



USMAPS
Class of 2013
Graduation Ball



Etiquette Briefing

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Etiquette Tips and Military Protocol

- Civilian Attire for Guests
- Escorting Duties
- Reception Etiquette
- Proper Introductions and Greetings
- Receiving Lines
- Formal Toasts
- Dining Etiquette
- Chivalry



Civilian Attire Guidelines For Guests

Key words:

“Tasteful”

“Appropriate”

... befitting a military function

Remember: Your date is a reflection of you!



Appropriate floor-length gowns
for Formal Events



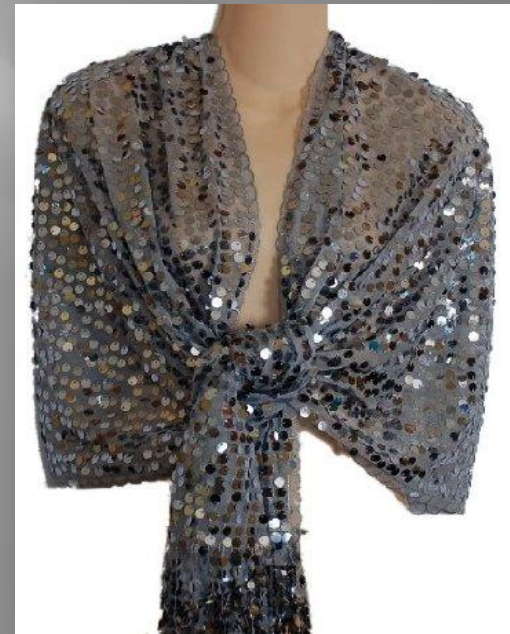
Appropriate floor-length
and tea-length gowns

Formal Events



Strapless dresses may be appropriate when the neckline is not too low cut.

When in doubt, adding a wrap, shawl, jacket or shrug is always a safe bet.



Jackets
and Wraps

Suggestions for Mothers, Grandmothers, DVs



Formal or Semi-Formal



Formal



Formal



Formal Event:
Tuxedo or Suit

Escorting Duties

1. Contact your VIP to introduce yourself
2. Arrange for a convenient location to rendezvous
3. Be prepared to share details of the evening
(timeline, venues, attire, etc.)
4. Walk to the left of your officer
(socially, nearest the street-side of the sidewalk)
5. Assist with coats, umbrellas, etc.
6. At the Banquet, seat the lady to your right
7. Brief your date/guests on your duties

Reception Etiquette



Introductions & Greetings

Mother, may I present our Battalion Tactical Officer, Major Pooley.

Sir, this is my mother, Mrs. Johnson.

(Remember to provide your parent's name!)

Colonel Ruth, may I introduce to you my father, Mr. Johnson.

Debbie, this is my roommate, Tom Daniels. Tommy, this is my sister, Debbie Johnson.

Receiving Lines



Receiving lines are an opportunity to greet your host/hostess of the evening.

Lead your guests to the receiving line in this order:

Mother then Father

Grandmother then Grandfather

Sister then her spouse/date

Brother preceded by his spouse/date

your date, then you.

Stand next to the line aide and state the name of each guest clearly as they walk past you through the line. “Mrs. Jones and Dr. Jones. Miss Wilson.”

State your own name (“CC Jones”) and follow your last guest through the line.

Remove gloves.

Do not shake hands with the line aide.

Offer a greeting such as “Good evening, sir/ma’am.”

Receiving lines are not the place for lengthy conversation.

Do not hold up the line to take photographs!

Formal Toasts

"I PROPOSE A TOAST TO THE PRESIDENT OF THE UNITED STATES"

RESPONSE: "TO THE PRESIDENT"

"I PROPOSE A TOAST TO THE ARMED FORCES OF THE UNITED STATES"

RESPONSE: "TO THE ARMED FORCES"

"I PROPOSE A TOAST TO OUR FALLEN COMRADES."

RESPONSE: SILENCE

"I PROPOSE A TOAST TO THE UNITED STATES MILITARY ACADEMY PREPARATORY SCHOOL STAFF AND FACULTY"

RESPONSE: "TO THE STAFF AND FACULTY"

"I PROPOSE A TOAST TO THE 2013 GRADUATING CLASS OF THE UNITED STATES MILITARY ACADEMY PREPARATORY SCHOOL"

RESPONSE: "TO THE CADET CANDIDATES" or "DESIRE! FAITH! EFFORT!"

*When leaving the table temporarily,
you would be correct to . . .*

- A. Leave the napkin on the table to the left of your plate
- B. Place the napkin on the seat of your chair
- C. Take your napkin with you

Dining Etiquette

Key Tips:

- Introduce yourself and your guest to everyone at the table
- Serve up plates or pass and hold for the person to your right
- Wait for everyone to be served before eating
- Know which bread plate and drink glass belong to you (remember “b” and “d”)
- Take small bites
 - Engage in conversation with those seated near you
- Use utensils properly
 - Don't hold your fork like a pitchfork; cut properly
- Place utensils in the “finished position”
- Napkin Etiquette
 - Place on seat when leaving the table temporarily
 - KEEP ON YOUR LAP until leaving the table permanently
- Upon conclusion of the Banquet, say goodbye to those you are leaving
 - “It was nice speaking with you, Mrs. Jones. I hope you enjoy the rest of the evening.”



CHIVALRY TODAY

- Hold the door
- Pull out her chair
- Help with her coat
- Offer your arm
- Turn off cell phone
- Walk nearest to the street
- Don't spit!
- Don't swear!
- Don't chew gum!



QUESTIONS?

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"I'll see you during Cadet Basic Training!"