstances prevent a timely reply, it is still courteous to reply after the requested time and before the event.

## Formal Invitation and Response



Governor and Mrs. John Henry Smith  
 request the pleasure of your company  
 at a reception  
 on Friday evening, the ninth of April  
 from seven until nine o'clock at  
 The Executive Residence

R.S.V.P.  
 The Executive Residence

Black Tie

*Mr. and Mrs. Paul Allen  
 accept with pleasure  
 the kind invitation of  
 Governor and Mrs. John Henry Smith  
 for a reception  
 on Friday evening, the ninth of April  
 from seven until nine o'clock*

*Mr. and Mrs. Paul Allen  
 regret that, due to illness  
 of Mrs. Allen,  
 they are unable to accept  
 the kind invitation of  
 Governor and Mrs. John Henry Smith  
 for a reception  
 on Friday evening, the ninth of April*

A White House Invitation and Response



The President and Mrs. Allen request  
the pleasure of the company of  
Governor and Mrs. Smith  
at a concert and reception to be held at  
The White House  
on Wednesday evening, June 18, 1987  
at nine o'clock

White Tie



THE EXECUTIVE RESIDENCE

*Governor and Mrs. Smith  
have the honor of accepting  
the kind invitation of  
The President and Mrs. Allen  
for a concert and reception  
on Wednesday evening, June 18  
at nine o'clock*



THE EXECUTIVE RESIDENCE

*Governor and Mrs. Smith  
regret that, due to their absence  
from the country,  
they are unable to accept  
the very kind invitation of  
The President and Mrs. Allen  
for a concert and reception  
on Wednesday evening, June 18*

## Samples of Formal Invitations When There Are Guests of Honor



*On the occasion of the visit of  
Her Majesty Queen Elizabeth, II  
and His Royal Highness The Prince Philip,  
Duke of Edinburgh  
The Governor of Tennessee and Mrs. Smith  
request the pleasure of your company  
at a luncheon  
on Saturday, the tenth of July  
Nineteen hundred and seventy-six  
at half after twelve  
The Tennessee Residence  
Nashville, Tennessee*

*A reply is requested  
Governor's Office  
Nashville, Tennessee 37243*



Mrs. Jane Elizabeth Smith  
requests the pleasure of your company  
at coffee honoring the wives of  
members of the General Assembly of Tennessee  
on Tuesday, the twentieth of February from  
eleven until half after twelve o'clock.  
The Executive Residence

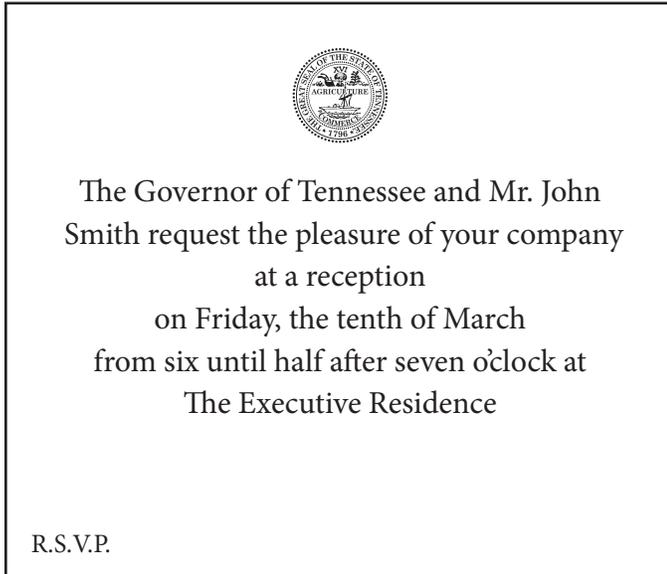
A reply is requested



Mrs. Jane Elizabeth Smith  
requests the pleasure of your company  
at a reception to meet the British Ambassador on  
the fifth of March from  
half after seven until nine o'clock.  
The Executive Residence

A reply is requested

**Example of an invitation when the Governor is female and married.**



**Example of an invitation when the spouse of the Governor has a different name and a title.**



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## *Dress*

### **Suggested Dress Definitions**

One of the questions that seems to be uppermost in everyone's mind when receiving an invitation is "what is the appropriate dress?" On many invitations, the dress is indicated as white tie, informal, casual, etc., but even then uncertainty often exists as to the meaning of the terms.

As one of the purposes of this book is to address practices as clearly as possible, the following dress definitions are offered.

#### **Formal**

**White tie** means full evening dress—tailcoats and white ties for men; long evening dresses for women.

**Black tie** means tuxedos or dinner jackets for men; floor length or short evening dresses for women.

#### **Informal or Semiformal**

**Men:** Business suits

**Women:** Dresses, short or long informal

#### **Casual**

**Men and Women:** Sports clothes to fit the activities planned; no coats or ties for men.

#### **Military**

Civilian terms often do not properly describe military attire. When the function is primarily a military affair, the armed services involved should be contacted for the best terminology to describe what the appropriate attire will be.

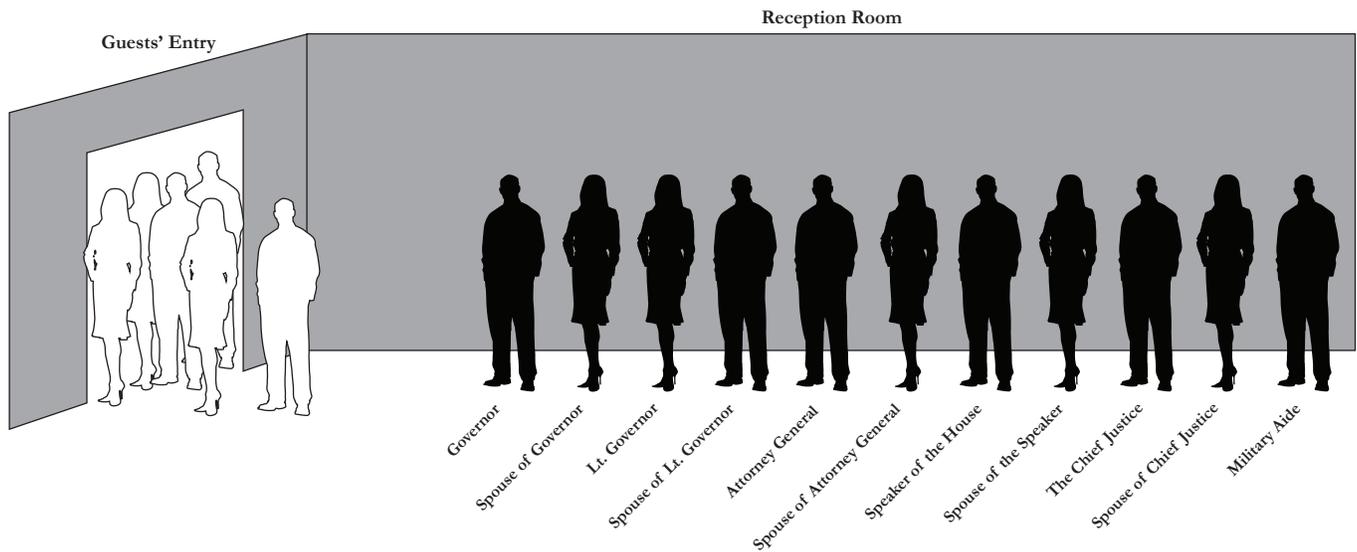
## Receiving Line

A receiving line should be as short as possible, and the order of persons depends upon the formality of the occasion.

In an official function for high-ranking dignitaries, the Department of State follows this sequence: host/hostess, guest of honor, guest of honor's spouse, host's/hostess's spouse. (If the last person in line is female, a man should be added so that a woman will not be left at the end of the line.) An alternate order, equally appropriate, is host, hostess, guest of honor, and spouse of guest of honor. When the guest of honor is a head of state or government, the host and hostess relinquish their positions. The sequence would then be Chief of State, spouse of Chief of State, host, hostess, and possibly another man.

At an unofficial function, the hostess is first in the receiving line, then the guest of honor, the host, and the spouse of the guest of honor.

A military aide may be placed at the end of the line to facilitate movement of the guests and to prevent a woman from being at the end of the receiving line.



*Dinners and Luncheons*

**Seating**

**Head Table**

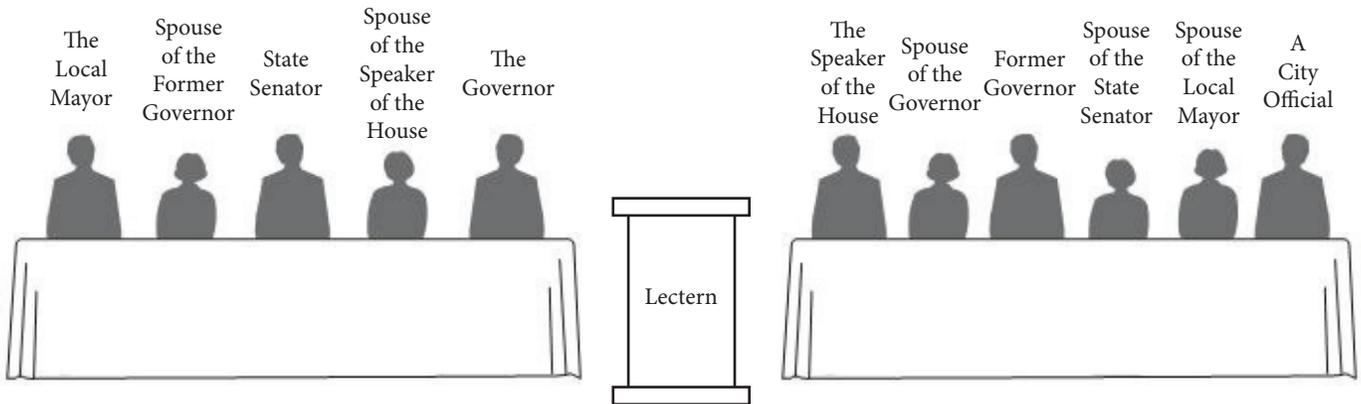
Seating arrangements for a head table often cause unnecessary concern. As in other matters of protocol, courtesy and sound reasoning are the best guides, for many factors can alter established procedure. The following guide is to be considered in this light.

At a formal occasion, the head table is arranged in order of precedence. If the guest of honor is to make an address, he sits to the right of the master of ceremonies at the center of the table. The second ranking guest sits at the left of the master of ceremonies and so on in alternating fashion. If at all possible, two women should not be seated together, and a woman should not be left at the end of the table. An individual always takes the rank of their spouse.

When space permits, places are set along only one side of the table so the guests of honor face the tables at which the other guests are seated.

The following is an example of seating for state functions in which the Speaker of the House of Representatives is the Master of Ceremonies and the Governor is the Guest of Honor. Seated at the head table are:

- The Governor and spouse
- The Speaker of the House of Representatives and spouse
- A former Governor and spouse
- A State Senator and spouse
- The local Mayor and spouse
- A city official

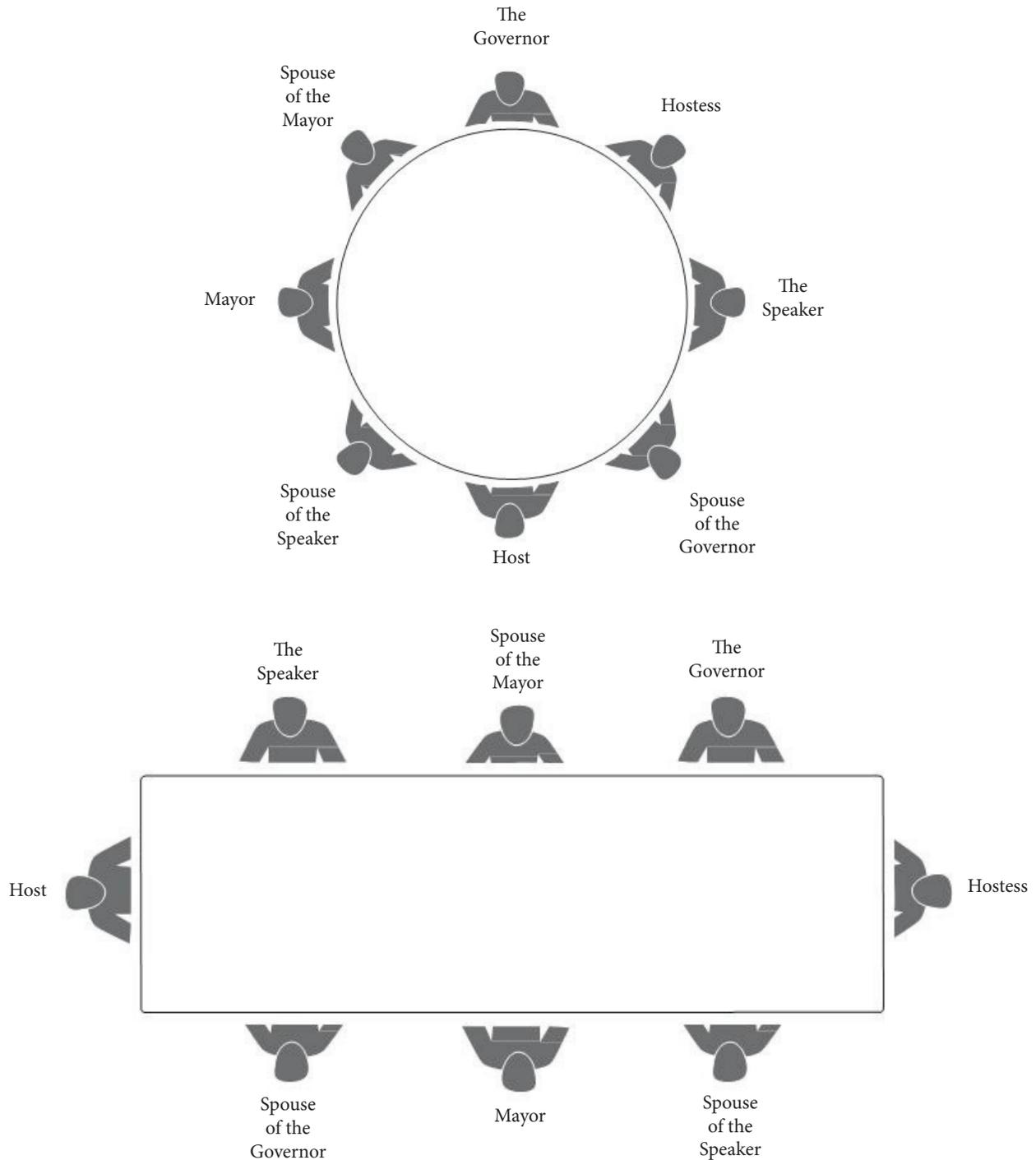


### Tables of Eight

At official functions, it is difficult to observe strict protocol when seating a table of eight. It may be easier to increase the number to ten. If not, either the correct order of precedence or the alternate seating of men and women must be sacrificed as shown below.

### Guests

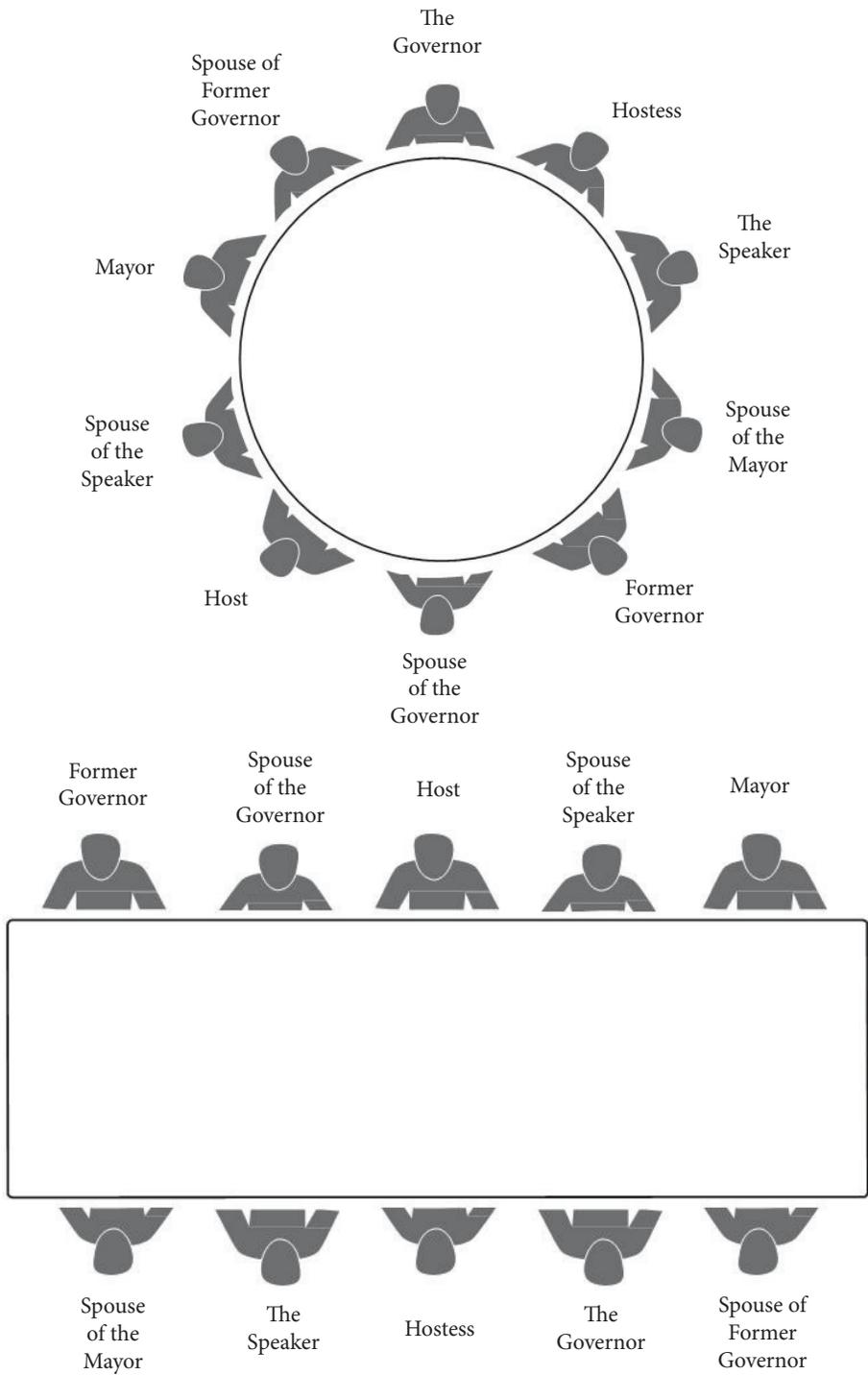
- The Host and Hostess
- The Governor and spouse
- The Speaker of the House of Representatives and spouse
- A Mayor and spouse (outside of own city)



**Tables of Ten**

**Guests**

- The Host and Hostess
- The Governor and spouse
- The Speaker of the House of Representatives and spouse
- Former Governor and spouse
- A Mayor and spouse (outside of own city)

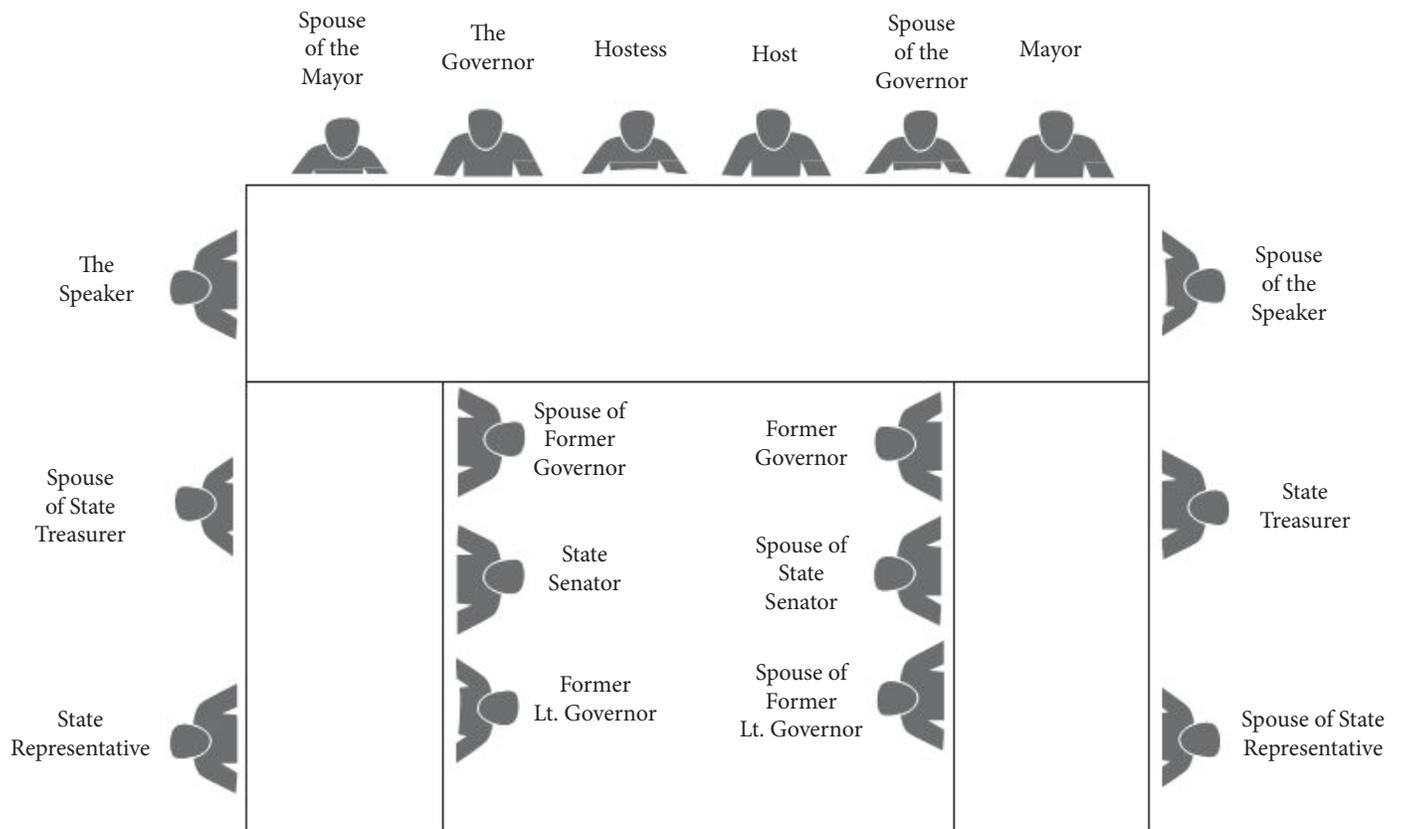


**U-Shaped Table**

**Guests**

- The Host and Hostess
- The Governor and spouse
- The Mayor of Nashville and spouse (Dinner is in Nashville)
- The Speaker of the House of Representatives and spouse
- A former Governor and spouse

- The State Treasurer and spouse
- A State Senator and spouse
- A State Representative and spouse
- A former Lt. Governor and spouse



**Special Events**

When mixing federal, state, and local officials, official rank and sound reasoning determine precedence. The purpose of the function must also be taken into consideration.

If the order of precedence is being used to make table arrangements, the host and hostess assume a new position in seating.

A mayor of a large city might be placed after a U.S. Senator or member of the U.S. House of Representatives. However, if the event were being held in the Mayor's city, only the Governor, the U.S. President, or the U.S. Vice President would outrank him. One protocol book suggests that Lieutenant Governors in their own states equate to a Deputy or Undersecretary of an executive department on the federal level.

**Example 1**

The Governor of Tennessee is hosting a dinner at a Governor's Conference in Nashville. An event of this nature is generally considered more of a national event than a state event, and federal precedence is applied. Attending are the following: a member of the U.S. Senate from Tennessee, twelve other southern governors, the Lieutenant Governor of Tennessee, a Tennessee State Senator, two members of the Tennessee House of Representatives, the Mayor of Nashville, and a member of the Nashville City Council.

Their ranking would be:

- Governor of Tennessee
- Mayor of Nashville
- Member of the U.S. Senate from Tennessee
- Governors in order of states' admission to the Union
- Tennessee Lieutenant Governor
- Tennessee State Senator
- Members of the Tennessee House of Representatives\*
- Member of Nashville City Council

*\*If two members of a house of the Tennessee General Assembly rank equally, they may be seated alphabetically.*

For unofficial occasions, the highest-ranking man usually sits at the right of the hostess, and the wife of the highest-ranking man sits at the right of the host. However, when seating according to true precedence, the highest-ranking man is seated at the right of the hostess, and the highest-ranking woman (who may not be the wife of the highest-ranking man) is seated at the right of the host. The second-ranking man is seated at the left of the hostess and the second-ranking woman at the left of the host.

**Example 2**

A corporation located in Nashville hosts a dinner held in Nashville. Attending are the following: the Mayor of Nashville, the Mayor of Knoxville, the U.S. Secretary of Education (the guest speaker), the Speaker of the Tennessee House of Representatives, a Tennessee Congressman (not from Nashville), a member of the Nashville City Council, a member of the Knox County Commission, and the Chairman of the County Commission of Williamson County.

Their ranking would be:

- Mayor of Nashville
- U.S. Secretary of Education
- U.S. Congressman from Tennessee
- Speaker of the Tennessee House of Representatives
- Mayor of Knoxville
- Williamson County Mayor
- Member of Nashville City Council/Member of Knox County Commission

*(If the dinner were in honor of the Knoxville Mayor or if he were the host, he would be seated in a higher position at the table. The Nashville Mayor and the Williamson County Mayor are ranked equally. The Council Member and the Commission Member are also ranked equally.)*

**Place Cards**

For seated occasions of more than eight people, place cards eliminate confusion and provide identification. Place cards should be simple, as they are not intended to be a decoration but to serve a practical purpose. Names should be clearly legible.

The names are usually written as you would introduce one guest to another, e.g., Mr. Randolph, Commander

Brown, or Mrs. Williams. However, certain dignitaries are so important that their place cards are written by title alone. Their position is usually of the sort that only one person at a time can hold, for example, The President, The Vice President, The Attorney General, The American Ambassador, and The Governor. Other notables have their names in addition to titles: Justice Fair, Senator Essex, etc.

For spouses of officials, place cards are written as simply Mrs. (or Mr.) Smith; titled women are given their titles, as “Duchess of Windsor” or “Lady Gloria Glover.” (See also Forms of Address.)

### **Precedence to Dining Room**

At a formal dinner at the Executive Mansion, the Governor leads the way into the dining room, escorting the highest-ranking guest of the opposite sex. The Governor’s spouse and his or her escort enter last.

At a large, public, official function, the host escorts the highest-ranking female guest, followed by the hostess and the guest of honor. These two couples lead the way to dinner. If the guest of honor is a woman, the host escorts her to dinner first. They are followed by the hostess and the highest-ranking male guest. The hostess and the guest of honor lead the way only if the guest of honor is extremely high ranking.

### **Toasts**

Ceremonial toasts usually require advance planning by the host, who should consider the occasion, the guest of honor, and the country of the latter. There are times when toasts are expected and other times when a short welcoming speech to the honored guest is more appropriate. When ceremonial toasting is to occur, the subject and sequence should be made known to the ranking foreign guest, who will respond to them. Some reference to the guest’s country is usually made.

Protocol for precedence, or order, of toasts varies. Traditionally, no toasts are made until after a blessing or invocation, if one is planned. Afterward (or if no blessing is planned), it is permissible to offer a few ceremonial toasts for almost any meal.

The number and subjects of toasts vary by the formality and occasion for the meal. A backyard cookout would typically have no toasts, unless, perhaps, for a birthday celebration or a very special honoree.

At almost any other meal hosted by the Governor at his residence where dignitaries from foreign countries, other states, or the federal government are not present, an opening toast by a guest to the host of the occasion is acceptable (unless requested otherwise in advance by the host).

At meals where there are many guests, nearly all of those proposing toasts are selected in advance and provided access to a microphone. Toasts beyond these that are pre-planned are not usually appropriate at these large gatherings.

It is also permissible to toast the U.S. Constitution and the “Great State of Tennessee” (at occasions where guests are limited in number) before toasting the Governor (not afterward). A toast to the hostess is also permissible after a toast to the Governor. After these toasts, another in honor of the occasion is appropriate if the meal is celebrating a special holiday or event, such as St. Patrick’s Day, a special bill signing, etc.

At a formal military dinner, the first toast is usually to the Constitution, followed by another to the Commander-in-Chief. If the meal is hosted by a National Guard or Air National Guard unit, then, after toasting the Commander-in-Chief, the next toast is to the Governor. Other toasts follow and depend upon the service branch and unit hosting the dinner.

Toasts are usually offered with champagne or dessert wine, if made during or after the dessert course. If champagne is not provided, then the wine on the table is appropriate, except for the following toasts: “To those missing in action,” or “To prisoners of war.” These toasts are traditionally done with water. Additionally, the proposer of another toast may call for one with water, “To fallen comrades.”

The maker of a toast rises, obtains the attention of the guests, then raises a glass and announces the subject of the toast. Except for the general toast “To your health,”

everyone rises, lifts his or her glass in response, and, generally, answers the toast. Answers to toasts are as follows: “To the Constitution,” “To the President,” “To Tennessee,” “To the Governor,” and “To the First Lady.” For all other toasts, except to foreign dignitaries and their countries, “Hear, hear” is appropriate before sipping from the glass.

A guest being toasted does not drink and remains seated. Everyone present, without rising, drinks the general toast “To your health.” The general format for a toast to a chief of state is, for example, “His Excellency, The President of the French Republic.”

### **Toastmaster**

The chairman, toastmaster, or master of ceremonies sits at the center of the most prominent table.

After dessert is served, the toastmaster rises and makes a few remarks, ending with a reference to the first speaker. The toastmaster then introduces the speaker by saying, “It gives me great pleasure to introduce Dr. John Smith.”

## *Foreign Visitors*

Many foreign visitors come to Tennessee to meet with the Governor and state officials or to attend various conferences or special events. It is important that the host be familiar with the customs of the visitor's country; what gifts, food, and activities are appropriate; the proper form of address; what gestures that are common to an American might mean in the visitor's country; and any other bits of information that will make both the host and the visitor more comfortable during the visit.

It would require extensive narration to address these aspects for the many countries represented by visitors to Tennessee. It is more practical to provide several resources that the host could use to determine the best way to conduct business and entertain a guest from a particular foreign country. The following resources will most likely lead to others that will be helpful:

Axtell, Roger E. *Do's and Taboos of Hosting International Visitors*. New York: John Wiley & Sons, 1990.

Axtell, Roger E., ed. *Do's and Taboos Around the World*. 3rd Edition. Compiled by The Parker Pen Company. New York: John Wiley & Sons, 1993.

Morrison, Terri, Wayne A. Conaway, and George A. Borden. *Kiss, Bow, or Shake Hands: How to Do Business in Sixty Countries*. Holbrook, MA: Bob Adams, Inc., Publisher, 1994.

*Culture Shock: A Guide to Customs and Etiquette* (A series of individual books by various authors on 50+ specific countries). Portland, OR: Portland Graphic Arts Center Publishing Company, 1990s.

Post, Peggy and Peter Post. Emily Post's, *The Etiquette Advantage in Business, Personal Skills for Professional Success*. 1st ed. New York: Harper Collins Publishers, Inc., 1999.

Nwanna, Gladson. *Do's and Don'ts Around the World: A Country Guide to Cultural and Social Taboos and Etiquette*. Baltimore, MD: World Travel Institute, 1998.

Axtell, Roger E., *Gestures: The Do's and Taboos of Body Language Around the World*. Rev. and exp. ed. New York: John Wiley & Sons, 1997.

Dresser, Norine. *Multicultural Manners: New Rules of Etiquette for a Changing Society*. New York: John Wiley & Sons, Inc., 1996.

McAffree, Mary Jane, Pauline Innis, Richard M. Sand. *The Protocol Red Book - 35th Anniversary Edition*, 2013.

## 2 STATES' INFORMATION

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### *Order of Entry into the Union*

Alabama	December 14, 1819	22	Montana	November 8, 1889	41
Alaska	January 3, 1959	49	Nebraska	March 1, 1867	37
Arizona	February 14, 1912	48	Nevada	October 31, 1864	36
Arkansas	June 15, 1836	25	New Hampshire	June 21, 1788	9
California	September 9, 1850	31	New Jersey	December 18, 1787	3
Colorado	August 1, 1876	38	New Mexico	January 6, 1912	47
Connecticut	January 9, 1788	5	New York	July 26, 1788	11
Delaware	December 7, 1787	1	North Carolina	November 21, 1789	12
Florida	March 3, 1845	27	North Dakota	November 2, 1889	39
Georgia	January 2, 1788	4	Ohio	March 1, 1803	17
Hawaii	August 21, 1959	50	Oklahoma	November 16, 1907	46
Idaho	July 3, 1890	43	Oregon	February 14, 1859	33
Illinois	December 3, 1818	21	Pennsylvania	December 12, 1787	2
Indiana	December 11, 1816	19	Rhode Island	May 29, 1790	13
Iowa	December 28, 1846	29	South Carolina	May 23, 1788	8
Kansas	January 29, 1861	34	South Dakota	November 2, 1889	40
Kentucky	June 1, 1792	15	Tennessee	June 1, 1796	16
Louisiana	April 30, 1812	18	Texas	December 29, 1845	28
Maine	March 15, 1820	23	Utah	January 4, 1896	45
Maryland	April 28, 1788	7	Vermont	March 4, 1791	14
Massachusetts	February 6, 1788	6	Virginia	June 25, 1788	10
Michigan	January 26, 1837	26	Washington	November 11, 1889	42
Minnesota	May 11, 1858	32	West Virginia	June 20, 1863	35
Mississippi	December 10, 1817	20	Wisconsin	May 29, 1848	30
Missouri	August 10, 1821	24	Wyoming	July 10, 1890	44

*Governors and their Addresses*

The most current resource for the names and addresses of the governors of the states and territories is the website for the National Governors' Association. That site is [www.nga.org](http://www.nga.org).

*Legislatures and their Addresses*

The most current resource for the addresses of and information on the legislative bodies of the states and territories is the website for the National Conference of State Legislatures. That site is [www.ncsl.org](http://www.ncsl.org).

### 3 TENNESSEE NAMES AND SYMBOLS

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#### *Symbols*

##### **State Seal**

Article 3, Section 15 of the Constitution of the State of Tennessee provides that the Seal of the State shall be kept by the Governor and be used by him officially. The Secretary of State applies the seal to documents prepared by the Governor, such as Proclamations, Executive Orders, Commissions, and other official documents, in order to certify that they are genuine. Tenn. Code Ann. § 4-1-314 sets forth the specific shape of the seal and the images contained therein, as follows:



The Roman numerals XVI on the seal signify that Tennessee was the 16th state to enter the Union. The plough, sheaf of wheat, and cotton plant symbolize the importance of agriculture, while the riverboat is emblematic of commercial activity in the state. The Seal should not be used for any commercial purpose. Improper use of the Seal is punishable by law.

The official motto of the state is “Agriculture and Commerce,” as proclaimed by the state seal. The official state slogan is “Tennessee—America at Its Best.”

##### **State Song**

There are nine official state songs in Tennessee, as follows:

1. “My Homeland, Tennessee” by Nell Grayson Taylor and Roy Lamont Smith;
2. “When It’s Iris Time In Tennessee” by Willa Waid Newman;
3. “My Tennessee” by Frances Hannah Trantum;
4. “Tennessee Waltz” by Redd Stewart and Pee Wee King;
5. “Rocky Top” by Boudleaux and Felice Bryant;
6. “The Pride of Tennessee” by Fred Congdon, Thomas Vaughn, and Carol Elliot;
7. “Tennessee” by John R. Bean;
8. “Tennessee” by Vivian Rorie; and
9. “Smoky Mountain Rain” by Kye Fleming and Dennis Morgan.

Tennessee Code Annotated § 4-1-301, *et seq.* sets forth further information about the official state symbols, including the state poem, tree, wildflowers, cultivated flower, insects, rock, gem, folk dance, fine art, commercial fish, sport fish, game bird, butterfly, amphibian, reptile, horse, fruit, mineral, beverage, evergreen tree, botanical garden, artifact, and pet. Detailed information about these symbols can also be found in the *Tennessee Blue Book*.

## 4 STATE HOLIDAYS

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The legal holidays to be observed by the people of Tennessee are as follows:

**New Year's Day**

The first day of January

**Martin Luther King, Jr. Day**

The third Monday in January

**Washington Day**

The third Monday in February

**Good Friday**

Friday before Easter

**Memorial or Decoration Day**

The last Monday in May

**Independence Day**

The fourth day of July

**Labor Day**

The first Monday in September

**Columbus Day**

The second Monday in October

**Veterans' Day**

The eleventh day of November

**Thanksgiving**

The fourth Thursday in November

**Christmas**

The twenty-fifth day of December

All are days appointed by the Governor of this state, or by the President of the United States, as days of fasting or thanksgiving; when any of the above days falls on Sunday, then the following Monday shall be substituted; and when any of these days falls on a Saturday, then the preceding Friday shall be substituted. This is outlined in Tennessee Code Annotated § 15-1-101.

At the Governor's discretion, Columbus Day may be observed the day after Thanksgiving.

### *Joint Session*

#### **State of the State Address**

During the first week of each regular session of the General Assembly, and in the first week of any adjourned session, the General Assembly shall, by joint resolution, cause a joint convention of the Senate and House of Representatives to convene in the Chamber of the House of Representatives for the purpose of hearing a “state of the state address” by the Governor, at which time the Governor reviews the progress of the state on all fronts during the past year, the major problems currently facing the state, and those that can reasonably be anticipated in the coming year, as well as the Governor’s proposals and recommendations for handling such problems.

#### **Guests**

It is traditional for the spouse of the Governor, the Supreme Court Justices, the Constitutional Officers, the Attorney General, special guests of the Governor, the Governor’s Cabinet Commissioners, and the Governor’s Chief of Staff and Counsel to be seated just below the speakers’ platform.

Limited seating is available on the floor of the Chamber for staff members of the Governor, the Attorney General, and the Lieutenant Governor, as well as guests of House and Senate members on the floor of the Chamber.

#### **Notifying the Governor**

The Lieutenant Governor and Speaker of the House appoint a committee of House and Senate members to notify the Governor that the Joint Assembly is duly organized and would be pleased to receive him and any communication he may desire to make. The committee then escorts the Governor to the House Chamber. Traditionally, the Governor comes down the center aisle as the Assembly stands and applauds.

Following the address, those attending the Joint Assembly rise and applaud as the Governor leaves the podium from the opposite side on which he entered. The Governor greets each of his own personal party and proceeds up the center aisle and out of the Chamber. The Governor’s family proceeds directly behind him. All other guests in

the Chamber and in the balcony are requested to remain in place.

#### *Adjournment Sine Die*

At the closing session of the General Assembly, the House informs the Senate that it is ready to adjourn *sine die* by communication of an adopted House Joint Resolution, or vice versa. The resolution states that a committee composed of members of the House of Representatives and the Senate will be appointed to inform the Governor that the current session of the General Assembly is ready to adjourn *sine die* and to ask if the Governor has any communication to make.

The group proceeds to the Governor’s Office to deliver the communication. The Governor then thanks the committee and sends his communication, which is read or distributed by the House and Senate Clerks to members of their respective bodies.

Often, outside of the two chambers after adjournment *sine die*, individuals applaud as members exit.

## 6 STATE CAPITOL

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The State Capitol Commission is responsible for formulating and maintaining a plan for the preservation of the State Capitol, including the building and contiguous grounds. It is also responsible for approving on-site events unrelated to the official government business.

In accordance with policies established by the State Capitol Commission, the building and its grounds may be used for non-governmental activities, so long as the use is not destructive to the fabric of the Capitol Building or its contents, does not interfere with official business of the State that is conducted in the building, and such use is civic, cultural, or educational in nature as well as consistent with the dignity and historical ambiance of the building and grounds. Anyone wishing to use any portion of the building or grounds must make a written request to the State Capitol Commission, which reviews the request and informs the Governor and the Speakers of the House and Senate.

When making a request to the State Capitol Commission, it may be productive to schedule individual meetings with Commission members to discuss upcoming issues prior to the meeting.

## 7 FLAG CEREMONIES

### *United States Flag*

It is the universal custom to display the flag only from sunrise to sunset on buildings and on stationary flagstaves in the open. However, when a patriotic effect is desired, the flag may be displayed twenty-four hours a day if properly illuminated during the hours of darkness. It should not be displayed on days of inclement weather, except when an all-weather flag is displayed. The flag should be hoisted briskly and lowered ceremoniously.

The flag should be displayed on all holidays, especially on New Year's Day, January 1; Inauguration Day, January 20; Lincoln's Birthday, February 12; Washington's Birthday, third Monday in February; Easter Sunday (variable); Mother's Day, second Sunday in May; Armed Forces Day, third Saturday in May; Memorial Day (half-staff until noon), the last Monday in May; Flag Day, June 14; Independence Day, July 4; Labor Day, first Monday in September; Constitution Day, September 17; Columbus Day, second Monday in October; Navy Day, October 27; Veterans' Day, November 11; Thanksgiving Day, fourth Thursday in November; Christmas Day, December 25; such other days as may be proclaimed by the President of the United States; the birthdays of States (date of admission); and on State holidays.

The flag should be displayed daily on or near the main administration building of every public institution, in or near every polling place on election days, and, during school days, in or near every schoolhouse. The flag should never be displayed with the union down except as a signal of dire distress. It should never touch anything beneath it—the ground, floor, water, or otherwise. It should never be carried flat or horizontally, but always aloft and free.

In order that no disrespect is shown to the flag of the United States, the flag should not be dipped to any person or thing. Regimental colors, state flags, and organizational or institutional flags are to be dipped as a mark of honor.

When used in connection with the unveiling of a statue or monument, the flag should form a distinctive feature during the ceremony, but the flag itself should never be used as the covering for the statue.

Dry cleaning a soiled flag is not prohibited, but when it is in such condition that it is no longer a fitting emblem for display, it should be destroyed in a dignified manner, preferably by burning. Many veterans and scouting organizations collect tattered flags for ceremonial burning. If burning is not an option, some have suggested that it be shredded.

During the ceremony of hoisting or lowering the flag or when the flag is passing in a parade or in a review, all persons present except those in uniform should face the flag and stand at attention with the right hand over the heart. Those present in uniform should render the military salute. When not in uniform, men should remove any head covering with the right hand holding it at the left shoulder, the hand being over the heart. Aliens should stand at attention. The salute to the flag in the moving column should be rendered at the moment the flag passes.

When flown at half-staff, the flag should be first hoisted to the peak for an instant and then lowered to the half-staff position. It should be raised to the peak before it is lowered for the day. Only the President of the United States and governors of states, territories, or possessions of the United States have the authority to have the United States flag lowered to half-staff.



The flag, when carried in a procession with another flag or flags, should be on the marching right, that is, the flag's own right.

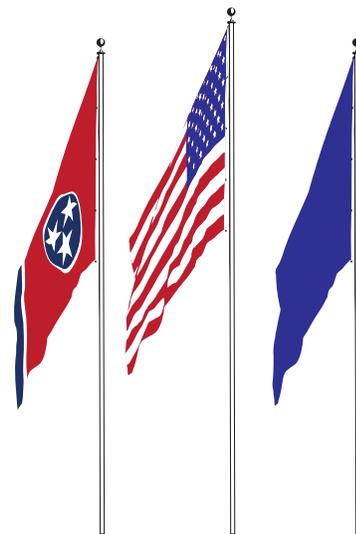
If there is a line of other flags, it should be carried in front of the center of that line.



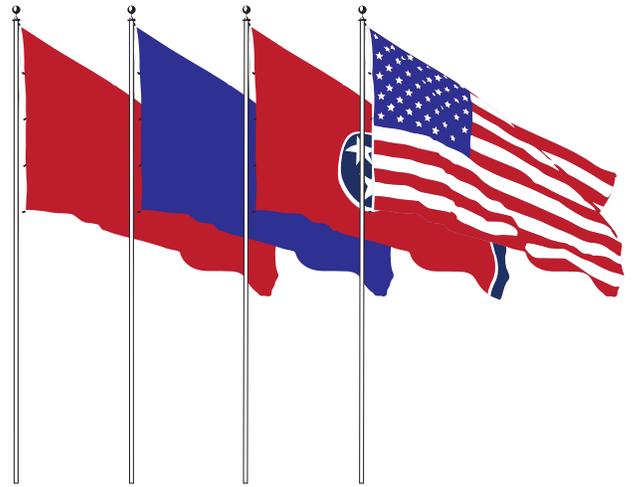
The U.S. flag, when displayed with another flag, against a wall from crossed staffs, should be on the right, the flag's own right, and its staff should be in front of the staff of the other flag.



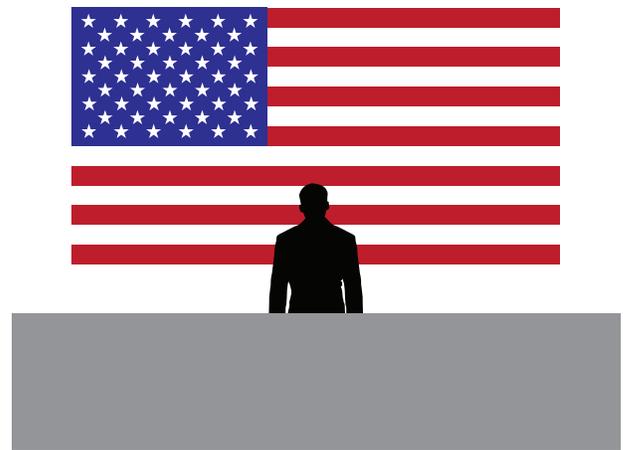
The flag should be at the center and highest point of the group when a number of flags of states or localities or pennants of societies are displayed from staffs.



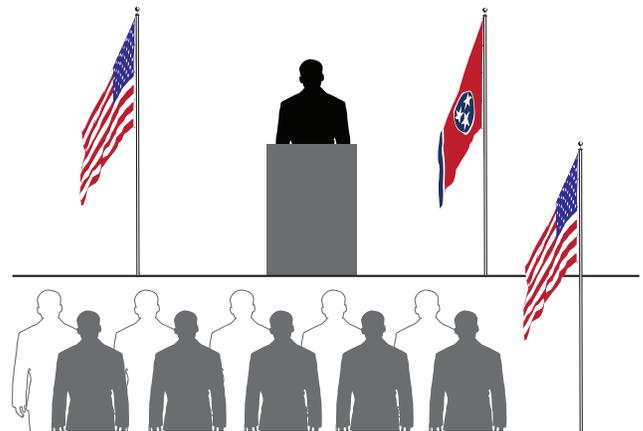
The flag of the United States should always be at the peak if flown with other governmental flags or flags of societies. When flown from adjacent staffs, the flag of the United States should be hoisted first and lowered last. When flags of two or more nations are displayed, they are to be flown from separate staffs of the same height, and the flags should be of approximately equal size. The United States flag is at the far right, the flag's right, and is hoisted first, followed by the flags of the other nations in alphabetical order.



The flag should never be used to cover or drape a speaker's stand or platform. Bunting is used for this purpose and is hung with the blue stripe at the top, the white in the middle, and the red at the bottom. When used on a speaker's platform, the flag, if displayed flat, should be displayed above and behind the speaker.



When displayed from a staff and placed on the platform with the speaker, the flag should occupy the position of honor and be placed at the speaker's right as he faces the audience. Any other flag so displayed on the platform should be placed at the speaker's left as he faces the audience. If the U.S. flag is displayed at the audience level, the audience becomes prominent, and the flag is positioned at the audience's right.



## Use of Flag for a Funeral

The Flag Code does not prohibit use of the U.S. flag on the casket of any American citizen, but such use is usually reserved for the following:

- President or Vice President of the United States or former holders of these offices
- Cabinet Members appointed by the President or former holders of these offices
- Members of active military, honorably discharged veterans, or retired military personnel

## Flag Display on an Automobile

The staff should be fixed firmly to the chassis or clamped to the right front fender of the vehicle.

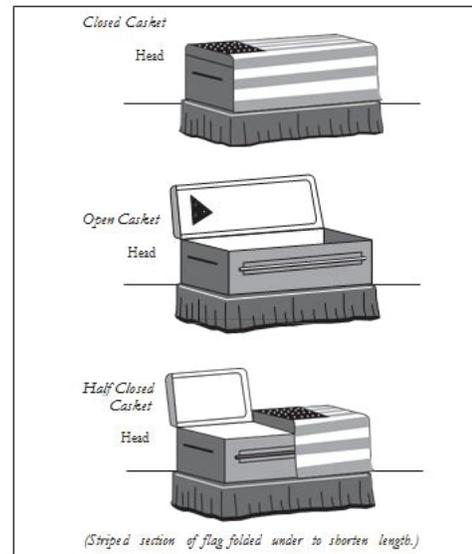
## Flag Display in Parade or Program

When flags of two or more nations are displayed, they are to be flown from separate staffs of the same height. When displayed with the United States flag, the foreign flag assumes the second position in line. The foreign nation's flag would precede the state or city flag, except when the state or city is the host to the foreign visitor. When the state is hosting, the state flag assumes the second position of honor, the visiting foreign dignitary's flag assumes the third position, and the city flag assumes the fourth position.

The order of precedence for flags is:

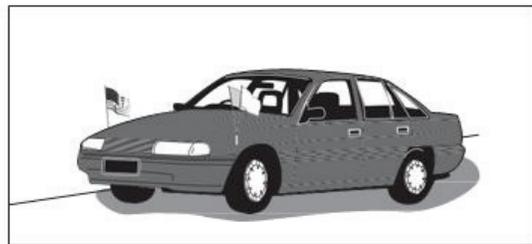
- The United States flag
- The flags of foreign countries (usually displayed in alphabetical order)
- The United States President's flag
- State flags (either in order of admission to the Union or in alphabetical order)
- Military flags
- Personal flags by order of rank

*(Other territorial flags may be flown in the order presented after the state flags. These are District of Columbia, Commonwealth of Puerto Rico, Guam, American Samoa, and Virgin Islands.)*



The flag is placed on a closed casket with the union at the head and over the left shoulder of the deceased. When the casket is totally open, the flag is folded to the shape of a cocked hat and placed in the lid at the left shoulder of the deceased. If the lid is closed over the lower half of the remains, the flag is folded and draped in the same relative position as for a closed casket. It should not be lowered into the grave or be allowed to touch the ground. It may be given to the nearest of kin during the service.

The United States flag commands the position of honor,



i.e., the highest elevation, which is always the honor point regardless of its relative position from right to left. If all flags are on the same elevation, then the honor point is the right-hand position, considered to be the flag's own right as to the directional facing. If mounted on the front fenders, the United States flag would fly freely on the right-front fender as you sit in the driver's seat. Other flags may be displayed from a multiple holder on the left-hand front fender or on the right-hand front fender, with the United States flag at the honor point.

## *Tennessee Flag*

The Tennessee flag was adopted as the official flag of the state of Tennessee by an act of the General Assembly, passed and approved April 17, 1905. It was designed by LeRoy Reeves, a Johnson City attorney who was also serving in the National Guard when he created the design.

The Tennessee flag contains three white stars surrounded by a blue border. The three stars are of pure white, representing the three grand divisions of the state. They are bound together by the endless circle of the blue field, the symbol being three bound together in one—indissoluble trinity.

Previously, the state flag was a tricolor flag that was red, white, and blue, with the three bands slanted to represent the three regions of Tennessee. It also included the number sixteen, Tennessee being the 16<sup>th</sup> state in the Union, and the state's nickname, "The Volunteer State."

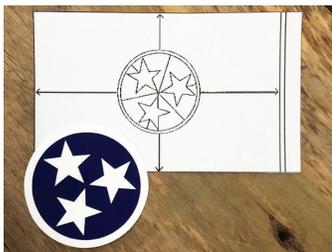
The official salute to the Tennessee state flag is as follows:

“Three white stars on a field of blue  
God keep them safe and ever true  
It is with pride and love that we  
Salute the Flag of Tennessee.”

Care must be taken to ensure that the Tennessee state flag is not displayed upside down. In accordance with Tenn. Code Ann. § 4-1-301, “the arrangement of the three stars shall be such that the centers of no two stars shall be in a line parallel to either the side or end of the flag, but intermediate between same; and the highest star shall be the one nearest the upper confined corner of the flag.”

The correct alignment is demonstrated here:

Displaying the flags of the United States and the state of Tennessee at public buildings within the state is authorized and encouraged. In accordance with Tenn. Code Ann. §



5-7-109, any county can request from the adjutant general that a state flag be furnished to it for display at the county courthouse. The request should come from the county mayor and should state that the county courthouse is duly equipped with a flag pole suitable for displaying the state flag. Tenn. Code Ann. § 4-1-406 provides that whenever the official United States flag or the official state flag is displayed, appropriate flag display protocol requires that, when flown on the same pole on state property, or property of any political subdivision of the state, including all educational institutions, the order shall be: the official United States flag, the official state flag, and any other flags.

When a member of the armed forces, while serving honorably, is killed in action or dies as a direct result of injuries sustained from a service-connected, combat-related cause, the governor shall proclaim a statewide day of mourning and shall order the state flag to be flown at half-staff over the state capitol during such period of mourning. See Tenn. Code Ann. § 4-1-406(b)(2). In such a case, the governor will notify the executive official of the political subdivision in which the member of the armed services resided of the deceased member's identity and the date of the declared day of mourning. The executive official shall also then order that any state flag flying on the property of the political subdivision be flown at half-staff during such day of mourning. The names of all members of the armed services for whom a statewide day of mourning is declared shall be recorded in the journals of the Senate and the House of Representatives.

There are no prescribed guidelines in the Tennessee Code or in practice for disposal of the Tennessee flag. Therefore, it is suggested that the guidelines for disposal of the United States flag be followed, if possible. With any method, disposal should be carried out in a respectful manner. It should be noted that it is a Class A misdemeanor in Tennessee to intentionally desecrate a state or national flag. See Tenn. Code Ann. § 39-17-311.

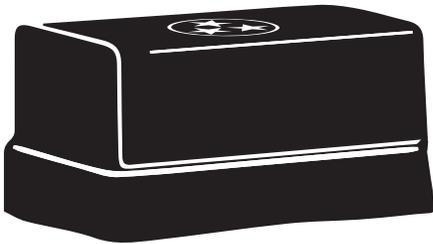
### **Use of the Tennessee Flag for a Funeral**

There is nothing in the Tennessee Code relative to

draping a casket with the Tennessee flag. Based on usage of the United States flag for this purpose, the following guidelines are suggested.

At the request of the family and provided by the family or friends of the deceased, the Tennessee state flag may be used on the casket of current or former statewide elected officials, members of Congress or the General Assembly, state law enforcement personnel, and members of the Tennessee National Guard. It may also be used at funerals of local law enforcement personnel or state employees, when they are killed in the line of duty.

As with the United States flag, the state flag should not be lowered into the grave, and it may be presented to the next of kin during the service.



Placement of State Flag over Casket

### Occasions for Flying the State Flag at Half-Staff

When flying the state flag at half-staff, it should first be raised to its peak and then lowered to half-staff. Before lowering it for the day, it should again be raised to its peak prior to being lowered.

The state flag shall be flown at half-staff:

- On Memorial/Decoration Day. On this day, the state flag is displayed at half-staff until noon only, then raised to the top of the staff.
- Thirty days from the day of death of the Governor, Governor-elect, or a former Governor of Tennessee.
- Fifteen days from the day of death of the Secretary of State, Comptroller, Treasurer, Lieutenant Governor, Speaker of the House, Attorney General, Chief Justice of the Supreme Court, or a member of Tennessee's Congressional Delegation.
- Ten days from the day of death of a former Secretary

of State, Comptroller, Treasurer, Lieutenant Governor, Speaker of the House, Attorney General, Chief Justice of the Supreme Court, or a member of Tennessee's Congressional Delegation.

- Five days from the day of death of a Justice of the Tennessee Supreme Court.
- The flag will be flown at the Capitol at half-staff from the day of death until sundown of the day of interment of a State Senator or member of the House of Representatives who died in office.
- The flag will be flown at half-staff at the Capitol in the event of death of a member of the Governor's Cabinet or other State officials and former officials at the discretion of the Governor, and on such other occasions as ordered by the Governor.

The United States flag will remain at full staff except:

(1) on any occasion when the flag of the United States is flown at half-staff by Federal statute or Executive Order or (2) by order of the Governor in the event of death of a present or former official of the government of the state. The Tennessee flag will be flown at half-staff when the United States flag is flown in such a manner.

A decision to fly the flag or flags at half-staff throughout the state will be made known to the public by a press release from the Governor's Office.

All such orders to fly the state flag at half-staff will be issued by the Governor in written form, indicating the occasion being observed, the flag(s) to be lowered (Tennessee only or Tennessee and United States), and the length of time the flag(s) should be at half-staff.

*P.O.W./M.I.A. Flag*

Tennessee recognizes members of the armed forces of the United States who were or still are prisoners of war or reported missing in action. The P.O.W./M.I.A. flag depicts a prisoner's profile against the background of a P.O.W. watchtower. To honor, remember, and observe the service and sacrifice of these individuals, the General Assembly directed that the P.O.W./M.I.A. flag shall be displayed over the State Capitol at least during P.O.W./M.I.A. recognition week, which takes place beginning the third Friday of September and extending through the following Thursday of each year. See Tenn. Code Ann. § 15-2-107. Additionally, the P.O.W./M.I.A. flag shall be displayed on the following days:

- Armed Forces Day  
the third Saturday in May
- Memorial Day  
the last Monday in May
- U.S. Flag Day  
the fourteenth day of June
- Independence Day  
the fourth day of July
- National P.O.W./M.I.A. Recognition Day  
the third Friday of September extending through  
the following Thursday
- Veterans' Day  
the eleventh day of November

*American/Foreign Anthems*

Whenever the American National Anthem is played, one stands and faces the music or the U.S. flag, if one is displayed. All present, except those in uniform, should stand at attention facing the flag, with the right hand over the heart. Men and women in uniform should render the hand salute if outdoors; if indoors, they should stand at attention but not salute. Men not in uniform should remove any head covering, with the right hand holding it at the left shoulder, the hand being over the heart. The positions described for all present should be held until the last note of music is played.

At a political dinner, the American National Anthem is played after the head table guests have arrived at their places, but before they are seated. If there is a public toast to the President of the United States, the first stanza of the American National Anthem is played after the toast.

When a high-ranking guest from another country is present, it is customary to play their national anthem as well. Technically, the foreign anthem should follow the American National Anthem. As a courtesy, however, the foreign anthem is usually played first.

## 8 OFFICIAL PORTRAITS

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### *Governor*

#### **While in Office**

Any individual, agency, or organization that wishes to have a picture of a Governor while in office may make that request to the Governor's Office.

The size and quality of the picture requested will determine if the picture is free of charge or must be acquired through a private vendor.

#### **Leaving Office**

A House Joint Resolution appoints a committee to contract for a portrait of each outgoing Governor, to have it painted, appropriately framed, and hung in the Capitol. The committee consists of the Governor or his designee, the Speaker of the House of Representatives, the President Pro Tempore of the Senate, the Clerk of the House of Representatives, and the Clerk of the Senate. The Governor selects the artist to paint his portrait and works with the artist to have it completed. The General Assembly appropriates a sum sufficient for the costs of the artist, the frame, and the framing. The portrait is viewed by the Art and Architectural Review Board for their official review. This board is charged with review of art that will become part of the state's art collection and will be displayed in buildings of the state of Tennessee.

An unveiling ceremony is arranged by the Governor's Office in concert with the Department of General Services. The portrait is hung just outside the entrance to the Governor's Office, draped, and unveiled to a group of staff, media, and special guests of the Governor.

Traditionally, portraits of the more recent governors are displayed near the center of the first floor of the Capitol building with the most recent eight former governors on display. When a portrait is rotated off of the center display, it is housed with the state's art collection of the Tennessee State Museum.

## 9 ELECTRONIC COMMUNICATION

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With the proliferation of computers and electronic communication, questions arise regarding proper etiquette for electronic mail.

Here are some aspects to consider when composing, sending, and replying to e-mail messages.

- The subject line should be brief and provide a clue to the contents of the message.
- Messages should be concise and to the point. Try to keep your messages to twenty-five lines or fewer.
- Text wrapping is not available to some people. Try to keep each line to seventy characters or fewer.
- If you include a salutation in the message, use one you would normally use in traditional written correspondence.
- E-mail is more conversational than traditional paper-based correspondence. However, people who do not know you will form an impression of you by reading your message. Think about what you need to say. Phrase it properly, with acceptable grammar usage. Use punctuation only where it is necessary rather than scattering it about for emphasis.
- Keep your intended audience in mind, and construct your message accordingly. Reread the message to make sure it is clear before you send it.
- Special characters, fancy fonts, and colors are not read the same by all machines. Avoid using them if possible.
- Avoid abbreviations, jargon, and acronyms unless you are certain those in the e-mail conversation will understand what they are.
- Using symbols known as “smilies” or “emoticons” to express emotion is not recommended, as many people may not be able to interpret their usage. These symbols are read by turning one’s head to the side, e.g. : - ( for a frown.
- If you must add emphasis, you can (1) put an asterisk (\*) before and after a word or short phrase, (2) capitalize the first letter of a word or the whole word (using uppercase letters is equivalent to shouting in e-mail messages, so use them sparingly), or (3) add extra exclamation marks.
- Include your printed name, title, and contact

information at the end of your message if the recipient does not know you well. The way e-mail addresses are written does not necessarily make it clear who is sending the message.

- If you get an e-mail response and wish to keep the conversation going, do not start a new e-mail message, since this will lose the connectivity of the conversation. Simply reply and keep the exchanges together in the same message. However, you eliminate the need for the correspondents to review the entire exchange by using the symbol > and keying in enough information from the previous message to indicate to what your response is related.
- One of the advantages of e-mail is that it can save paper if one does not print every message. Make an effort to save electronic messages on your computer system and print only those that must be in print.
- Remember that no e-mail is private. Someone, somewhere probably has the ability to read every e-mail that is sent. E-mail system administrators, company monitors, and hackers can view the messages, and some messages could get misdirected. You have no control over what the recipient of your e-mail does with your message. Do not send an e-mail that you would not want to read in tomorrow’s newspaper.
- E-mail messages are permanent even when you delete them from your computer. Someone with skill and knowledge can retrieve them from the system.
- E-mail is designed for convenience. Do not expect an immediate response.

Before electronic mail, correspondence, reports, and information were written on paper and were readily available to file and to create a historical recording on a subject. That historical recording is not assured with the proliferation of e-mail. Freedom of Information statutes should be followed to properly maintain and retain e-mail correspondence. Correspondents using e-mail for government business should consider this information from the Office of the Attorney General:

- A public record includes all writings and recordings set down by mechanical or electronic recording, regardless of physical form or characteristics prepared or owned by, or in the possession of, a public body or its officers, employees, or agents in the transaction of

public business.

- Using e-mail creates a record that may be available to the public under the Tennessee Public Records Act.

**Q. Can anyone fly the Tennessee flag or the United States flag at half-staff? When the flags over the State Capitol are flown at half-staff, should all Tennessee and United States flags be lowered? Can the Tennessee flag be flown at half-staff at the death of my grandfather who was in the army? If either the United States or the Tennessee flag is lowered, how long does it stay down? Do the governing officials of a locality (e.g. mayor, board of supervisors) have authority to lower either the United States or the Tennessee flags in their locality?**

A. Only the Governor has the authority to order that Tennessee flags on public buildings be flown at half-staff. The President of the United States or the Governor of Tennessee can authorize the United States flag be flown at half-staff on public buildings. The orders will indicate how long the flag(s) should remain at half-staff. When the United States and Tennessee flags are at half-staff over the Capitol, it is because either the President of the United States or the Governor has authorized it. Flags over other public buildings in Tennessee should be flown in the same manner. Local officials have the authority to lower their jurisdictional flags but not the United States and Tennessee flags. Neither the President nor the Governor has authority over flags flown on private property. Therefore, it is up to the property owner when and if he/she lowers the flag(s).

**Q. I would like to have a Tennessee flag that has been flown over the State Capitol. How should I accomplish this? My son was a Page for the General Assembly, and I would like to secure a Tennessee flag that has been flown over the Capitol to display at our home. How can I accomplish this?**

A. Anyone may purchase a Tennessee flag that has been flown over the Capitol by contacting the Governor's Office, a member of the General Assembly, or the Tennessee Department of General Services. It is recommended that you make the request through a member of the General Assembly or the Clerk's Office of the legislative chamber in which he or she served.

**Q. How can a military installation in Tennessee obtain a Tennessee flag to fly on its base?**

A. An official on the military installation base may request a Tennessee flag for use at that installation by contacting the Governor's Office.

**Q. Is it appropriate for a military person in uniform or civilian clothes to salute the Governor? What response is expected from the Governor?**

A. Members of the Tennessee National Guard in uniform or civilian clothes and on duty would salute the Governor since he/she is their Commander in Chief. Personnel in the United States Armed Forces are not obligated to salute the Governor but might do so as a sign of respect. The Governor may return the military salute to acknowledge the respect shown to him/her, but the action is not required of him/her. However, the Governor should acknowledge the salute in some manner.

# Index

## A

Abbreviations 26, 55  
Address, Forms of 10  
    Bishops 21  
    Cabinet 13  
    Complimentary Close 12  
    Courtesy Titles 12  
    Ecclesiastical Officials 21  
    Esquire 12  
    Federal Officials 12  
    Foreign Officials 20  
    Judicial Officials 19  
    Local Officials 20  
    Military Officials 22  
    Salutation 12  
    State Officials 15  
Adjournment Sine Die, General Assembly 44  
Air Force 2, 3, 22  
Air National Guard 37  
Ambassador 20, 29, 37  
Anthems 53  
    American National Anthem 53  
Army 2, 3, 22  
Attorney General 2, 10, 13, 15, 25, 37, 44, 51, 55

## C

Capitol 45, 51, 52, 54, 57  
Coast Guard 3, 22, 23  
Constitution 37, 38, 42, 46

## D

Department of Defense 3  
Department of General Services 54, 57  
Dinners and Luncheons 32  
    Head Table 32  
    Place Cards 36  
    Precedence to Dining Room 37  
    Seating 32  
    Tables of Eight 33

Tables of Ten 34  
U-Shaped Table 35  
Special Events 36  
Toastmaster 38  
Toasts 37

## Dress 30

Black tie 30  
Casual 30  
Formal 30  
Informal 30  
Military 30  
Semi-formal 30  
White tie 30

## E

Electronic Communication 55  
E-mail 55  
Excellency 10, 11, 20, 38  
Executive Mansion 37

## F

Flag  
    POW/MIA Flag 52  
    Tennessee Flag 50, 51, 57  
    United States Flag 46, 48, 49, 50, 51, 57  
Flag, Use of 46, 49, 50, 52  
    Automobile 49  
    Displaying 47, 48  
    Funeral 49  
    Parade 49  
    Procession 47  
    Program 49  
Formal Occasion 1, 11, 32

## G

General Assembly 2, 16, 29, 36, 44, 50, 51, 52, 54, 57  
Governor 1, 10, 44, 50, 54  
Governor's Office 2, 29, 44, 51, 54, 57

## H

Holidays 43, 46

Host 26, 31, 36, 37, 39, 49  
Hostess 31, 36, 37  
House Chamber 44  
House Joint Resolution 44, 54  
House of Representatives 1, 2, 10, 13, 14, 16, 17, 32, 33, 34, 35, 36, 44, 50, 51, 54

**I**

Invitations 26, 29  
    Formal 26, 27, 29, 30  
    Informal 26, 30

**L**

Lieutenant Governor 2, 10, 16, 25, 36, 44, 51  
Limousine 1

**M**

Marine Corps 2, 3, 22  
Mayor 1, 20, 32, 33, 34, 35, 36  
Military 3, 10, 22, 23, 30, 31, 37, 46, 49, 57  
Motto 42

**N**

National Conference of State Legislatures 18, 41  
National Governors' Association 41  
National Guard 37, 51, 57  
Navy 2, 3, 22, 23, 46

**O**

Official Correspondence 24  
    Committee Correspondence 24  
    Multiple Recipients 24  
Officials  
    Federal Officials 36  
    Local Officials 36  
    State Officials 36

**P**

Parade 46  
President of the United States 1, 10, 12, 43, 46, 49, 53, 57  
Public Record 55

**R**

Receiving Line 31

**S**

Seating 32  
Senate 1, 2, 10, 12, 14, 17, 36, 44, 45, 50, 54  
Speakers of the House 45  
Speakers of the Senate 45  
Special Characters 55  
State Capitol Commission 45  
State Government Officials 1  
Symbols 42  
    Official Motto 42  
    State Seal 42  
    State Song 42

**T**

Tennessee Blue Book 42  
Tennessee Public Records Act 56  
Toastmaster 38

**U**

U.S. Constitution 37  
U.S. Department of State 1, 12

**W**

Wedding 26  
White House 12, 25, 26, 28