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Introduction

While Augusta celebrates its colorful past, it is equally proud of its exciting present. On the banks of the Savannah River, you’ll find a mix of Southern charm and city fun that blends artisan culture, shopping, and amazing food. Home to three campuses in Augusta and various satellite locations across Georgia, Augusta University is at the forefront of groundbreaking research focused on improving and enriching the human experience. Offering undergraduate programs in the liberal arts and sciences, business and education as well as a full range of graduate programs and hands-on clinical research opportunities, Augusta University is Georgia’s innovation center for education and health care. The combination of nationally ranked business and nursing schools as well as the state’s flagship public medical school and only dental school makes Augusta University a destination of choice for the students of today and the leaders of tomorrow.

In order to help Augusta University welcome elected officials, dignitaries, international guests, and elevate the University’s profile on the state, federal, and international stages, the Augusta University Office of Protocol and Special Events created this Protocol Guide. The document is intended to serve as a resource, providing support for community economic developers, local officials, and any Augusta University unit hosting international visitors and dignitaries, planning an event, or researching and learning about protocol fundamentals. The guide answers questions frequently asked of the Office of Protocol and Special Events 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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1 visita Augusta.com/#/gallery/popular
2 Augusta.edu/admissions/undergraduate/learn.php
Greetings,

As we strive to become a top-50 ranked research university and a destination of choice for education and health care, our community continues to grow into a more globally diverse population. We welcome state and federal elected officials, international visitors, business people, dignitaries, and students to our campuses with our vision for discovery, creativity, and innovation.

Like all comprehensive research-intensive universities, our primary mission rests upon a three-legged stool of service, education, and research. However, because we are the state’s only public academic health center, this tripartite mission carries with it unique responsibilities and unprecedented opportunities. As we pursue these opportunities, it is important for the Augusta University Enterprise units to understand the basic tenets of protocol, respectfully observing other cultures, customs, and practices.

The Office of Protocol and Special Events has created this Augusta University Protocol Guide to provide the resources for Augusta University and AU Health units involved in protocol endeavors. This guide is based on the state of Georgia Protocol Guide and 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.

Sincerely,

Brooks A. Keel, PhD
President, Augusta University
CEO, Augusta University Health
Augusta University Office of Protocol and Special Events

The Office of Protocol and Special Events (OPSE), a division of the Office of External Relations, manages:
- High profile, high-impact events, keynote speaker engagements, and Presidential Events
- Design and production of special University events and initiatives for the President
- Visits, diplomatic protocol, and special events for high-level state, national, and international visitors and delegations, including visits by heads of state and their senior government officials
- Diplomatic and procedural protocol regarding University event policies, special events, and event space usage
- Education of AU faculty, staff, and students regarding University event planning and policies and diplomatic protocol

The Definition of a Presidential Event

A Presidential Event is defined as a non-academic activity consistent with the mission of the institution and sponsored by or with the cooperation of a University unit. Presidential Events may be celebratory, educational, fund-raising, problem solving, or solemn in nature. A Presidential Event is designated by the President’s name being on the invitation as host, the event taking place in the President’s home (Twin Gables), or an event that the President’s Office is funding.

Suzanne Tatum
Assistant Vice President for Protocol and Special Events

Suzanne Tatum, as Assistant Vice President for Protocol and Special Events at Augusta University, is responsible for creating, leading and directing the Office of Protocol and Special Events and providing resources and support for any legislative, donor related, VIP/international dignitary visits and events for the University, including additional special events as needed by the President or President’s Office. Tatum serves as the Lead Protocol Officer and provides overall direction, leadership, innovative solutions, and senior-level advice to the Executive Vice President for External Relations as well as President’s Cabinet and members of the University community on issues of protocol at Augusta University. Tatum earned a bachelor’s degree in psychology from the University of Colorado and is a 2013 graduate of the Protocol School of Washington’s Protocol Officer Training. She brought her experience and training to Augusta University in 2016 and is a member of the Leadership Georgia Class of 2017.

Gia Johnson
Special Events Producer

Ingrid Tutt
Special Events Producer

Tammy Berry
Special Events Producer

Lindsey Crosby
Administrative Assistant
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.¹

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.

• 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.\(^5\)

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

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 state.\(^6\)

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.”

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.

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\(^6\) Honor & Respect: The Official Guide to Names, Titles, and Forms of Address formsofaddress.info/HonorRespectHickey.pdf
## Federal Officials

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

*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.

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### State Officials

<table>
<thead>
<tr>
<th>State Official8</th>
<th>Address</th>
<th>Salutation</th>
<th>Conversation</th>
<th>Place Card</th>
</tr>
</thead>
<tbody>
<tr>
<td>Governor</td>
<td>The Honorable John Smith Governor of Georgia</td>
<td>Dear Governor Smith</td>
<td>Governor Smith or Governor</td>
<td>The Governor*</td>
</tr>
<tr>
<td>Former Governor</td>
<td>The Honorable John Smith Street Address</td>
<td>Dear Mr. Smith</td>
<td>Governor Smith or Governor</td>
<td>Mr. Smith</td>
</tr>
<tr>
<td>Lieutenant Governor</td>
<td>The Honorable Jane Smith Lieutenant Governor of Georgia</td>
<td>Dear Lieutenant Governor Smith</td>
<td>Mrs./Ms. Smith or Lieutenant Governor</td>
<td>The Lieutenant Governor**</td>
</tr>
<tr>
<td>Attorney General</td>
<td>The Honorable John Smith The Attorney General of Georgia</td>
<td>Dear Mr. Smith</td>
<td>Mr. Smith or Mr. Attorney General</td>
<td>The Attorney General***</td>
</tr>
<tr>
<td>Speaker of the Georgia House of Representatives</td>
<td>The Honorable Jane Smith Speaker of the Georgia House of Representatives</td>
<td>Dear Madame Speaker</td>
<td>Madame Speaker</td>
<td>The Speaker</td>
</tr>
<tr>
<td>President Pro Tempore of the Georgia Senate</td>
<td>The Honorable John Smith President Pro Tempore of the Senate of Georgia</td>
<td>Dear Senator Smith</td>
<td>Senator Smith</td>
<td>The President Pro Tempore of the Georgia Senate</td>
</tr>
<tr>
<td>State Senator</td>
<td>The Honorable Jane Smith</td>
<td>Dear Senator Smith</td>
<td>Senator Smith</td>
<td>Senator Smith</td>
</tr>
<tr>
<td>Former State Senator</td>
<td>The Honorable Jane Smith</td>
<td>Dear Mrs./Ms. Smith</td>
<td>Mrs./Ms. Smith</td>
<td>Mrs./Ms. Smith</td>
</tr>
<tr>
<td>Member of the House of Representatives</td>
<td>The Honorable John Smith</td>
<td>Dear Mr. Smith</td>
<td>Mr. Smith</td>
<td>Mr. Smith</td>
</tr>
<tr>
<td>Former Member of the House of Representatives</td>
<td>The Honorable John Smith</td>
<td>Dear Mr. Smith</td>
<td>Mr. Smith</td>
<td>Mr. Smith</td>
</tr>
</tbody>
</table>

*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)

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### Judicial Officials

<table>
<thead>
<tr>
<th>Judicial Official</th>
<th>Address</th>
<th>Salutation</th>
<th>Conversation</th>
<th>Place Card</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chief Justice of the Supreme Court of Georgia</td>
<td>The Honorable Jane Smith</td>
<td>Dear Chief Justice Smith</td>
<td>Chief Justice</td>
<td>The Chief Justice or The Chief Justice of the Supreme Court of Georgia</td>
</tr>
<tr>
<td>Former Chief Justice of the Supreme Court of Georgia</td>
<td>The Honorable Jane Smith</td>
<td>Dear Chief Justice Smith</td>
<td>Chief Justice</td>
<td>Chief Justice Smith</td>
</tr>
<tr>
<td>Justice of the Supreme Court of Georgia</td>
<td>The Honorable John Smith</td>
<td>Dear Justice Smith</td>
<td>Justice Smith</td>
<td>Justice Smith</td>
</tr>
<tr>
<td>Retired Justice of the Supreme Court of Georgia</td>
<td>The Honorable Jane Smith</td>
<td>Dear Justice Smith</td>
<td>Judge Smith</td>
<td>Justice Smith</td>
</tr>
<tr>
<td>Chief Justice of the Court of Appeals of Georgia*</td>
<td>The Honorable John Smith</td>
<td>Dear Justice Smith</td>
<td>Judge Smith</td>
<td>Judge Smith</td>
</tr>
</tbody>
</table>

*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

<table>
<thead>
<tr>
<th>Local Official</th>
<th>Address</th>
<th>Salutation</th>
<th>Conversation</th>
<th>Place Card</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mayor</td>
<td>The Honorable Jane Smith</td>
<td>Dear Mayor Smith</td>
<td>Madame Mayor</td>
<td>The Mayor</td>
</tr>
<tr>
<td>Chairman of the Board</td>
<td>The Honorable John Smith</td>
<td>Dear Mr. Smith</td>
<td>Mr. Smith</td>
<td>Mr. Smith</td>
</tr>
</tbody>
</table>

*A Guide to Protocol and Etiquette for Official Entertainment: apd.army.mil/epubs/DR_pubs/DR_a/pdf/web/p600_60.pdf*
### Diplomatic Officials

<table>
<thead>
<tr>
<th>Diplomatic Official</th>
<th>Address</th>
<th>Salutation</th>
<th>Conversation</th>
<th>Place Card</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ambassador of the United States</td>
<td>The Honorable John Smith* The American Ambassador to (Country)</td>
<td>Dear Mr. Ambassador</td>
<td>Mr. Ambassador</td>
<td>The American Ambassador</td>
</tr>
<tr>
<td>Ambassador of the United States (away from post)</td>
<td>The Honorable Jane Smith The American Ambassador to (Country)</td>
<td>Dear Madame Ambassador</td>
<td>Madame Ambassador</td>
<td>Ambassador Smith</td>
</tr>
<tr>
<td>Consul General</td>
<td>Mr. John Smith The Consul General of (Country)</td>
<td>Dear Mr. Smith</td>
<td>Mr. Smith</td>
<td>Consul General of (Country)</td>
</tr>
<tr>
<td>Honorary Consul General</td>
<td>Ms. Jane Smith The Honorary Consul General of (Country)</td>
<td>Dear Honorary</td>
<td>Ms. Smith</td>
<td>Honorary Consul General of</td>
</tr>
</tbody>
</table>

*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

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

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

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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.11

<table>
<thead>
<tr>
<th>Clergy and Religious Official12</th>
<th>Address</th>
<th>Salutation</th>
<th>Conversation</th>
<th>Place Card</th>
</tr>
</thead>
<tbody>
<tr>
<td>Protestant Bishop</td>
<td>The Right Reverend John Jones Bishop of (place)</td>
<td>Dear Bishop Smith</td>
<td>Bishop Smith</td>
<td>Bishop Smith</td>
</tr>
<tr>
<td>Protestant Dean</td>
<td>The Very Reverend John Smith Dean of (cathedral)</td>
<td>Dear Dean Smith</td>
<td>Dean Smith</td>
<td>Dean Smith</td>
</tr>
<tr>
<td>Protestant Minister</td>
<td>The Reverend Jane Smith</td>
<td>Dear Ms. Smith</td>
<td>Ms. Smith</td>
<td>Ms. Smith</td>
</tr>
<tr>
<td>Catholic Bishop</td>
<td>The Most Reverend John Smith Bishop of (diocese)</td>
<td>Dear Bishop Smith</td>
<td>Bishop Smith</td>
<td>Bishop Smith</td>
</tr>
<tr>
<td>Catholic Priest</td>
<td>The Reverend John Smith</td>
<td>Dear Father Smith</td>
<td>Father Smith</td>
<td>Father Smith</td>
</tr>
<tr>
<td>Jewish Rabbi</td>
<td>Rabbi John Smith</td>
<td>Dear Rabbi Smith</td>
<td>Rabbi Smith</td>
<td>Rabbi Smith</td>
</tr>
</tbody>
</table>

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 and 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.

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

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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, business people, 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.13

Please contact the Office of Protocol and Special Events at specialevents@augusta.edu if you would like assistance planning for an international visitor.

Planning a Visit with an Elected or Military Official

Any individuals or entities during the course and within the scope of their responsibilities at Augusta University and/or Health System, who wish to issue invitations to the members or staff of the U.S. Executive Branch, U.S. Senate or Congress, the Georgia Governor’s office, state legislators, state boards, commissions, or committees are requested to notify the office of Government Relations and Community Affairs as soon as practicable and, if at all possible, not less than two weeks prior to such invitation.

In addition, testimony made within the scope of an individual’s responsibilities at Augusta University and/or Health System before local, state, or federal bodies or other communication on behalf of professional societies or other academic organizations to elected officials shall be coordinated with the Office of Government Relations and Community Affairs. In this case “coordinated” simply means advance notification of at least three business days.

Most of the general public views Augusta University and Health System as one entity, even though they are not. Thus, when considering invitations to public officials, all schools, departments, institutes, student groups, and other sponsoring units are required to contact the Office of Government Relations and Community Affairs. University and Health System policies on communication with government officials in no way restrict the right of any employee from communicating their personal opinions with government officials. However, when communicating personal opinions, it is the responsibility of all employees not to represent their personal opinions as positions or policies of the University or Health System, unless the President/Health System CEO has specifically authorized them to do so. University and Health System employees should use neither University and/or Health System letterhead nor electronic mail sent through their employer’s mail servers to communicate their personal opinions or positions on political issues.14 The Office of Government Relations and Community Affairs can be reached at 706-721-4413. For more information, please see the Office of Government Relations and Community Affairs website, augusta.edu/gov.

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14 The Office of Government Relations and Community Affairs: augusta.edu/gov/
Requesting the Presence of the President or First Lady

If you would like to request the presence of the President at an event, please go to the Office of the President’s website and fill out this form: augusta.edu/president/request.php. To request the presence of the First Lady at your event, please contact OPSE at specialevents@augusta.edu.

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. For Augusta University invitation style guide standards, please see the Appendices.

Sample of a formal invitation:
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.\textsuperscript{15}

Business Casual

Business casual conveys a traditional look rather than a trendy one. It projects a sense of professionalism, while retaining comfort and style\textsuperscript{16}. Many offices maintain a business casual dress code.

<table>
<thead>
<tr>
<th>Male</th>
<th>Female</th>
</tr>
</thead>
<tbody>
<tr>
<td>Button-down collared shirt</td>
<td>Dress shirt or blouse</td>
</tr>
<tr>
<td>Jacket (always appropriate but never required with business casual)</td>
<td>Slacks or a knee-length skirt</td>
</tr>
<tr>
<td>Khakis or slacks</td>
<td>Closed- or open-toe shoes</td>
</tr>
<tr>
<td>Elegant yet comfortable shoes</td>
<td>Knee-length dress</td>
</tr>
<tr>
<td>Single-colored sweater with no images or patterns</td>
<td></td>
</tr>
</tbody>
</table>

Business

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

<table>
<thead>
<tr>
<th>Male</th>
<th>Female</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dark-colored suit jacket</td>
<td>Long-sleeved jacket</td>
</tr>
<tr>
<td>Blue or white button-down shirt</td>
<td>Button-down shirt or blouse</td>
</tr>
<tr>
<td>Conservative pattern or solid tie</td>
<td>Matching slacks or knee-length skirt</td>
</tr>
<tr>
<td>Slacks that match or are in same color family as jacket</td>
<td>Closed-toe shoes</td>
</tr>
<tr>
<td>Shined dark shoes that are either slip-on or lace-up</td>
<td>Conservative/minimal jewelry</td>
</tr>
<tr>
<td>No shiny fabrics</td>
<td></td>
</tr>
</tbody>
</table>


\textsuperscript{16} Proper Business Attire and Etiquette: tcbsolutions.net/Proper_Attire_and_etiquette_for_men_and_women.pdf
Cocktail

Cocktail attire is a classic, more fashion-forward attire frequently worn at parties or other casual functions.\(^\text{17}\)

**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 dinners.\(^\text{18}\)

**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.\(^\text{19}\)

**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

\(^{17}\) The Emily Post Institute: emilypost.com/advice/attire-guide-dress-codes-from-casual-to-white-tie

\(^{18}\) Proper Business Attire and Etiquette: tcbsolutions.net/Proper_Attire_and_etiquette_for_men_and_women.pdf

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.20

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 preset 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 precedence.21 Traditionally, people of the same gender are not seated next to one another, but precedence typically determines seating order.

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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, respectively.

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 official’s spouse to the left of the host. Continue this pattern until the table is filled.

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.

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Round Table

The round table is used for large or small groups. This seating arrangement is most successful in encouraging conversation. \(^{24}\)

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 precedence. \(^{25}\)

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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.²⁶

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 in. 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.

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 alone. 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. For Augusta University place card style guide standards, please see the Appendices.

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29 Getting Official’s Names & Titles Perfect: Invitations, Place Cards and Name Badges: sgmp.org/files/2015%20NEC%20Presentations/Hickey%20Invitations%20Name%20Badges.pdf
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.


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 toward 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 flagstaffs. 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. ¹⁰

Position and Manner of Display ³¹

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.

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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.

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.

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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.

**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 U.S. 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 uniforms.  

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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.\(^{35}\)

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 agencies.\(^{36}\) 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 Day.\(^{37}\)

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


\(^{36}\) POW Flag Protocol: vfwsc.org/POW_Flag.pdf

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. 38

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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, be 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.

For international visitors or hosts, consider giving a business gift that is made in Georgia, or the U.S. food products or handiwork that represent 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).)

For assistance in understanding gift guidelines for a different culture, please contact the Office of Protocol and Special Events at specialevents@augusta.edu.

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Augusta University Symbols

Thoughtful gifts representing Augusta University may reflect some of the following symbols or University history.

The tower, which represents the academic pursuits and aspirations of Augusta University, was designed referencing architectural components from around the city, both new and old. It was created to give all entities within the University a common tradition and to embody the spirit and strength they now share. The tower is not only a metaphorical symbol, it will also be a physical one, and its bell will ring for all.

The Augusta University shield is synonymous with its name and with excellence.40

The University logo has two primary components – the shield and the signature. The shield is a custom illustrated representation of the University Tower. Its form within the shield creates an “A” initial.

The Augusta University Seal is the most formal graphic representation of the institution. The mark is rich with symbolism from the history of the consolidated University entities.

The University Seal is reserved for Presidential and Provost communication. Any requests for use of the University Seal should be sent to the Division of Communications and Marketing, and DCM will coordinate approval through the Provost’s Office.

40 brand.augusta.edu/
Georgia State 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.41

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:
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

2. States’ Admission into the Union

<table>
<thead>
<tr>
<th></th>
<th>State</th>
<th>Date of Admission</th>
</tr>
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<tbody>
<tr>
<td>1</td>
<td>Delaware</td>
<td>December 7, 1787</td>
</tr>
<tr>
<td>2</td>
<td>Pennsylvania</td>
<td>December 12, 1787</td>
</tr>
<tr>
<td>3</td>
<td>New Jersey</td>
<td>December 18, 1787</td>
</tr>
<tr>
<td>4</td>
<td>Georgia</td>
<td>January 2, 1788</td>
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<td>7</td>
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<td>8</td>
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<td>15</td>
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<td>25</td>
<td>Arkansas</td>
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<td>Minnesota</td>
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<td>41</td>
<td>Montana</td>
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<td>42</td>
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<td>43</td>
<td>Idaho</td>
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<td>46</td>
<td>Oklahoma</td>
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<td>47</td>
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<td>48</td>
<td>Arizona</td>
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<td>Alaska</td>
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<tr>
<td>50</td>
<td>Hawaii</td>
<td>August 21, 1959</td>
</tr>
</tbody>
</table>

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3. Augusta University Style Guide: Event Standards

Invitations

Event invitations should aim to strengthen the visual identity of Augusta University and AU Health and adhere to the institution’s overall brand guidelines.

Invitations for events should include an event-affiliated logo at the top of the invitation. If the invitation is extended to audiences of both Augusta University and AU Health, only the Augusta University logo should be used.

Please review Augusta University brand guidelines for additional typography, logo, color and editorial guidelines.
Place cards, name badges and event signage

Support materials for events, to include place cards, name badges and event signage, should aim to strengthen the visual identity of Augusta University and AU Health and adhere to the institution’s overall brand guidelines.

Support materials should include an event-affiliated logo. If the event includes guests of both Augusta University and AU Health, only the Augusta University logo should be used.

Please review Augusta University brand guidelines for additional typography, logo, color and editorial guidelines.
4. Recommended Resources for Detailed Information


- Georgia Country Connections: Georgia.org/CountryConnections


- Office of the Chief of Protocol for the United States of America: [state.gov/s/cpr/](state.gov/s/cpr/)

- Augusta University Style Guide: [augustauniversity.app.box.com/v/brandguidelines](augustauniversity.app.box.com/v/brandguidelines)

- Office of Protocol and Special Events website: [augusta.edu/protocol](augusta.edu/protocol)

- Augusta University Branding website: [brand.augusta.edu/](brand.augusta.edu/)
Acknowledgements

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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.44

For additional information and resources on protocol or special events, please visit our website:
augusta.edu/protocol

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