



GEORGIA PROTOCOL GUIDE



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INTRODUCTION

The state of Georgia is at the heart of the Southeastern U.S., the fastest-growing region in the country. Georgia is home to a vibrant and active Consular Corps, the world's most traveled airport, the fastest-growing container seaport in the nation and nearly 20 Fortune 500 company headquarters. Given these assets, the state welcomes an ever-increasing number of government delegations, official and business travelers, tourists and new residents from around the world. It is in the state's interest to welcome these international guests and showcase Georgia's world-renowned "Southern hospitality."

In order to help Georgians around the state welcome international visitors and elevate the state's profile on the international stage, the Georgia Department of Economic Development's International Relations division created this Protocol Guide. The document is intended to serve as a resource, providing support for community economic developers, local officials and any Georgian hosting international visitors and dignitaries, planning an event, or researching and learning about protocol fundamentals. The guide answers questions frequently asked of the International Relations division, and should help those preparing for official (and unofficial) occasions and functions.

What is protocol?

Protocol is the adoption of a transparent, common system for conducting affairs. The name, which comes from the Greek words "protos" (first) and "kolla" (glue), originally referred to a sheet of paper glued to the front of an official document verifying its authenticity. Today the term has evolved to describe a set of guidelines for interaction based on tradition and precedent, common sense and basic courtesy. Protocol provides a framework for order and helps guests feel comfortable and respected, creating the optimal conditions for business. Protocol is part of the art of establishing and maintaining relationships, and a necessity for any organization participating in today's increasingly globalized world.

There are various levels of protocol, such as practical guidelines on where people should sit, in what order speakers should present and what guests should wear. On a deeper level, however, protocol promises continuity of tradition, and ensures that people – including guests, dignitaries and visitors – are treated with courtesy and respect. Conferring this respect frequently requires an understanding that cultures may be different from our own, as well as a level of flexibility and comfort translating between cultural norms.

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MESSAGE FROM GOVERNOR NATHAN DEAL



Greetings,

The cultural fabric and diversity of our state continues to grow, reflecting a population that comes from across the globe. International visitors, business people and dignitaries visit our state every day, and we strive to welcome each of them with our world-class Southern hospitality.

Georgia's strong diplomatic and consular community and extensive international representation help facilitate opportunities and develop relationships overseas. These connections are vital as we work to diversify our export markets, uncover educational opportunities, attract visitors and draw the interest of investors. To further these international efforts, it is important for Georgians to understand the basic tenets of protocol, respectfully observing other cultures, traditions and practices.

The Georgia Department of Economic Development's International Relations division created this Georgia Protocol Guide to provide the resources for Georgians involved in protocol endeavors. This guide contains information that will be helpful to those who welcome international visitors, host or attend official events, or those who are simply interested in learning more about protocol in the state of Georgia.

With global logistics assets such as Hartsfield-Jackson Atlanta International Airport and the Georgia Ports, Georgia is at the forefront of global commerce. As a leader in the global marketplace and the No. 1 state in which to do business, we have a unique and fantastic opportunity to welcome the world and expand our international outreach.

Sincerely,

A handwritten signature in black ink that reads "Nathan Deal". The signature is written in a cursive, slightly stylized font.

Nathan Deal
Governor of the State of Georgia

GEORGIA DEPARTMENT OF ECONOMIC DEVELOPMENT

The Georgia Department of Economic Development (GDEcD) is the state's sales and marketing arm, the lead agency for attracting new business investment, encouraging the expansion of existing industry and small businesses, aligning workforce education and training with in-demand jobs, locating new markets for Georgia products, attracting tourists to Georgia, and promoting the state as a destination for arts and location for film, music and digital entertainment projects, as well as planning and mobilizing state resources for economic development.



Pat Wilson

Commissioner

Georgia Department of Economic Development

Pat Wilson was nominated Commissioner of the Georgia Department of Economic Development (GDEcD) by Governor Nathan Deal in November 2016 and approved by the GDEcD board. As Commissioner, he leads the state agency responsible for creating jobs and investment opportunities in Georgia through business recruitment and expansion, international trade and tourism, as well as the arts, film and music industries.

Wilson previously served as Chief Operating Officer at GDEcD after joining as Deputy Commissioner for Global Commerce in 2010. He also served as Executive Director of the Georgia Allies, a public-private marketing partnership between state government and 15 private corporations that promotes the state's business development priorities.

Prior to GDEcD, Wilson served on the staffs of former Governor Sonny Perdue, the late U.S. Senator Paul Coverdell and under former U.S. Congressman Nathan Deal. Wilson also led governmental affairs for Greenberg Traurig, LLP in Washington, D.C.

He holds an undergraduate degree in political science with a focus on international relations from the University of Georgia.

State of Georgia - International Relations

The International Relations division at the Georgia Department of Economic Development is dedicated to strategically cultivating and expanding Georgia's international relationships. The division oversees communications and activities with foreign governments and is the state's liaison to members of the Consular Corps, Trade Commissions and Bi-National Chambers of Commerce. The division also manages the Governor's investment and trade missions, welcomes international delegations and dignitaries and coordinates international efforts among state departments and agencies.

The International Relations division is a central point of contact when welcoming international VIP delegations. They provide coordination with public and private partners across the state to assist in creating a comprehensive program that highlights the state's dynamic assets. They welcome the opportunity to help showcase Georgia's "Southern hospitality," and are committed to strengthening Georgia's global connections and elevating the state's international profile.



Abby Turano

Deputy Commissioner,

International Relations

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GEORGIA CODE

The Official Code of Georgia Annotated (O.C.G.A.) referenced in this guide contains the general and permanent laws of the state of Georgia. Included within the codes are detailed descriptions of Georgia seals and flags, laws and regulations regarding all agencies and branches in the state of Georgia and more. These codes provide the laws from which state protocol is established.

PRECEDENCE

Who enters the room first? Where does each person sit? Who speaks and in what order? These questions can be frequently answered using orders of precedence. Precedence is essential to protocol. It determines which participants deserve the highest honor in situations where multiple people hold positions of power or respect. Failing to recognize an individual's rank and precedence may be seen as an insult to his or her position and country or organization. If your event has a clear order of precedence that must be "broken," it is wise to inform any affected guests in advance and to communicate to them the reason for the change.

The U.S. Department of State maintains an official order of precedence for domestic and international officials. The Department of State also maintains the Diplomatic List, which is an order of precedence for the diplomatic corps, listing all the international ambassadors posted in Washington, D.C. along with their credential presentation dates.

Unlike the federal government, states have no official fixed order of precedence, though they generally follow the same rules. In Georgia, as in any U.S. state, the governor holds the highest level of precedence. The only exception to this rule is when the president or vice president of the United States visits the state. When multiple governors are present at an event, precedence is determined by the order in which that governor's state was admitted into the Union. Georgia was the fourth state to be admitted and therefore the governor of Georgia is listed fourth among the 50 state governors. Suggested guidelines for federal precedence lists can be found in Appendix 1, along with the states admission dates into the Union in Appendix 2.

At an official event, when a guest list combines local, state and federal officials, determine precedence by both official rank and sound reasoning. The function's purpose and guests of honor must also be taken into consideration. For example, a mayor of a large city may be placed after a member of the House of Representatives or a senator, but in the event that the function is held in that mayor's city, only the governor, the president or vice president would outrank him/her.

The Ga. Const. Art. V, § I, Para. V (2015) dictates the succession order for the following members of the executive branch:

- Governor
- Lieutenant Governor
- Speaker of the House of Representatives

FORMS OF ADDRESS

Forms of address may vary between cultures, so if you are welcoming international visitors ask about titles and pronunciation before their arrival. The following section lists the basic information on honorifics and courtesy titles, as well as specific instructions on addressing written correspondence, conversation and place cards for a formal meal.

The Honorable

“The Honorable” is a courtesy title used by federal and state governments to address current and former high officials. Individuals appointed by the U.S. President or elected to public office may be addressed as “The Honorable” for life. Use “The Honorable” in writing only, and before the person’s full name, rather than their title. It is improper for an individual to refer to themselves as “The Honorable.” It may be abbreviated as “The Hon.” or “TH.”

Correct: The Honorable Nathan Deal, Governor of the State of Georgia

Incorrect: The Honorable Governor of Georgia, Nathan Deal

Incorrect: The Honorable Mr. Nathan Deal, Governor of Georgia

POSITIONS ADDRESSED AS “THE HONORABLE” IN THE STATE OF GEORGIA INCLUDE:

- Governor
- Lieutenant Governor
- Attorney General
- Justices of the Supreme Court
- Judges
- Mayors
- State Legislators
- Statewide Elected Officials
- Other Local Elected Officials

Excellency

“His/Her Excellency” was first used to address British royal governors in the colonial era. South Carolina, New Hampshire and Massachusetts are the only states that continue to use this formal address for their governors, while the rest of the nation uses the more typical American title “The Honorable.”

Use “His/Her/Your Excellency” to address foreign ambassadors, presidents, cabinet ministers and heads of state¹.

Former Elected Office Holders

When addressing a former president of the United States in a formal setting, he is correctly addressed as “Mr. Carter.” The same approach applies to any official whose office has only one office-holder at a time, such as mayors, governors and presidents. Precedence and courtesies are extended only to a current office holder. For positions which have multiple office-holders at a time, such as senators, representatives or judges, addressing former office holders with their honorific (“Senator Jones”) is appropriate, and is not disrespectful to a singular current office holder.

It is appropriate to say “former President Carter” when speaking about the former office holder. This holds for introductions, as well: The current state governor is introduced as “Governor Nathan Deal,” while an ex-governor is introduced as “former Governor Sonny Perdue.”

¹Honor & Respect: The Official Guide to Names, Titles, and Forms of Address:
<http://www.formsofaddress.info/HonorRespectHickey.pdf>

FORMS OF ADDRESS

In an informal setting, it is acceptable to use the title the ex-official held. For example, in conversation, former President Jimmy Carter may be referred to as either “President Carter” or “Mr. Carter.”

Below are specific forms of address for federal, state, local, judicial, diplomatic, foreign and ecclesiastical officials. Included for each official is the protocol for an address on letters, a salutation in letters, a conversational greeting and the appropriate name on a place card.

FEDERAL OFFICIALS

Federal Official ²	Address	Salutation	Conversation	Place Card
President of the United States	The President The White House*	Dear Mr. President/ Dear Madame President	Mr. President/ Madame President	The President
Former Presidents of the United States	The Honorable John Smith	Dear Mr. Smith	Mr. Smith	Mr. Smith
Vice President of the United States	The Vice President United States Senate	Dear Mr./Madame Vice President	Mr./Madame Vice President	The Vice President
Cabinet Secretaries	The Honorable John Smith Secretary of Cabinet Name	(Official) Dear Mr. Secretary (Unofficial) Dear Mr. Smith	Mr. Secretary or Mr. Smith	The Secretary of (Cabinet Name) or Mr. Smith
The Attorney General**	The Honorable Jane Smith Attorney General	Dear Madame Attorney General	Madame Attorney General	The Attorney General
The Chief Justice	The Chief Justice The Supreme Court	Dear Chief Justice	Chief Justice	The Chief Justice
Associate Justice***	Justice Smith The Supreme Court	Dear Justice Smith	Justice Smith	Justice Smith
Judge of a Court	The Honorable Jane Smith Judge of the United States District Court for District	Dear Judge Smith	Judge Smith	Judge Smith
Representative	The Honorable John Smith United States House of Representatives	Dear Mr. Smith	Mr. Smith	Mr. Smith
Senator	The Honorable Jane Smith United States Senate	Dear Senator Smith	Senator Smith	Senator Smith
The Speaker of the House of Representatives	The Honorable John Smith The Speaker of the House of Representatives	Dear Mr. Speaker	Mr. Speaker	Mr. Speaker

*Indent the address two spaces on each line. Apply this style to all official addresses in this section.

**When both federal and state officials are present, the United States Attorney General is listed as The Attorney General and the State Attorney General is listed as The Attorney General of (State).

***Never use first names unless two or more justices have identical last names. Retired Justices are addressed in the same manner as Associate Justices.

²A Guide to Protocol and Etiquette for Official Entertainment: http://www.apd.army.mil/pdffiles/p600_60.pdf

FORMS OF ADDRESS

STATE OFFICIALS

State Official ³	Address	Salutation	Conversation	Place Card
Governor	The Honorable John Smith Governor of Georgia	Dear Governor Smith	Governor Smith or Governor	The Governor*
Former Governor	The Honorable John Smith Street Address	Dear Mr. Smith	Governor Smith or Governor	Mr. Smith
Lieutenant Governor	The Honorable Jane Smith Lieutenant Governor of Georgia	Dear Lieutenant Governor Smith	Mrs./Ms. Smith or Lieutenant Governor	The Lieutenant Governor**
Attorney General	The Honorable John Smith The Attorney General of Georgia	Dear Mr. Smith	Mr. Smith or Mr. Attorney General	The Attorney General***
Speaker of the Georgia House of Representatives	The Honorable Jane Smith Speaker of the Georgia House of Representatives	Dear Madame Speaker	Madame Speaker	The Speaker
President Pro Tempore of the Georgia Senate	The Honorable John Smith President Pro Tempore of the Senate of Georgia	Dear Senator Smith	Senator Smith	The President Pro Tempore of the Georgia Senate
State Senator	The Honorable Jane Smith	Dear Senator Smith	Senator Smith	Senator Smith
Former State Senator	The Honorable Jane Smith	Dear Mrs./Ms. Smith	Mrs./Ms. Smith	Mrs./Ms. Smith
Member of the House of Representatives	The Honorable John Smith	Dear Mr. Smith	Mr. Smith	Mr. Smith
Former Member of the House of Representatives	The Honorable John Smith	Dear Mr. Smith	Mr. Smith	Mr. Smith

*Outside of own state - The Governor of (State)

**When presiding over the Senate, The Lieutenant Governor is referred to as “Mr. President”

***Outside of own state – The Attorney General of (State)

³A Guide to Protocol and Etiquette for Official Entertainment: http://www.apd.army.mil/pdf/files/p600_60.pdf

FORMS OF ADDRESS

JUDICIAL OFFICIALS

Judicial Official ⁴	Address	Salutation	Conversation	Place Card
Chief Justice of the Supreme Court of Georgia	The Honorable Jane Smith Chief Justice Supreme Court of Georgia	Dear Chief Justice Smith	Chief Justice	The Chief Justice or The Chief Justice of the Supreme Court of Georgia
Former Chief Justice of the Supreme Court of Georgia	The Honorable Jane Smith	Dear Chief Justice Smith	Chief Justice	Chief Justice Smith
Justice of the Supreme Court of Georgia	The Honorable John Smith Justice	Dear Justice Smith	Justice Smith	Justice Smith
Retired Justice of the Supreme Court of Georgia	The Honorable Jane Smith Senior Justice	Dear Justice Smith	Judge Smith	Justice Smith
Chief Justice of the Court of Appeals of Georgia*	The Honorable John Smith Chief Judge Court of Appeals of Georgia	Dear Justice Smith	Judge Smith	Judge Smith

*Address all other judges, including Circuit Court Judges, District Court Judges and Judges of Juvenile and Domestic Relations courts in a similar manner.

LOCAL OFFICIALS

Local Official	Address	Salutation	Conversation	Place Card
Mayor	The Honorable Jane Smith Mayor of (City)	Dear Mayor Smith	Madame Mayor	The Mayor
Chairman of the Board	The Honorable John Smith Chairman of the Board County of (County)	Dear Mr. Smith	Mr. Smith	Mr. Smith

⁴A Guide to Protocol and Etiquette for Official Entertainment: http://www.apd.army.mil/pdf/files/p600_60.pdf

FORMS OF ADDRESS

DIPLOMATIC OFFICIALS

Diplomatic Official ⁵	Address	Salutation	Conversation	Place Card
Ambassador of the United States	The Honorable John Smith* The American Ambassador to (Country)	Dear Mr. Ambassador	Mr. Ambassador	The American Ambassador
Ambassador of the United States (away from post)	The Honorable Jane Smith The American Ambassador to (Country)	Dear Madame Ambassador	Madame Ambassador	Ambassador Smith
Consul General	Mr. John Smith The Consul General of (Country)	Dear Mr. Smith	Mr. Smith	Consul General of (Country)
Honorary Consul General	Ms. Jane Smith The Honorary Consul General of (Country)	Dear Honorary Consul General Smith	Ms. Smith	Honorary Consul General of (Country)

*Social correspondence addressed to The Ambassador and his/her spouse should read:

The Honorable John/Jane Smith
American Ambassador
And Mr. /Mrs. Smith

FOREIGN LEADERS AND OFFICIALS

Foreign Official	Address	Salutation	Conversation	Place Card	Introductions
King/Queen	His/Her Majesty John/ Jane IX King/Queen of (Country)	Your Majesty	Your Majesty*	His/Her Majesty	His/Her Majesty The King/Queen of (Country)
Prime Minister	His/Her Excellency John/ Jane Smith The Prime Minister of (Country)	Dear Mr./Madame Prime Minister	Mr./Madame Prime Minister	The Prime Minister of (Country)	His/Her Excellency The Prime Minister of (Country) and Mr./Mrs. Smith
Foreign Ambassador	His/Her Excellency John/ Jane Smith Ambassador of (Country)	Dear Mr. Ambassador	Mr./Madame Ambassador	The Ambassador of (Country)	His/Her Excellency The Ambassador of (Country) and Mr./Mrs. Smith

*For prolonged conversations, use Your Majesty when first addressing and Sir/Ma'am afterward.

⁵A Guide to Protocol and Etiquette for Official Entertainment: http://www.apd.army.mil/pdf/files/p600_60.pdf

FORMS OF ADDRESS

CLERGY AND RELIGIOUS OFFICIALS

PLEASE NOTE: This section gives basic information on a limited selection of frequently encountered religions in Georgia. For detailed information on addressing leaders and members of both Western and Eastern faith communities, please refer to Robert Hickey's *Honor & Respect, The Official Guide to Names, Titles, and Forms of Address*, a thorough and exhaustive compendium.

Clergy and Religious Official ⁶	Address	Salutation	Conversation	Place Card
Protestant Bishop	The Right Reverend John Jones Bishop of (place)	Dear Bishop Smith	Bishop Smith	Bishop Smith
Protestant Dean	The Very Reverend John Smith Dean of (cathedral)	Dear Dean Smith	Dean Smith	Dean Smith
Protestant Minister	The Reverend Jane Smith	Dear Ms. Smith	Ms. Smith	Ms. Smith
Catholic Bishop	The Most Reverend John Smith Bishop of (diocese)	Dear Bishop Smith	Bishop Smith	Bishop Smith
Catholic Priest	The Reverend John Smith	Dear Father Smith	Father Smith	Father Smith
Jewish Rabbi	Rabbi John Smith	Dear Rabbi Smith	Rabbi Smith	Rabbi Smith

UNITED STATES MILITARY OFFICIALS

PLEASE NOTE: This section gives basic information on a limited selection of U.S. military personnel. For detailed information on addressing leadership other personnel, please refer to Robert Hickey's *Honor & Respect, The Official Guide to Names, Titles, and Forms of Address*, a thorough and exhaustive compendium.

Military Official ⁷	Address	Salutation	Conversation	Place Card
Major General – Army (USA), Air Force (USAF), Marine Corps (USMC)	Major General John Alex Smith, USA (USMC or USAF)	Dear General Smith	General Smith	Major General Smith
Rear Admiral – Navy (USN), Coast Guard (USCG)	Rear Admiral Jane Alice Smith, USN (or USCG)	Dear Admiral Smith	Admiral Smith	Admiral Smith
All Sergeant Ranks – Army (USA), Air Force (USAF), Marine Corps (USMC)	Staff Sergeant John Alex Smith, USA (USMC or USAF)	Dear Sergeant Smith	Sergeant Smith	Staff Sergeant Smith
All Petty Officer Ranks – Navy (USN), Coast Guard (USCG)	Chief Petty Officer Jane Alice Smith, USN	Dear Ms. or Mrs. Smith	Ms. or Mrs. Smith	Ms. or Mrs. Smith

⁶A Guide to Protocol and Etiquette for Official Entertainment: http://www.apd.army.mil/pdffiles/p600_60.pdf

⁷A Guide to Protocol and Etiquette for Official Entertainment: http://www.apd.army.mil/pdffiles/p600_60.pdf

SPECIAL EVENTS

Planning any event requires preparedness, organization and thoughtfulness. The following content will help event hosts by providing samples and suggestions for invitations, menu planning, seating arrangements, place settings and etiquette as well as other items of interest.

WELCOMING INTERNATIONAL VISITORS

Many foreign dignitaries, visitors, journalists, businesspeople and other delegations visit Georgia to see tourism assets, attend conferences and events, conduct research at leading academic institutions, meet with state and business leaders and participate in various other special events across the state.

It is critical that hosts are aware of cultural differences to ensure a smooth and productive visit.

In some instances, simple hand gestures, seemingly innocuous phrases or typical Southern foods may be considered rude, confusing or inhospitable. Communication is important, and will go a long way toward making guests feel welcome. Helpful resources to increase your cultural awareness and thus ensure that the visit goes smoothly are listed in Appendix 3 (pg. 48). It is strongly recommended, especially if your guest hails from an unfamiliar culture, to do some basic preliminary research before welcoming an international visitor.

It is critical that hosts are aware of cultural differences to ensure a smooth and productive visit.

PLANNING A VISIT WITH THE GOVERNOR

If you would like to meet with the governor, or invite him to speak at your event, please visit <https://gov.georgia.gov/scheduling-request> for online forms to submit meeting, event or photo requests.

All forms must be fully completed and submitted at least 45 days in advance to be considered. If your request is approved, you will be contacted by a member of the governor's staff who will give specific details on timing, location and arrival information (if applicable).

Practical event protocol with governors:

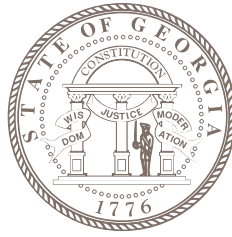
- It is helpful to provide a suggested agenda or run of show with your request.
- If your event necessitates a speech or remarks, please share background information about the audience, talking points about your organization, etc.
- Seating for the governor at the event should be approved by the Governor's Office.
- Security personnel from the Georgia State Patrol will be present at any event attended by the governor.
- When a governor enters the room in his or her home state, it is traditional to rise.
- Initially address governors as "Governor," then as sir or ma'am.

Event planners should take into account the consideration that a last minute cancelation is always an unfortunate possibility.

INVITATIONS

Formal invitations are worded in the third person, and should clearly state the host, the occasion or type of event, location, date, time and RSVP contact information with a reply by date. An invitation will also frequently include attire suggestions.

Sample of a formal printed invitation with multiple guests of honor:



THE GOVERNOR AND MRS. DEAL
REQUEST THE PLEASURE OF YOUR COMPANY
AT A DINNER IN HONOR OF

THE ATLANTIC CANADA PREMIERS

THE HONORABLE DARRELL DEXTER OF NOVA SCOTIA
THE HONORABLE DAVID ALWARD OF NEW BRUNSWICK
THE HONORABLE ROBERT GHIZ OF PRINCE EDWARD ISLAND
THE HONORABLE KATHY DUNDERDALE OF NEWFOUNDLAND AND LABRADOR

AND TRADE DELEGATION

TUESDAY, FEBRUARY 7, 2012
6:30-8:30P.M.

THE GOVERNOR'S MANSION
391 WEST PACES FERRY ROAD
ATLANTA, GEORGIA 30305



WE KINDLY REQUEST YOUR RESPONSE BY
JANUARY 31, 2012
404.261.1776 ~ BUSINESS ATTIRE

Sample invitation in which the Governor is the guest of honor:



ATTIRE

A common concern for guests at any event is appropriate attire. Most invitations specify the type of dress – if you do not indicate this when planning your event, it is helpful to volunteer this information to guests as they RSVP. The following guidelines are loose definitions and may vary.

Business Casual

Business casual conveys a traditional look rather than a trendy one. It projects a sense of professionalism, while retaining comfort and style⁸. Many offices maintain a business casual dress code.

Male

- Button-down collared shirt
- Jacket (always appropriate but never required with business casual)
- Khakis or slacks
- Elegant yet comfortable shoes
- Single colored sweater with no images or patterns

Female

- Dress shirt or blouse
- Slacks or a knee-length skirt
- Closed- or open-toe shoes
- Knee-length dress

Business

Business attire is conservative dress worn in traditional business settings. This dress is typically worn at receptions and luncheons.

Male

- Dark colored suit jacket
- Blue or white button-down shirt
- Conservative pattern or solid tie
- Slacks that match or are in same color family as jacket
- Shined dark shoes that are either slip on or lace up
- No shiny fabrics

Female

- Long sleeved jacket
- Button-down shirt or blouse
- Matching slacks or knee length skirt
- Closed-toe shoes
- Conservative/minimal jewelry

National Attire

Dressing in national attire (even when “Business Attire” is indicated on the invitation) is typically welcomed and encouraged. National attire expresses one’s rich heritage and culture. Examples may include a Japanese kimono, Indian sari or West African dashiki suit.

⁸Proper Business Attire and Etiquette:
http://tcbsolutions.net/Proper_Attire_and_etiquette_for_men_and_women.pdf

ATTIRE

Cocktail

Cocktail attire is a classic, more fashion-forward attire frequently worn at parties or other casual functions⁹.

Male

- Dark Suit
- Collared button-down shirt
- Slacks or khaki pants
- Optional: colorful pocket square, tie or socks
- Dark shoes

Female

- Knee-length colored dress
- Colored high heels or dressy flats
- Cocktail dress
- Stylish jewelry

Semi-Formal

Semi-formal dress may be worn at cocktail parties, evening receptions and dinners¹⁰.

Male

- Dark suit
- Tie or bow tie
- Dark shoes and socks

Female

- Cocktail dress
- Gloves are optional
- High-heel shoes or dressy flats

Black-Tie

Black-tie attire is worn in formal settings. Weddings, formal receptions, the opera and diplomatic ceremonies are a few examples of events where black-tie may be requested.

Male

- Black tuxedo jacket and matching trousers
- Formal (piqué or pleated front) white shirt
- Black bow tie
- Black cummerbund to match tie or a vest
- Black patent shoes and black dress socks
- Shirt studs and cuff links
- In summer: option for a white dinner jacket with black tuxedo trousers

Female

- Knee-length cocktail dress, floor-length gown or long skirt with top
- High-heel shoes or dressy flats
- Above-elbow gloves are optional with a sleeveless evening gown, or short gloves with a long-sleeved gown

⁹The Emily Post Institute: <http://emilypost.com/advice/attire-guide-dress-codes-from-casual-to-white-tie>

¹⁰"Professional Etiquette" How to: Dress for Success: <http://www.sbu.edu/docs/default-source/life-at-sbu-documents/professional-wardrobe-nbsp-.pdf?sfvrsn=0>

RECEIVING LINES

A receiving line is a ceremonial option that provides guests of a formal reception the opportunity to meet the host/hostess and guest(s) of honor at a large event. Helpful for parties of 50 attendees or more, a formal receiving line will include three to four people: the host and/or hostess, his or her spouse and the guest(s) of honor.

An individual appointed to introduce guests should be positioned just before the receiving line. Guests should provide their names (even if the “introducer” knows them); the introducer greets each guest with a smile but not a handshake, and introduces him or her by name to the host. In more informal settings, nametags can be used to convey names. Guests should also keep in mind that lengthy conversations with the host or guest of honor are inappropriate, and refrain from holding anything in their hands when in the receiving line. An aide will typically be positioned nearby to hold purses, drinks and other objects that could make shaking hands difficult.

An official photo is frequently taken at this point, after which guests should move on to the reception and mingle with other guests.

Guests of honor are positioned based upon the host’s preference, but a typical order for a receiving line in a formal setting is:

1. Host/hostess
2. Guest of honor
3. Guest of honor’s spouse
4. Spouse of host/hostess

An equally appropriate alternate order is:

1. Host/hostess
2. Spouse of host/hostess
3. Guest of honor
4. Guest of honor’s spouse

If the guest of honor is a head of state, the host/hostess may relinquish their position and allow the head of state to be at the front of the line¹¹.



Her Majesty Queen Elizabeth II greets German Chancellor Angela Merkel at the state banquet. Pictured far left is Merkel's husband Joachim Sauer, opposite German President Joachim Gauck, whose partner Daniela Schadt stands far right next to Prince Philip.

¹¹A Guide to Protocol and Etiquette for Official Entertainment: http://www.apd.army.mil/pdf/files/p600_60.pdf

MEALS

MENU SELECTION

Many factors should be considered in planning a menu for an event. Consider your guests and the message you want to convey first – state functions will frequently highlight seasonal and fresh local foods, demonstrating the quality and variety of Georgia’s agriculture community and entrepreneurial food processors. Event planners may recognize their guests’ preference for healthy food options, or create menus that include flavors or foods from their guests’ home country. Additionally, it is advisable to have a vegetarian option available if possible.

Menus are also influenced by the event schedule and size of audience – boxed, buffet or plated meals are traditional options, with plated meals ranging from one to five courses. An option to speed up the timing for a plated meal is to pre-set tables with salad and/or dessert or to limit drink options.

Religious Dietary Restrictions

Chefs and event planners should always be prepared to accommodate dietary restrictions including allergies and food preferences, as well as religious requirements. Many religions have dietary restrictions that may be followed strictly, or not at all. The following general guidelines should be taken as a cursory introduction to several sets of complex rules: it is strongly recommended to ask your guests for specifics.

- Buddhism: vegetarian
- Hinduism: vegetarian
- Islam: no pork, no alcohol and halal meat
- Judaism: kosher includes no pork, no shellfish and rules governing food combinations and preparation

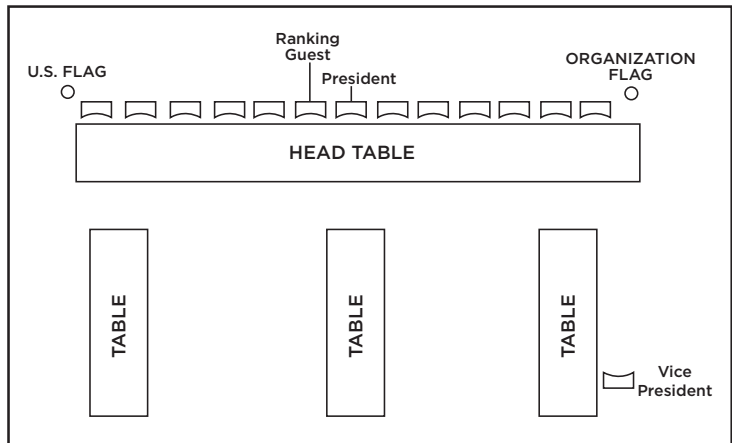
SEATING

Seating arrangements are suggested at any meal including business, academic, diplomatic or government leaders. Where possible, utilize orders of precedence, whether official or unofficial. In the absence of a clear rank of precedence, seating arrangements can reflect common interests, languages spoken, guests of honor and host preference. This section gives suggestions on seating protocol based upon a variety of table layouts and types of events.

Head Table

For a large function, a “head table” ensures all people present can see the guest of honor and vice versa. A head table is also useful when multiple people will be addressing the audience.

In the example on the right of a head arrangement, the host sits at the center seat of the table. The guest of honor sits to the right of the host and the second highest-ranking official sits to the left. This pattern of next highest-ranking guest to the right and then to the left continues until the table is full. Rank in this situation is determined by precedence¹². Traditionally, people of the same gender are not seated next to one another, but precedence typically determines seating order.

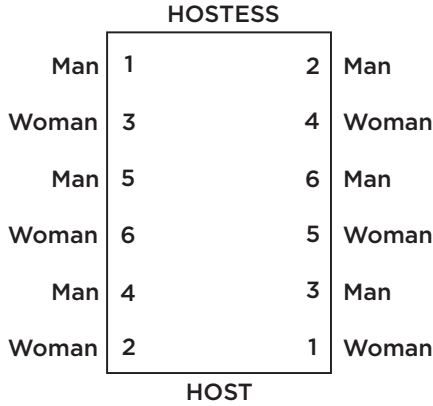


¹²A Guide to Protocol and Etiquette for Official Entertainment: http://www.apd.army.mil/pdffiles/p600_60.pdf

MEALS

Official Dinner

The following plan reflects the traditional arrangement of an official dinner, with the host and hostess sitting at the head and foot of the table.



The diagram represents a dinner with seven opposite-sex couples. Same-sex couples and other guests should be treated in the same manner. To simplify seating arrangements, the spouse of the ranking official shares his/her rank. For example, the wife of the mayor of Atlanta holds the same level precedence as the mayor does. The only exception to this is when the spouse of the ranking official is a ranking official as well.

Place the highest-ranking guest (in this case, “Man 1”) to the right of the hostess, and the spouse of that official to the right of the host on the other side of the table. To complete the table plan, seat the next highest-ranking male official to the left of the hostess and that officials spouse to the left of the host. Continue this pattern until the table is filled¹³.

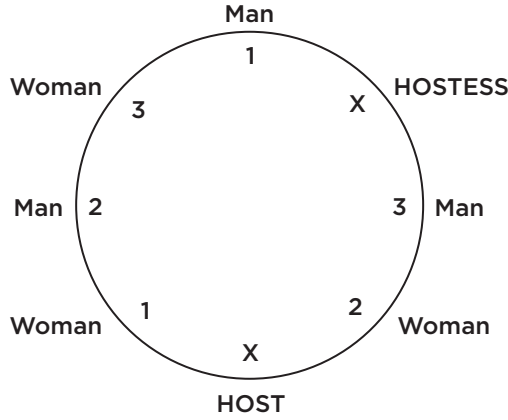
The host and hostess would typically only give up their positions at the head and foot of the table during the visit of a head of state or other extremely high-ranking visitor. When this situation occurs, the visiting dignitary sits at the head of the table and his/her spouse at the other end. To avoid making themselves the “guests of honor” by sitting to the right of the distinguished visitors, the hostess sits to the left of the visitors and the host sits to the left of the visitor’s spouse. The highest-ranking remaining guests would then be seated to the right of the dignitary and his/her spouse.

¹³A Guide to Protocol and Etiquette for Official Entertainment: http://www.apd.army.mil/pdf/files/p600_60.pdf

MEALS

Round Table

The round table is used for large or small groups. This seating arrangement is most successful in encouraging conversation.



Speaker's Banquet Table

The seating arrangement at a speaker's banquet table is shown below. The host should seat lower ranking toastmasters and speakers as near to the center of the table with the least possible disturbance to another precedence¹⁴.

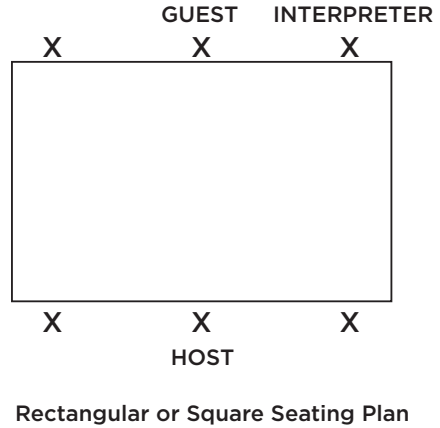
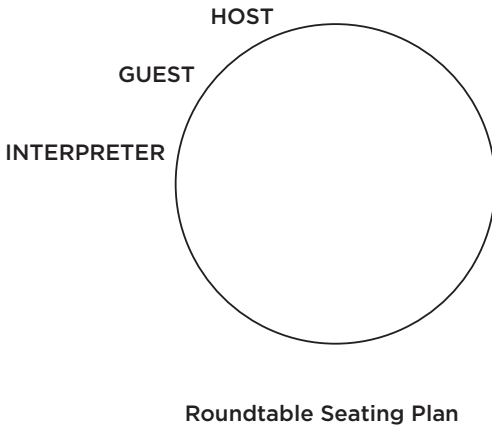


¹⁴A Guide to Protocol and Etiquette for Official Entertainment: http://www.apd.army.mil/pdf/files/p600_60.pdf

MEALS

Seating with an Interpreter

An interpreter may be required at a dinner or event for a foreign dignitary. The interpreter should sit close to the dignitary and the person for whom he/she is interpreting. Typical seating plans for an event requiring an interpreter are shown below. Even though an interpreter's duties are so demanding that they may find it difficult to eat and interpret effectively at the same time, they still need to eat. This does not preclude the interpreter from being seated at the table to the right of the foreign dignitary and served along with the other dinner guests.



DINING ETIQUETTE

At a formal dinner, if the guest of honor is a woman, the host escorts her to dinner first. They are followed into the dining room 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 of utmost rank.

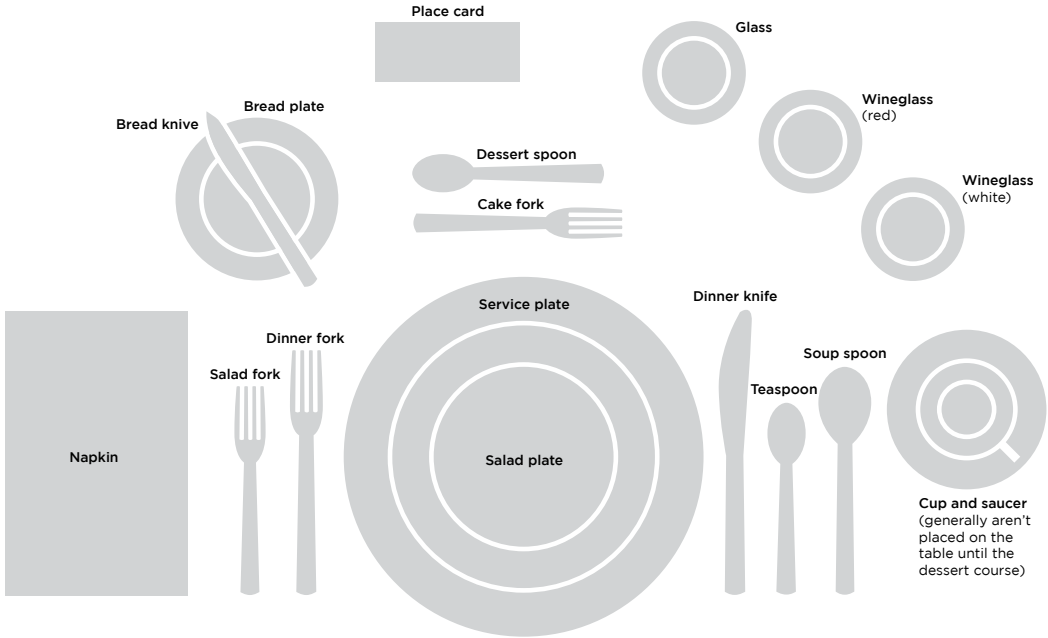
Guests should follow the lead of the host and hostess, sitting when they sit and starting each course when they begin to eat. Empty plates should be picked up at the same time after all guests have finished each course.

Regarding saying grace, it is not unusual in some areas of the U.S. including Georgia to begin a meal with a prayer or blessing. We recommend keeping this brief and simple, especially when hosting international visitors. When a speaker is aware that various religions may be represented in the audience and is mindful of these sensitivities, a blessing before a meal can be a positive way to share the local culture and promote interreligious understanding.

MEALS

PLACE SETTINGS

The place setting informs the guest how many courses will be served and which beverages will be offered. Liquids are placed to the right of the plate; solids to the left. If another diner accidentally uses your bread plate, do not call attention to the mistake. Instead, simply place your bread on the plate you are currently using. Do not rearrange the silverware or glassware.



The utensils you will be using should be on the table. At some formal dinners, flatware may be added or replaced with each course. Forks are placed on the left with the napkin and bread and butter plate. Knives and spoons are on the right with the glasses. Utensils are used from the outside in¹⁵. Plates of food should be served from the diner's right-hand side, and at the end of the meal, the empty plates are cleared from the right. Beverages are also poured from the right.

Never place used silverware back on the table, leave them on the dish. Similarly, do not leave spoons in a cup, place them on the saucer. A diner may indicate that he or she is finished with the meal by placing his fork and knife at the "4 o'clock" position on the plate.

¹⁵ Protocol for the Modern Diplomat: <http://www.state.gov/documents/organization/176174.pdf>

MEALS

PLACE CARDS

For seated occasions, particularly those with more than eight guests, place cards provide clarity in seating arrangements. Names should be written or printed simply and legibly, as you would introduce one guest to another, e.g. Mr. Smith, Commander Smith or Mrs. Smith. However, certain dignitaries of high importance require place cards with title alone¹⁶. For spouses of officials, the place cards are written Mrs./Mr., unless the spouse is a government official as well. For examples, see Forms of Address section pages 7-12.



AT THE GOVERNOR'S MANSION

Small, intimate dinners at the Governor's Mansion take place in the state dining room; larger banquets may take place in the ballroom or on the terrace underneath a tent. Menus typically highlight local Georgia food products and agriculture, such as poultry, peanuts, pecans, peaches and blueberries.



¹⁶ Getting Official's Names & Titles Perfect: Invitations, Place Cards and Name Badges: <http://www.sgmp.org/files/2015%20NEC%20Presentations/Hickey%20-%20Invitations%20Name%20Badges.pdf>

SPECIAL EVENTS IN GEORGIA

GUBERNATORIAL INAUGURATIONS

U.S. states maintain varied practices when it comes to the governors' term limits. In Georgia, the term of office is four years, and an individual is limited to two consecutive terms of office. However, a two-term governor can sit out for a minimum of four years and then run for election again.

An inauguration ceremony, for either an incumbent or newly elected governor, takes place every four years in the state of Georgia.



Aspects of the governor's inauguration are mandated by O.C.G.A. § 45-12-2 which states, "The ceremony of inauguration shall take place during the first week of the first session of the General Assembly after the election and on such day of that week as the General Assembly, by joint resolution, shall appoint. If the General Assembly fails to appoint the day, the inauguration ceremony shall take place at 12:00 Noon on Saturday of that week unless prevented by providential cause."

State protocol limits its hold on the inauguration ceremony, which means that the ceremony itself is flexible in its location, guests in attendance and series of events. In the past, the inaugurations of Georgia governors have taken place in numerous locations around the state. Governor Jimmy Carter took the oath of office on the stairs of the State Capitol while the inauguration for Governor Sonny Perdue took place in Philips Arena. Governor Nathan Deal's first and second inaugural ceremonies both took place in the House of Representatives' Chambers, after a snowstorm and bad weather threatened both days' outdoor events.

Typical attendees for the inauguration of the governor of Georgia include:

- Members of the Georgia State Senate and House of Representatives
- The Governor-Elect, outgoing Governor and their immediate families
- Outgoing/incoming Lieutenant Governor and their immediate families
- Outgoing/incoming Attorney General and their immediate families
- Outgoing/incoming Secretary of State and their immediate families
- Outgoing/incoming State Commissioners and leadership
- Judges from the Georgia Court of Appeals and their immediate families
- Justices of the Georgia Supreme Court and their immediate families
- Members of the Georgia Consular Corps
- The Speaker of The House of Representatives of Georgia and his/her immediate family
- The Mayor of Atlanta and their spouse
- Members of the Inaugural Committee
- Members of the Governor's Staff

Family members are encouraged to attend, but if the venue space limits the amount of attendees, the Inaugural Committee determines who shall receive an invitation.

GUBERNATORIAL INAUGURATIONS

Below is the agenda for a past inauguration held in the House Chambers:

1. All rise as honored guests are recognized by the PA:
 - o Members of the Georgia Consular Corps, Georgia Supreme Court Justices, Georgia Court of Appeals Judges, Georgia's public service commissioners, the Mayor of Atlanta and his spouse
2. The PA announces the arrivals of:
 - o The Commissioner of Insurance and family, the State School Superintendent and family; the Commissioner of Agriculture and family; the Attorney General and family
 - Each member, accompanied by their family, makes their way down the center aisle.
 - If any of these individuals is not an incumbent, they are announced as Elect. For example, The Commissioner of Agriculture-Elect.
3. The PA announces: "Ladies and Gentlemen, the Governor/Governor-Elect for the State of Georgia, The Honorable Name and Mr./Mrs. Name."
 - If the inauguration is not for an incumbent governor, they are announced as Mr./Mrs. without The Honorable honorific.
 - The Governor/Governor-Elect and their spouse make their way down the center aisle to their seats located in the front right of the chamber.
4. Attendees remain standing until announced that they may be seated.
5. The Speaker of the House welcomes guests and begins the official ceremony.
6. All rise for the presentation of the colors by the Georgia State Patrol, followed by the national anthem and color guard exit. Guests remain standing for an invocation.
7. Guests are seated for the passing of the seal ceremony. The outgoing governor passes the seal to the Secretary of State who then passes the seal to the Governor-Elect.
 - If the inauguration is for an incumbent, this ceremony does not take place.
8. Remain seated for the Governor's Oath of Office.
 - The Governor's Oath of Office: "I do solemnly swear or affirm that I will faithfully execute the office of Governor of the State of Georgia and will, to the best of my ability, preserve, protect, and defend the Constitution thereof and the Constitution of the United States."
9. The 19-gun salute presented by the Georgia National Guard is pre-recorded and played on state television.
10. The newly elected Governor then swears in the following elected officials in order of Precedence:
 - o The Lieutenant Governor
 - After being sworn in, The Lieutenant Governor will make an address to the Joint Session.
 - o Secretary of State
 - o Attorney General
 - o Commissioner of Agriculture
 - o Commissioner of Insurance
 - o State School Superintendent
 - o Commissioner of Labor
11. Inaugural address by the Governor
12. Benediction
13. Ceremony concludes

ANNUAL SPECIAL EVENTS IN GEORGIA

AT THE CAPITOL AND GOVERNOR'S MANSION

Many annual traditions and events take place each year in Georgia. A few of the annual events hosted at the Capitol and Governor's Mansion include:

Governor's State of the State Address

Every January, typically on the Wednesday following the opening of the legislative session, the governor is traditionally invited by the Georgia House of Representatives and the Georgia Senate to give a State of the State Address before a joint session. Given in the House Chamber at the State Capitol, the speech gives a general overview of the state economy for the upcoming year. The governor unveils a proposed budget, speaks about the improvements in the state within the last year and outlines a plan to address critical areas for the upcoming year.



Tourism, Hospitality & Arts Day at the Capitol

Georgia tourism and arts organizations hold an annual day of advocacy at the State Capitol during the beginning of the legislative session, typically in late January. Industry representatives traditionally present the governor with a check representing the state tax revenue generated from tourism-related expenditures in the previous year. The tourism industry is the fifth-largest employer in Georgia, with a total economic impact of \$59 billion supporting more than 439,000 jobs.

Film Day at the Capitol

The Georgia Film Office, a division of the Georgia Department of Economic Development (GDEcD), celebrates Georgia's thriving film and television industry each year with Film Day at the Capitol. The governor, legislative leaders and GDEcD leadership recognize the industry's contributions to Georgia's economy based on jobs and investment opportunities across the state.

International Day at the Capitol

International Day at the Georgia State Capitol gathers members of the Consular Corps, trade offices, Georgia's international representatives from 11 global markets and the state's international leadership to recognize the importance of Georgia's global citizens and organizations.

Governor's Mansion Easter Egg Hunt

Each year the first lady of Georgia hosts an Easter Egg Hunt at the Governor's Mansion to celebrate the holiday with Georgia families. The Easter Egg Hunt is open and free to the public, though reservations are required. Any donations or proceeds from the event are given to a local charity.

Governor's Awards for the Arts and Humanities

These awards, presented annually in partnership with the Georgia Council for the Arts and Georgia Humanities, recognize outstanding individuals and organizations that have made significant contributions to Georgia's civic and cultural vitality.

Governor's Mansion Holiday Tours

The holiday season at the Governor's Mansion begins with a public Christmas tree lighting at the beginning of December. The home is then open for holiday tours throughout the month, where visitors can see the Mansion's rooms decorated for the season. Tours frequently include performances from state choral and instrumental groups from across Georgia. On the last day of Hanukkah, the first lady of Georgia also lights the menorah at the end of the day's public tours with various dignitaries in attendance, performances by local groups and a fundraiser for a local charity. All events are free to the public, although reservations are required.

Christmas Tree Lighting at the Capitol

The governor, first lady and state officials kickoff the holiday season with the annual lighting of the Christmas tree at the Capitol.

CONSULAR CORPS

The Consular Corps in Georgia consists of official representatives from approximately 70 countries. 25 of these Corps members are Consuls General, diplomats appointed by a foreign government to live in Atlanta for a specified time period (typically 3-5 years) and represent the political, economic and cultural interests of their home country. A Consulate General office may have as few as five or as many as 100 employees, often a mix of foreign postings with local permanent staff. There are also Honorary Consuls in Georgia, usually numbering around 40-45 individuals. These are typically Georgia citizens appointed by a foreign government to represent that country on an honorary basis. Both types of consular offices issue visas, promote and represent their sending countries, and support their countries' citizens residing in their districts.

The Consular Corps has its own order of precedence, which is based on the type of posting (Consul General, Consul, Honorary Consul General and Honorary Consul) and length of service in Georgia. The Dean of the Corps is traditionally the longest-serving Consul General. Find a complete, current contact list for consular and trade offices in Georgia at [Georgia.org/ConsularCorps](https://www.Georgia.org/ConsularCorps).



FLAGS

UNITED STATES FLAG PROTOCOL

In 1942, U.S. President Franklin D. Roosevelt approved legislation governing the proper display and use of the flag of the United States, which eventually became the United States “Federal Flag Code.” The Flag Code includes instructions on topics including the pledge of allegiance, display and use of the flag by civilians, time and occasions for display, position and manner of display, and how to show respect for the flag. Pertinent sections of the Code are summarized below.

For a detailed report, please see the Congressional Research Service’s Report for Congress entitled “The United States Flag: Federal Law Relating to Display and Associated Questions,” updated April 14, 2008, online at <http://www.senate.gov/reference/resources/pdf/RL30243.pdf>.

Pledge of Allegiance

When reciting the Pledge of Allegiance, U.S. citizens should stand at attention with their right hand over their heart. For those not in uniform, it is customary to remove any non-religious headdress with the right hand and hold it near the left shoulder with the hand being placed over the heart. For those in uniform, it is customary to stand silently at attention and render the military salute towards the flag. Members of the military, past and present, who are not in uniform may salute the flag as well.

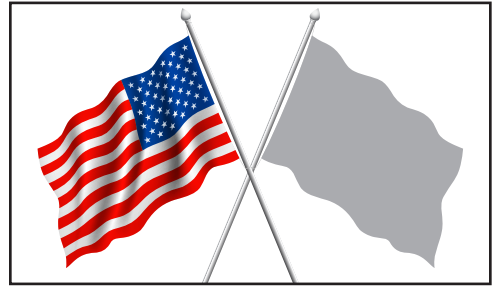
Displays: Time and Occasion

- It is universal custom to display the flag only from sunrise to sunset on building and stationary flagstaves. However, if a patriotic effect is desired, the flag may remain displayed for 24 hours per day if properly illuminated during dark hours.
- In all cases, the flag should be raised briskly and lowered ceremoniously.
- The flag should never be displayed on days with inclement weather unless the flag itself is built to withstand stormy conditions, such as an all-weather flag.

FLAGS

POSITION AND MANNER OF DISPLAY¹⁷

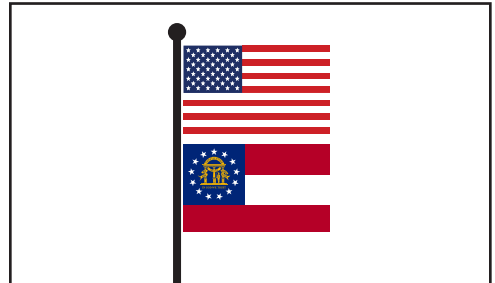
The flag of the United States of America, when it is displayed with another flag against a wall from crossed staffs, should be on the observer's left, the flag's own right, and its staff should be in front of the staff of the other flag.



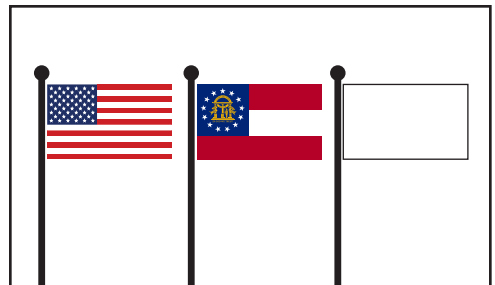
The flag of the United States of America should be at the center and at the highest point of the group when a number of flags of states or localities or pennants of societies are displayed. A national flag, however, should never be placed higher than that of another nation.



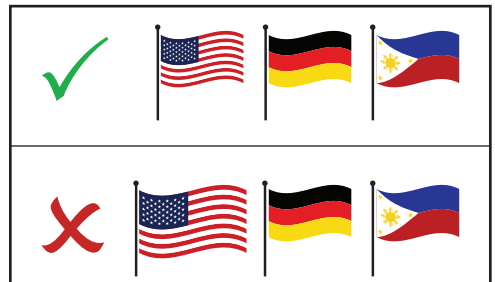
When flags of states, cities or localities or pennants of societies are flown on the same halyard with the flag of the United States of America, the latter should always be at the top.



When the flags are flown from adjacent staffs, the flag of the United States of America should be hoisted first and lowered last. No other flag or pennant may be placed above or to the observer's left of the flag of the United States.

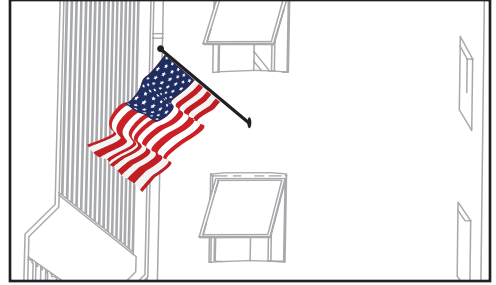


When flags of two or more nations are displayed, they are flown from separate staffs of the same height. The flags should be of approximately equal size. International usage forbids the display of the flag of one nation above that of another nation in time of peace.

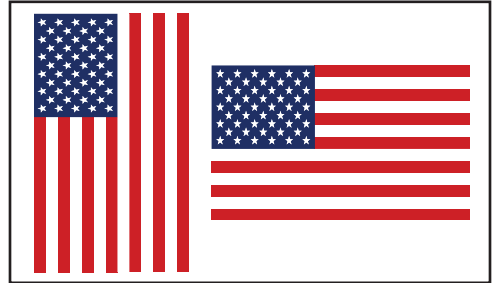


FLAGS

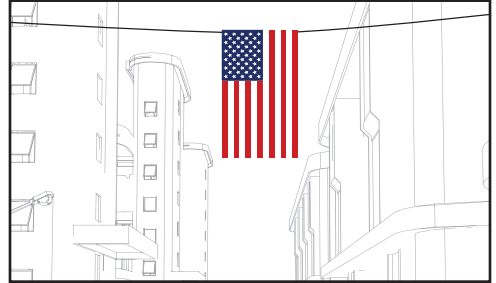
When the flag of the United States of America is displayed from a staff projecting horizontally or at an angle from the window sill, balcony or front of a building, the union (the rectangle of stars) of the flag should be placed at the peak of the staff unless the flag is at half-staff.



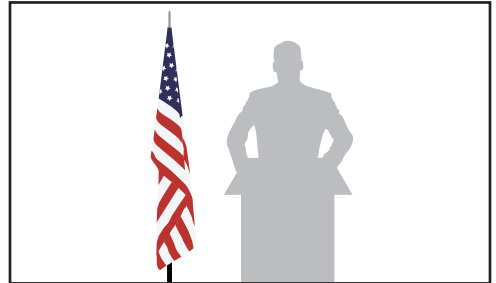
When displayed either horizontally or vertically against a wall, the union should be uppermost and to the flag's own right/the observer's left. When displayed in a window, the flag should be displayed in the same way, with the union or blue field to the left of the observer in the street.



When the flag is displayed over the middle of the street, it should be suspended vertically with the union to the north in an east and west street or to the east in a north and south street.



When displayed from a staff in a church or public auditorium, the flag of the United States of America should hold the position of honor at the clergyman's or speaker's right as he faces the audience. Any other flag displayed should be placed on the left of the clergyman or speaker.



FLAGS

Flying the U.S. Flag at Half-staff

The flag, when flown at half-staff, should be first hoisted to the peak for an instant and then lowered to the half-staff position. The flag should be again raised to the peak before it is lowered for the day.

By order of the president, the U.S. flag shall be flown at half-staff upon the death of principal figures of the United States government and the governor of a state, territory or possession, as a mark of respect to their memory. In the event of the death of other officials or foreign dignitaries, the flag is displayed at half-staff according to presidential orders.

In the event of the death of a present or former official of the government of a U.S. state or the death of a member of the Armed Forces, the governor of a state may proclaim that the national flag shall be flown at half-staff. When the governor of a state issues a proclamation that the national flag be flown at half-staff in that state because of the death of a member of the Armed Forces, the national flag flown at any federal installation or facility in the area covered by that proclamation shall be flown at half-staff consistent with that proclamation.

The flag shall be flown at half-staff for 30 days after the death of the president or a former president; for 10 days after the day of death of the vice president, the chief justice or a retired chief justice of the U.S. Supreme Court or the Speaker of the U.S. House of Representatives; from the day of death until interment of an Associate Justice of the Supreme Court, a secretary of an executive or military department, a former vice president, or the governor of a state, territory or possession; and on the day of death and the following day for a member of Congress.

The flag shall be flown at half-staff on Peace Officers Memorial Day (May 15), unless that day is also Armed Forces Day.

Respect for the Flag

As a symbol of the United States of America and all the nation's interests, the flag of the United States should be treated with the utmost respect.

Out of respect for the U.S. flag, never:

- Dip it for any person or thing, even though state flags, regimental colors and other flags may be dipped as a mark of honor.
- Display it with the union down, except as a signal of distress.
- Embroider it on handkerchiefs, napkins or anything that is used before being discarded.
- Let the flag touch anything beneath it.
- Fasten or display it in a way that will permit damage.
- Place anything on the flag, including letters, insignia or designs of any kind.
- Use it on athletic uniforms¹⁸. The exception being a military or civil service uniform.

As a symbol of the United States of America and all the nation's interests, the flag of the United States should be treated with the utmost respect.

¹⁸CRS report for Congress: <http://www.senate.gov/reference/resources/pdf/RL30243.pdf>

FLAGS

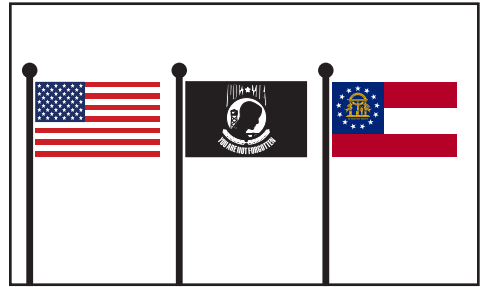
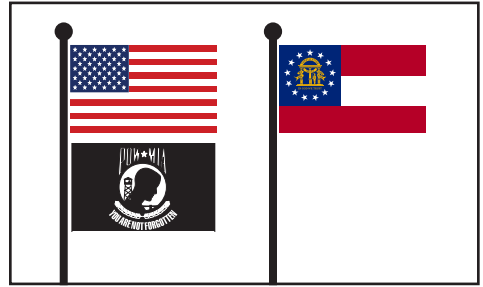
POW/MIA FLAG

This flag commemorates all prisoners of war (POW) and soldiers missing in action (MIA). It flies to honor these soldiers and their families for their service.

The O.C.G.A. § 32-2-8 requires that the Department of Transportation fly the POW/MIA flag year-round at each of the rest areas along interstate highways in this state. The department is authorized to place a plaque at each rest area to indicate Georgia's appreciation of the sacrifices of prisoners of war, those missing in action and their families. The POW/MIA flag should be flown above any state or military flag, but below the United States flag if on the same flagpole.

In 1998, the United States Congress ruled that the POW/MIA Flag would fly in the public lobbies of all military buildings, post offices, veteran memorials and defense agencies¹⁹. These institutions are required to fly the flag on Armed Forces Day, Memorial Day, Flag Day, Independence Day, National POW/MIA Recognition Day (September 18) and Veterans Day²⁰.

The POW/MIA Flag is never to be saluted.



U.S. Military Flags

Order of precedence for U.S. Military Flags (left to right):

- USA
- U.S. Army
- U.S. Marine Corps
- U.S. Navy
- U.S. Air Force
- U.S. Coast Guard
- Army National Guard
- Air National Guard
- Georgia



¹⁹POW Flag Protocol: http://www.vfwsc.org/POW_Flag.pdf

²⁰CRS Report for Congress: <http://www.senate.gov/reference/resources/pdf/RL30243.pdf>

FLAGS

STATE OF GEORGIA FLAG

O.C.G.A. § 50-3-1 states: “The flag of the State of Georgia shall consist of a square canton on a field of three horizontal bands of equal width. The top and bottom bands shall be scarlet and the center band white. The bottom band shall extend the entire length of the flag, while the center and top bands shall extend from the canton to the fly end of the flag. The canton of the flag shall consist of a square of blue the width of two of the bands, in the upper left of the hoist of the flag. In the center of the canton shall be placed a representation in gold of the coat of arms of Georgia as shown in the center of the obverse of the Great Seal of the State of Georgia adopted in 1799 and amended in 1914. Centered immediately beneath the coat of arms shall be the words ‘IN GOD WE TRUST’ in capital letters. The coat of arms and wording ‘IN GOD WE TRUST’ shall be encircled by 13 white five-pointed stars, representing Georgia and the 12 other original states that formed the United States of America. Official specifications of the flag, including color identification system, type sizes and fonts, and overall dimensions, shall be established by the Secretary of State, who pursuant to Code Section 50-3-4 serves as custodian of the state flag.”

Regulations for the U.S. flag are generally applied to the state flag. In addition, the O.C.G.A. states: “Any agency which is eligible to receive appropriated state funds shall be required to display the Georgia state flag provided for in Code Section 50-3-1. No funds may be made available for expenditure by any agency which is not in compliance with the provisions of this subsection.”

Pledge of Allegiance to the Georgia state flag: “I pledge allegiance to the Georgia flag and to the principles for which it stands: Wisdom, Justice and Moderation.”

During the Pledge of Allegiance, each person who is present and in uniform should render the military salute. Citizens of Georgia should place their right hand over their heart. Non-citizens should stand at attention.



MOURNING FOR STATE OFFICIALS

In the state of Georgia, upon the death of a state official, details of the funeral service and sequence of events is handled in accordance with the wishes of the family. There is no prescribed or mandated process. Below are examples and suggestions on solemnly recognizing the death of a state official or other high-profile citizen, and commemorating his/her memory and contribution to the state.

FLYING FLAGS AT HALF-STAFF

The state flag of Georgia may be flown at half-staff as ordered by the governor. The flag is flown at half-staff each year on holidays including Peace Officers Memorial Day (May 15), Memorial Day weekend (the last weekend in May) and Patriot Day (September 11).



Officials whose deaths are typically honored with half-staff flags may include:

- Governor, Governor-elect or a former Governor of the State of Georgia
- Lieutenant Governor, Lieutenant Governor-elect or a former Lieutenant Governor
- Attorney General, Attorney General-elect or a former Attorney General
- Chief Justice of the Supreme Court or a former Chief Justice of the Supreme Court
- President Pro Tempore of the Senate or a former President Pro Tempore of the Senate
- Speaker of the House of Delegates or a former Speaker of the House of Delegates
- Member of Georgia’s Congressional Delegation
- Associate Justice of the Georgia Supreme Court
- State Senator or a member of the House of Delegates who died in office

The governor of Georgia may also order flags on state property flown at half-staff to honor the death of an influential individual not necessarily involved in state governance. For example, Governor Deal always orders flags lowered in honor and memory of Georgia’s fallen soldiers or occasionally as a mark of respect to victims of major tragedies.

Typical time spans for flying flags at half-staff:

In the event of the death of a governor, governor-elect or a former governor of the state of Georgia, it is typical for flags on state grounds be flown at half-staff for 30 full days from the day of death.

In the event of the death of a lieutenant governor, lieutenant governor-elect, attorney general, attorney general-elect, chief justice of the Supreme Court, president pro tempore of the Senate, speaker of the House of Representatives or a member of Georgia’s congressional delegation, it is typical for flags to be flown at half-staff for a full 15 days from the date of death.

In the event of the death of a former lieutenant governor, attorney general, chief justice of the Supreme Court, president pro tempore of the Senate, or speaker of the House of Representatives, it is typical for flags to be flown at half-staff for 10 days from the day of death.

In the event of the death of an associate justice of the Georgia Supreme Court, it is typical for flags to be flown at half-staff for 5 days.

In the event of the death of a state senator or a member of the House of Representatives while serving in office, the flag above the State Capitol shall be flown half-staff from the day of death until sundown of the day of burial.

MOURNING FOR STATE OFFICIALS

LYING IN STATE

When former governors pass away, it is customary for the sitting governor to invite the family to have the casket placed in the State Capitol for members of the public to view. This honor, known as Lying in State, is reserved for the highest-ranking state officials. The governor may also sign an executive order to allow for an influential private citizen to lay in honor.

Only five individuals have lain in state or in honor since 2003:

2003: Lester G. Maddox, 75th governor of the state of Georgia

2004: George Busbee, 77th governor of the state of Georgia

2005: Ernest Vandiver, 73rd governor of the state of Georgia

***2006: Coretta Scott King, wife of Dr. Martin Luther King Jr.,
historic civil rights leader***

***2007: Thomas B. Murphy, former speaker of the Georgia House
of Representatives***

A typical series of events for a lying in state ceremony can be found below. Memorial events are not prescribed and are based on the wishes of the deceased and of the family.

1. Following a private funeral service for family and friends, the casket of the deceased is escorted by a law enforcement officers to the Washington Street entrance of the State Capitol, where the governor and first lady receive the casket on behalf of the citizens of the state of Georgia.
2. An Honor Guard comprised of members of the Georgia State Patrol bears the casket into the rotunda of the State Capitol, where the casket is placed on the bier.
3. Following the casket will be the governor, first lady and members of the deceased's immediate family. Other members of the family join for a moment of reflection and a brief memorial service.
4. Officials from the state of Georgia, including constitutional officers, members of the General Assembly, justices and judges of the Supreme Court and Court of Appeals, and former governors enter the rotunda to pay their respects.
5. The deceased officially lies in state in the rotunda of the State Capitol. The general public is permitted to pay their respects. Citizens enter through the west door (Washington Street) of the Capitol and pass through security checkpoints.
6. Upon viewing the casket, mourners exit through the opposite side of the rotunda and then exit the Capitol through the east door (Capitol Avenue).
7. After the receiving line closes, the Honor Guard bears the casket of the deceased out the west door of the Capitol to the awaiting motorcade, which returns to the family's funeral home.

MOURNING FOR STATE OFFICIALS

Use of the Georgia State Flag for a Funeral

O.C.G.A. § 50-3-12 states that in order “to recognize and honor those men and women who have dedicated their lives to public service through the representation of the citizens of this state and, in devoted service thereto, safeguarded the health, safety, and welfare of the citizens of the state of Georgia. To carry out this purpose, the Secretary of State shall, from funds made available for such purpose, furnish, without cost, a state flag to honor the service of a deceased qualifying elected state official, which state flag may be displayed in the funeral service of the deceased elected state official and thereafter given to the elected state official’s estate.”

The codes classify a qualifying elected state official as, “an official elected to serve in a state position and shall include members of the Georgia General Assembly and any official elected by state-wide or local election to serve in a constitutionally created executive or judicial position or elected position on any constitutionally established board or commission.” A person committing or convicted of a felony or crime of moral turpitude during or subsequent to holding office or who has been impeached or otherwise removed from public office shall not be considered a “qualifying elected state official.”

Use of the flag to cover a coffin:

- When the flag is placed on a closed casket, the union should be located 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 triangle and placed in the lid above 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.
- The flag should not be lowered into the grave or be allowed to touch the ground. At the conclusion of the service, the flag should be given to the next of kin.

OFFICIAL PORTRAITS

Traditionally a committee is appointed at the end of each governor's service to contract a portrait of the outgoing governor, to have it painted, appropriately framed and hung in the Georgia State 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, displayed just outside the entrance to the Governor's Office, becomes part of the Georgia Capitol Museum collection, a department of the University of Georgia Libraries.

The state of Georgia's Capitol Art Collection provides a public record of those individuals whose service in state government or whose extraordinary contributions to the political development of the state merit inclusion in the Collection and possible display in the State Capitol or on its grounds. The Capitol Art Collection is owned by the state of Georgia, and consists of oil paintings, plaques and sculptures honoring lives and contributions of citizens and celebrating events of historic significance.



Former U.S. President Jimmy Carter served as governor of Georgia from 1971–1975. His portrait hangs in the Georgia State Capitol.

CEREMONIAL DOCUMENTS

REQUESTS FOR PROCLAMATIONS AND COMMENDATIONS

Proclamations

A proclamation is an official announcement, usually regarding a matter of public importance to the people of Georgia. The following are guidelines the state of Georgia uses to issue proclamations:

1. A Georgia resident must make the request.
2. Requests should be made 45 days in advance of the date you need the document mailed.
3. Requests should be mailed, emailed, faxed or hand-delivered; because of the volume, the Governor's Office regrets they cannot honor phone requests.
4. Proclamations must affect a broad group of people. The Governor's Office cannot accept requests to honor an individual or specific organization with a Proclamation.
5. Since the request must apply to a broad group of people, the person making the request must demonstrate that he or she has been selected to make requests on behalf of a statewide group.
6. Proclamations should not take sides in matters of political controversy; nor should they address personal or individual convictions.
7. Multiple requests by the same organization will not be honored within the same calendar year.
8. Every request must gain official approval before being issued.
9. The Governor's Office reserves the right to modify or deny any proclamation request.

To complete a request for an official proclamation or see an example, please go to:

<http://gov.georgia.gov/sites/gov.georgia.gov/files/Proclamation%20Request%20Form.pdf>

Commendations

A commendation recognizes an individual, organization or specific event, and serves in the same way as a proclamation. The following are guidelines the state of Georgia uses to issue commendations:

1. A Georgia resident must make the request at least 45 days in advance. In order for this request to be met within that time period, the Governor's Office requests that the forms be completed fully and accurately.
2. All commendations require a legislative referral. This helps keep legislators informed about special individuals, organizations or specific events in their districts that may also merit their recognition. Please contact your local legislator (State Representative or State Senator) with the information in items three and four, and they will forward it onto the Governor's Office.
3. All requests should include your first name, email, address and telephone number as well as background about your organization.
4. Please send proposed text for your request, including four to six "Whereas" clauses if appropriate.

To submit a request for an official commendation or see an example, please go to:

<http://gov.georgia.gov/sites/gov.georgia.gov/files/Commendation%20Request%20Form.pdf>

Please direct all correspondence to:

Office of the Governor
203 State Capitol
Atlanta, Georgia 30334
FAX: 404-657-7332

GIFT EXCHANGES

In some cultures, a seemingly simple business gift exchange is elevated to an art form. A gift should be thoughtful, represent your home location or organization and, in higher levels, symbolic of the relationship between giver and recipient.

Some cultures place great meaning on a gift-giving ceremony: presentation and wrapping are just as important as the gift itself, and to show up at a business meeting empty-handed would be seen as an embarrassing faux pas. Other cultures appreciate the gesture of a small but thoughtful gift, but an exchange is not a necessary part of doing business.

A gift should be thoughtful, represent your home location or organization and, in higher levels, symbolic of the relationship between giver and recipient.

For international visitors or hosts, consider giving a business gift that is made in Georgia or the U.S. Food products or handiwork that represents your home is always well-received, and small pieces of art such as sculptures, scarves, photographs or small paintings are unique ways to share your culture.

When selecting a gift, keep in mind travel restrictions (does someone have to pack that large jar of homemade preserves in carry-on luggage? or stuff a large item in an already full suitcase?); customs and border regulations; cultural requirements (avoid giving a bottle of wine to a practicing Muslim, or leather goods to a visitor from India); and other potential issues (ethics legislation limits gifts to employees of the state of Georgia to a \$25 value and in some Latin American countries an expensive gift might be seen as a bribery attempt).

Below are basic guidelines for gift-giving in countries where Georgia has an international representative. Especially when working with cultures which place a great emphasis on gift-giving for example Chinese, Japanese and Koreans, it is best for event organizers to communicate, to avoid any uncomfortable situations. Further resources for cultural considerations in selecting, wrapping and presenting business gifts are available online. Many companies offer cross-cultural support, including gift-giving etiquette.

GIFT CULTURE IN KEY GLOBAL MARKETS

The countries listed below are markets in which Georgia has international representatives.

BRAZIL



- The best time to present a gift is in a relaxed situation rather than at an official meeting or ceremony.
- Do not spend an exorbitant amount on the gift. This will cause embarrassment for both parties and could be interpreted as a bribe.



- Sharp objects like knives, scissors or letter openers for it symbolizes separation and hostility.
- The colors black and purple are associated with funerals, and handkerchiefs are associated with grief.
- Personal gifts such as perfumes, clothes, jewelry or wallets as that is seen as invading privacy.

GIFT EXCHANGES

CANADA



- Gift-giving is not a fundamental aspect of Canadian business culture, similar to the U.S. However, small gifts are always acceptable (but not expected).
- When invited to a Canadian home, it is suggested that you bring the host/hostess a box of gourmet chocolates, flowers or a nice bottle of wine.
- If giving flowers, presenting them upon arrival is the norm, but sending them the morning of the event to the host/hostess's home is a thoughtful gesture.
- Gifts are typically opened immediately after receiving them.



- Red roses, as they are associated with love.
- White lilies or chrysanthemums, as they are associated with funerals.

CHILE



- Wrap the gift and enclose a card.
- When visiting a Chilean home, flowers or chocolates are standard hostess gifts.



- Expensive gifts, which may be viewed as bribes.
- Purple and black flowers symbolize death.

CHINA



- Gift-giving is an important part of Chinese culture. Presentation is often as important as the gift itself, so wrap carefully, and use both hands when presenting gifts.
- The color red, which symbolizes luck and prosperity, is typically used for wrapping paper or gift boxes.
- Gifts should be presented by your group's senior delegate to the senior delegate in the Chinese group.
- Give gifts after a meeting or negotiation.



- Wrapping gifts in black and/or white wrapping paper or gift boxes.
- Giving items that symbolize funerals or is a bad omen to the Chinese. Avoid straw sandals, clocks, green hats, umbrellas and sharp items such as knives and scissors.

COLOMBIA



- Gift-giving is an important part of Colombian culture.
- Gifts are rarely opened in public as to not appear greedy.
- Gifts are commonly sent in advance or after the meeting with a thank you note.
- A piece of art, a book or an exclusive item related to the visitor's culture are appreciated. (In general it is important to consider gifts that are good for the entity or the organization and not for the person's own benefit).
- The gift may not be mentioned after it has been given and received.
- When invited to a Colombian household, send flowers in advance or bring chocolates or wine.



- Costly and personal presents.
- Beer, jewelry, clothing, ties and body lotion.
- Gifts between two government leaders are not to be exchanged in public. Similarly, it can be viewed as inappropriate when a business person exchanges a present with a government official.

GIFT EXCHANGES

GERMANY



- Good quality, small gifts that are not overly expensive are appreciated.
- Gifts are typically opened when presented.
- When giving flowers, unwrap the flowers before presenting them.



- Clothing and perfume are perceived too personal for a business gift.
- Red flowers, especially roses, symbolize romantic intentions.

ISRAEL



- Modest and tasteful business gifts that represent your country or organization will be appreciated, but bringing gifts to initial meetings is unnecessary.
- When invited to an Israeli household, a box of chocolates or wine is always appreciated.
- Gifts should keep cultural traditions and differences in mind: for example, if giving food to a recipient who keeps kosher, confirm that the item is kosher.



- Gifts resembling a pig or any non-kosher animal.
- Foods that are not kosher.

JAPAN



- Gift-giving is an important part of Japanese culture. Wrap the item, and present gifts with both hands.
- Plan on giving a small gift as a token of your esteem and present it to the senior-most person at the end of the meeting.
- While presenting, a valuable phrase to say is “tsumaranai mono desu ga” essentially meaning “it is a minor thing, but please accept it”. The notion conveys that friendship is more valuable than any gift.



- Avoid presenting a gift while in the company of a large group of people.
- Gifts in pairs are considered lucky.
- Avoid lilies, lotus blossoms and camellias as they are associated with funerals.
- White flowers and potted plants should be avoided for they are considered unlucky.

MEXICO



- Giving gifts to business executives is not required. Simple gifts may be brought to a first meeting, usually something from one's state (an architecture, art or culinary book for example).
- If invited to a home in Mexico, it is appropriate to bring flowers, wine, spirits or chocolates.
- Gifts are typically opened immediately when received (a gifted bottle of wine might be stored in the cellar and the host/hostess serve one of their own).



- Gifts made of silver and traditional Mexican products in general, especially if made abroad.
- Marigolds, which are supposed to help guide the spirits of the dead to their altars during Dia de los Muertos (Day of the Dead) and pure yellow flowers as they represent death.
- Costly presents. Gifts should remain under \$100 USD, unless it is an official visit and the present is exchanged between two government leaders.
- It can be viewed as inappropriate when a business person exchanges a present with a government official.

GIFT EXCHANGES

SOUTH KOREA



- Gift-giving is an important part of Korean culture. Wrap the item, and present gifts with both hands.
- Gifts involving the number 7 are considered lucky.
- When invited to a Korean home, high-quality chocolates or fruit are good gift options.
- Brightly colored wrapping paper is typical.



- Presenting a gift to one person in a large group, or opening one in front of the giver.
- Gifts presented in groups of four, which is considered unlucky.
- Items manufactured in Japan or North Korea.
- Black or white wrapping paper.

UNITED KINGDOM



- Gift-giving is not a fundamental aspect of British business culture, similar to the U.S. However, small gifts are always acceptable (but not expected).
- When presented with a gift, it is wise to be prepared to reciprocate. However, a UK visitor will not be offended if reciprocation is not possible for whatever reason.

STATE OF GEORGIA SYMBOLS

Thoughtful gifts representing the state of Georgia may reflect some of the following symbols or state's history.

Names

Georgia was named after King George II of Great Britain, who was in the midst of his reign when the English first settled in the state in 1733. Georgia is also nicknamed "The Peach State" and "The Empire State of the South."

State of Georgia Seal

The official seal of Georgia was adopted by the state in 1799 and amended on August 7, 1914. According to O.C.G.A. § 50-3-30, the front of the seal features the coat of arms of the state, representing the balance and stability of the state constitution. Three columns symbolize the three branches of government (executive, judicial and legislative). The first pillar features a scroll engraved with "Wisdom," the second, "Justice," the third "Moderation," the state's official motto. Standing in between the second and third columns is a soldier with sword drawn to symbolize the military's protection of the constitution.



The reverse side of the seal, which features the words and date 1776, illustrates the state's traditional reliance on "Agriculture and Commerce." The left side shows a flock of sheep and a man plowing the land, and the right features a ship bearing the American flag, symbolizing the state's export and import economy. Agriculture remains the state's number one industry and is vital to the state's economy.



As stated in O.C.G.A. § 50-3-31, "In addition to official documents which require that the great seal be affixed, the Governor may authorize the use and display of the great seal or a facsimile of the state emblem under such conditions as he may impose when there shall be demonstrated to his satisfaction that the intended use or display thereof is appropriate." This seal cannot be used without direct consent from the governor of Georgia.

State of Georgia Symbols

State Flower: Cherokee Rose

State Fruit: Peach

State Fish: Largemouth Bass

State Mammal: White-Tailed Deer

State Song: "Georgia on My Mind"

State Vegetable: Vidalia® Onion

State Insect: Honeybee

State Bird: Brown thrasher

State Butterfly: Eastern tiger swallowtail

State Crop: Peanut

State Fossil: Shark tooth

State Game Bird: Bobwhite quail

State Gem: Quartz

State Marine Mammal: North Atlantic Right Whale

State Mineral: Staurolite

State Prepared Food: Grits

State Reptile: Gopher tortoise

State Seashell: Knobbed Whelk

State Tartan: Georgia Tartan

State Tree: Southern Live Oak

State Wildflower: Azalea

For more information on Georgia symbols:

<http://georgiainfo.galileo.usg.edu/topics/government/articles/georgia-state-symbols>

APPENDICES

1. Suggested Federal Order of Precedence

NOTE: this is a suggested order of Precedence. Since titles, positions, appointments and other factors are subject to frequent change, the Office of Protocol in the U.S. State Department maintains the official list and does not make it available to the public. The following unofficial list is:

- President of the United States
- Vice President of the United States
- Governor of a State (when in own state)
- Speaker of the House of Representatives
- Chief Justice of the United States
- Former Presidents of the United States (in order of term)
- Ambassadors of the United States (at post)
- Secretary of State
- Secretary-General of the United Nations
- Foreign Ambassadors, Extraordinary and Plenipotentiary, to the United States (in order of credential presentation)
- Widows of former Presidents (in order of spouse's term)
- Associate Justices of the Supreme Court
- Retired Chief Justices of the United States
- Retired Associate Justices of the Supreme Court
- Members of the Cabinet
- White House Chief of Staff
- Director of the Office of Management and Budget
- Director of National Drug Control Policy
- U.S. Trade Representative
- U.S. Permanent Ambassador to the United Nations
- President Pro Tempore of the Senate
- Current Senators (by seniority)
- State Governors (outside their own states, by date of state entry into the Union)
- Acting heads of executive departments
- Former Vice Presidents (in order of term)
- Current Members of the U.S. House of Representatives (by seniority)
- Current Delegates to the U.S. House of Representatives (nonvoting members, by seniority)
- Governors of the Commonwealth of Puerto Rico, Territory of Guam, Territory of American Samoa, U.S. Virgin Islands and the Commonwealth of the Northern Mariana Islands (by date of entering U.S. jurisdiction)
- Counselor to the President and Assistants to the President
- Chargés d'Affaires assigned to diplomatic missions in Washington, D.C.
- Former Secretaries of State (in order of term)
- Former Cabinet Members
- Deputies to Members of Cabinet
- U.S. Permanent Representative to NATO
- Under Secretaries of State and Counsels
- Under Secretaries of Executive Departments
- Secretary of the Army
- Secretary of the Navy
- Secretary of the Air Force
- Postmaster General
- FBI Director
- Chairman of the Federal Reserve
- Chairman, Import-Export Bank
- Director, CIA
- Administrator, Small Business Administration (SBA)
- Administrator, Agency for International Development (AID)
- Chairman, Joint Chiefs of Staff

APPENDICES

2. States Admission into the Union

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

APPENDICES

3. Recommended Resources for Detailed Information

Federal, State and Local Order of Precedence Suggestions: Who Comes First?
<http://www.naco.org/sites/default/files/documents/Who%20Comes%20First.pdf>

Flag Protocol: Luckey, John R. CRS Report for Congress: “The United States Flag: Federal Law Relating to Display and Associated Questions.” *Congressional Research Service*. April 14, 2008. Web. January 2016. <http://www.senate.gov/reference/resources/pdf/RL30243.pdf>

Georgia Country Connections: Georgia.org/CountryConnections

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International Business Cultures: Morrison, Terri, and Wayne A. Conaway. *Kiss, Bow, or Shake Hands: The Bestselling Guide to Doing Business in More than 60 Countries*. Avon, MA: Adams Media, 2006.

International Business Cultures: Meyer, Erin. *The Culture Map: Breaking Through the Invisible Boundaries of Global Business*. PublicAffairs. 2014.

Protocol Specifics: McCaffree, Mary Jane, Pauline Innis, and Richard Sand. Protocol: *The Complete Handbook of Diplomatic, Official, and Social Usage*. Prentice Hall. 2002.

Titles and Forms of Address: Hickey, Robert. Honor & Respect, *The Official Guide to Names, Titles, and Forms of Address*. Protocol School of Washington. 2008.

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DISCLAIMER

This document is intended to provide protocol guidelines based on accepted practices, common sense and basic courtesy. These suggestions are interpretations of long-standing traditions and customs, but hosts and event planners should keep in mind that the “rules” of protocol are frequently open to interpretation.



Georgia Department of Economic Development

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