Protocol 101
• Flag Etiquette
• Order of precedence/seating
• Names, Titles, & Forms of Address

U.S. Flag with 50 stars and 13 stripes

Horizontal

Vertical

Right v. Wrong
Displaying multiple flags

Three Flags

Two Flags

Displaying multiple flags

Wrong

Right

Folding the national flag

• How to Fold the American Flag (Youtube.com)

• https://www.youtube.com/watch?v=PcOWc5EjbVo

1. "To fold the flag correctly, bring the sharpened half out over the blue field.
2. Turn it over.
3. Bring the other and bring it to a point, turning a triangle.
4. The final folded flag resembles a hooked tail with only the white stars on a blue field showing."
Notable Facts by the American Legion

• The United States flag is considered to be a living symbol representing a living country.
• The flag represents the many freedoms, rights and responsibilities not entrusted to the citizens of any other country in the world; hence The Pledge of Allegiance.
• The proper display and use of the United States flag is the responsibility of every American citizen.
• The United States Flag Code is a guideline for proper flag etiquette.
• There are no penalties for violations, but misuse and improper display will be noticed mostly from those who are more familiar with the provisions.

Three Flag Myths

• A flag that has been used to cover a casket cannot be used for any other display purpose.
  • A flag that has been used to cover a casket can be used for any other purpose to include displaying this flag from a staff or flagpole.
  • You must destroy the flag when it touches the ground.
  • As long as the flag remains suitable for display, the flag may continue to be displayed as a symbol of our great country.
• The mayor, a town official, or a Post Commander can order the flag to be displayed at half-staff.
  • The gesture of placing the flag at half-staff means that the Nation or the State mourns the death of a highly regarded National or State figure, hence only the President of the United States or the Governor of the State may order the flag to be half-staffed in accordance with Flag Code section 7(m).

Order of Precedence/Seating

• Observed at all functions where officials of a government or its representatives are present.
• Same is true in seating officers and guests of a public or private organization at banquets and formal functions, like Inaugurations, Investitures and Funerals.
Order of Precedence/Seating

- Failure to recognize the proper rank and precedence of a guest is equivalent to an insult to his/her position and the country or locality that they represent.

- While there are various resources for this information, many organizations hire a Chief of Protocol to help them with these matters.

Examples of (guide for) Precedence/Seating

- Host
- Position/Rank – usually determined by the date of establishment of department or length of continuous service
- Former positions/ranks
- Population of those you represent
- Order of States – determined by Date of Admission into the Union

Names with Numbers

Spell out numbers, of less than 100, in names of organizations, institutions, and houses of worship

- Second Church of Christ
- Seventh-day Adventist
- Appeals Court of the Eighth Circuit
- Twenty-second Precinct
- 121st Congress
- 327th Battalion
Names with Particles or Compound Names

- Joyti De Laurey
- Gerard 't Hooft
- Ann MacKelway, MD
- Claire Curtis-Thomas
- Luis Perez y Ortega

With Honorific
- Ms. De Laurey
- Mr. 't Hooft
- Dr. MacKelway
- Ms. Curtis-Thomas
- Mr. Perez y Ortega or Mr. Perez

Common & Official Names

<table>
<thead>
<tr>
<th>Common Name</th>
<th>Official Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Georgia</td>
<td>State of Georgia</td>
</tr>
<tr>
<td>Vidalia</td>
<td>City of Vidalia</td>
</tr>
<tr>
<td>DeKalb</td>
<td>DeKalb County or The County of DeKalb</td>
</tr>
<tr>
<td>France</td>
<td>French Republic</td>
</tr>
<tr>
<td>Germany</td>
<td>Federal Republic of Germany</td>
</tr>
</tbody>
</table>

Titles & Forms of Address

- The Honorable is the preferred title used in addressing most high-ranking American officials in office or retired.

- As a general rule, other county and city officials are not so addressed.
### Examples of using Titles & Forms of Address

<table>
<thead>
<tr>
<th>Titles</th>
<th>Forms of Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>The President</td>
<td>Mr. or Madam President</td>
</tr>
<tr>
<td>The Mayor-elect</td>
<td>The Honorable or Mayor-elect or Mr. or Madam Mayor-elect</td>
</tr>
<tr>
<td>Governor of a State</td>
<td>The Honorable (name) or The Governor of (state) or Governor (name)</td>
</tr>
<tr>
<td>Senator of a State</td>
<td>The Honorable (name) or Senator (name)</td>
</tr>
</tbody>
</table>

### International protocol resource

- [KISS, BOW, OR SHAKE HANDS](#)

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