

**CSFC DETAILED GUIDELINES FOR
GL 16 (H) CHAPTER 4 APPENDIX (F)
HOST AND HOSTESSES**

I Host And Hostesses Duties And Procedures:

A. Duties:

1. Escort presenters and dignitaries to the head table during convention.
2. Escort the Federation Past Presidents and their spouse or guest to their assigned seats at the Recognition Luncheon, if requested by the Immediate Past President.
3. Escort Head Table guests to their assigned seats at the Banquet, if requested by Federation President
4. Direct members to their assigned tables at Banquet
5. Serve as greeters at entertainment, and at No-Host gathering prior to Banquet.
6. **Arrange to pickup and return National Officers to the airport, if they so desire.**

B. Procedures:

1. Assigned escorts should meet and greet their honored dignitary before entering the convention hall.
2. If a lone person, offer your right arm, always allowing the dignitary to be on the Right
3. If a couple is to be escorted, offer your right arm to the lady, and request the gentleman to follow immediately behind. (If both are of same sex, offer your right arm to the “More honored” of the couple. For example, you offer your right arm to a Lady Federation Past President who might be accompanied by her daughter or lady friend; etc
4. Guide, but more or less let the person on your arm set pace
5. Modify, but remember the pattern, as necessary. For example, push a wheel chair, or be alongside to assist, as may be appropriate, someone with canes or walker
6. A nice complimenting gesture is for the Master of Ceremonies or Federation President to announce their arrival at the microphone, as the dignitary enters the Convention Hall, and is seen by the assemblage. For example: “Past President Robert Turnbaugh and Mrs. Marge Turnbaugh”; after they have been escorted to their place of honor, the next couple is being escorted into the Convention Hall and introduced, “Past President Rolland Hamilton and daughter Sharilyn Hamilton”, etc
7. If circumstances seem to warrant, each couple may be “handed off” to another Escort as they ascend the steps or ramp to be taken to their seats; BUT they should always have an Escort from the time they ENTER the Convention Hall until they are SEATED at the Head Table

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8. The primary function of the Escort must be “to honor the dignitary/special guest”; to be sure they take the desired route to the Head Table, and “to assure each can retain balance while entering the Convention Hall and proceeding to their seats.”

HOST AND HOSTESS CHECKLIST

NO	TASK	STATUS
1.	Get a list of dignitaries and have their seating assignment	
2.	Get a list of Head Table Guest and their seating assignment if required.	
3.	Get a list of all Past Presidents and their seating assignment	
4.	Get a list of all wheel chair members and their seating assignment	
5.	Assign an escort to the platform for guest pickup	
6.	Conduct escort training to volunteers	
7.	Get the MC's list of persons to be introduced for entry	

END