



INDEX

A

- abbreviations, 40
- academic titles, 38
- Adams, Abigail, 3
- Adams, John, 3, 298, 355
- Adams, John Quincy, 2, 5, 298
- Adams, Louisa, 5
- Air Force: calling card, 239-240; forms of address, 132-134, 136-138; precedence of, 47
- “Air Force Song”, 391
- Aix-la-Chapelle: conference of, 2
- Ali, Muhammad, 12
- Ambassador, 2, 9, 12, 313-320, 422; accreditation, 314; calling card, 245, 248; calls, 233, 237, 316-317; deaths, 321-322; departure, 318-319; forms of address, 106-108, 112-117; invitations, 193-194; presentation of credentials, 315-316; precedence of, 15-17, 20, 23-24, 27; seating, 178; titles, 35-36, 39-41
- American Samoa: precedence of, 21, 27; titles, 35
- “Anchors Aweigh”, 391
- anthems: foreign nation’s anthem, 373-374; U.S. national anthem, 372-373
- Apostolic Delegate: forms of address, 149
- Archbishop: forms of address, 150; precedence of, 23;
- Archdeacon: forms of address, 154
- Army: calling card, 239-240; calls, 235; forms of address, 132-138; precedence of, 47
- “Army Goes Rolling, The”, 391
- Arthur, Chester, 7, 299
- Assistant Counselor to the President: forms of address, 68
- Assistant Secretary: forms of address, 60; precedence of, 23

PROTOCOL

Attachés, 313; calling card, 240, 246-247, 250; precedence of, 24, 28, 30-31
Attorney General: calling card, 243; forms of address, 61, 103; precedence of,
21; titles, 36
Auditor: forms of address, 104; titles, 36
Austin, Warren, 17

B

Baronet, 48
Batterman, Robert, 401
Beck, Jeff, 12
Benedict XVI, Pope, 11
Bishops: calling card, 251; forms of address, 151, 153, 155-156; precedence of,
24; titles, 38
Black, Shirley Temple, 10
Black Tie (dinner), 196
Bliss, Betty, 6
Blue Book, 9, 312-313, 325
Blue Room, 4, 10, 282, 284-285, 287
Boswell, Eric, 401
Branch of Service, 47
British Cabinet: titles, 36-37
British Honors, decorations, medals, 42-43
British & Commonwealth Navies: forms of address, 145
Brother (Roman Catholic): forms of address, 152
Brown, Wilson, 366
Buchanan, James, 6, 299
Buddhism, 273
Bureau of Diplomatic Security, 401-402
Buren, Martin Van, 5, 298
Burke's Peerage, 33
Bush, Barbara, 11
Bush, George H.W., 11, 302, 403-404
Bush, George W., 11, 302
Bush, Laura, 11

C

Cabinet: calls, 231; forms of address, 53-56; invitations, 193-194; precedence of,
16-17, 21; titles, 33-34, 39
Cabinet Minister: forms of address, 175
calling cards, 237-252; foreign service officers, 245-248; government officials,
243-244; guidelines, 239-241; military officers, 249-250; nongovernmental
persons, 251-252; number to leave, 239; sizes, 242

INDEX

- calls, 229-237; foreign service personnel, 233-235; making calls, 230-232, newcomers of cabinet rank, 231, presidential appointees, 232, without appointment, 230-231; returning calls, 236-237; thank you calls, 236
- Canon: forms of address, 155
- Cantor: forms of address, 158; titles, 38
- Cardinal: forms of address, 150; precedence of, 23; titles, 38
- Carter, Jimmy, 10-11, 301, 331
- Carter, Rosalynn, 10-11
- ceremonies, 349-351; burials in Washington, 340-344; joint session of Congress, 335; presidential inaugurations, 329-335; state ceremonies, 338-340; state funerals, 337; twenty-one gun salute, 336
- Chairmen of Commission or Board: forms of address, 148
- Chairmen, United States Delegation to the UN Military Staff Committee: forms of address, 125
- Chancellor: calling card, 251; forms of address, 159; titles, 38
- Chancery, 422
- Chaplain (House): forms of address, 92
- Chaplain (military services): forms of address, 158; precedence of, 25
- Chaplain (Senate): forms of address, 85
- Charity Ball, 269-272
- Chargé d'Affaires, 422-423; calling card, 245; forms of address, 110, 119; invitations, 194; precedence of, 16, 22-23, 27-28, 30-31; titles, 34
- Chief of Protocol, 315; forms of address, 67; list of, 427; precedence of, 23, 25; responsibilities of, 311-312
- Chief of Mission, 9, 313, 318-320; calling card, 245; ceremonies, 318; deaths, 320-321; mourning, 323; precedence of, 15, 24, 27-28, 30-31
- Chief of Staff: precedence of, 17, 21; titles, 36
- Child, Julia, 10
- Christmas, 11
- Churchill, Winston, 337
- Civil War, 6-7
- Clerk: forms of address, 77, 92; titles, 35, 37
- Cleveland, Grover, 7, 285, 300
- Clinton, Bill, 11, 302, 402
- Clinton, Hillary, 11
- Coast Guard: calling card, 239-240; calls, 235; forms of address, 139-144; precedence of, 47; titles, 43
- Cole, Natalie, 12
- Collector of Customs: forms of address, 70
- Commissioner of Internal Revenue: forms of address, 69
- Commonwealth of Northern Marina Islands: precedence of, 21, 27; titles, 35
- Complimentary Close in Correspondence, 42

PROTOCOL

Comptroller General: forms of address, 104; forms of address, 95; precedence of, 23; titles, 35-36
Congress: calls, 234; invitations, 193-194
Congress Clubs, 234
Congress of Vienna, 2, 16, 317
Congressional Dictionary, 33
Connally, Harold, 371
Connally, Olga, 371
Counselor, 313; calling card, 246; forms of address, 60
Constitution, 313, 329-330
Consul: calling card, 247-248; forms of address, 109; invitations, 194; precedence of, 28-29, 31-32; titles, 40
Coolidge, Calvin, 8, 300
courtesy titles, 38-40
courtesy to the stranger, 18
Cyrus the Great, 1

D

dances: charity balls, 269-272; dinner dance, 267-268; private dances, 266-267; supper dance, 268-269; See Also entertaining
Dean (college or university): calling card, 251; forms of address, 160; titles, 38
Dean (Protestant Episcopal): calling card, 251; forms of address, 154;
Dean of the Diplomatic Corps, 313, 316-317, 320
Debrett Peerage, 33
Declaration of Independence, 1
Delegate: forms of address, 94; precedence of, 21, 31; titles, 35
Department of State: precedence of, 16; Protocol Office, 13
Deputy Attorney General: forms of address, 62
Deputy Secretary: calling card, 244; forms of address, 58-59; invitations, 194
Deputy Under Secretary: forms of address, 60
Diamond, Neil, 302
Dictionary of American Biography, The , 3
Diplomatic Agent, 423
Diplomatic Corps, 4-7, 9, 11, 311-325, 423; deaths, 320-324; diplomatic immunity, 319; funerals and mourning, 322-324; invitations, 197; precedence of, 27
Diplomatic Officers: precedence of, 28
Diplomatic Reception Room, 281, 283-284, 315
Director of Office and Management & Budget: forms of address, 67
disability, 434-436
District Director of Internal Revenue: forms of address, 69
District of Columbia: precedence of, 21, 27; titles, 35

INDEX

- diversity, 431-436
Doctor: calling card, 251-252; forms of address, 162; titles, 37
Donelson, Emily, 5
dress, 419-422, 428-429
dual accreditation, 423
DuBois, Arthur, 366
Dunwoody, Ann, 396
- E
- East Room, 7, 9, 281-287
Eastwood, Clint, 302
Easter, 7, 294
Ecclesiastical: forms of address, 149-158; titles, 38
Eisenhower, Dwight D., 9, 17, 39, 301, 360, 369
Elizabeth, queen of England, 10, 260
Emperor: forms of address, 167
Energy Research and Development Administration: precedence of, 17
entertaining (official & private), 253-277; after-dinner entertainment, 261-262;
 afternoon reception, 265; catering, 264-265; charity balls, 269-272;
 decorations and dress, 256; dietary restrictions, 272-273; dinner dance, 267-
 268; garden parties, 265-266; goodbyes, 262; invitations, 255, examples,
 275-277; guest list, 254-255; menus, 256; private dances, 266-267; receiving
 line, 256-258; receptions, 263-264; selecting date, place, and time, 254;
 supper dance, 268-269; table etiquette, 260; thank you notes, 262; toasts,
 258-261
entertaining (white house), 279-302; after-dinner invitations, 282; arrival of
 Chief of State, 288-289; award ceremony, 287; bill-signing ceremony, 286-
 286; children parties, 288; church services, 286; dinner dance, 282; dress,
 295; Easter egg rolling, 294; invitations, cards, menu, etc., 303-310;
 receptions, 283-284; swearing-in ceremony, 267; weddings, 285-286
Environmental Protection Agency: precedence of, 21
Envoy, 423; precedence of, 20
Esquire, 37
Executive Order 9998, 29-32
exequatur, 423
- F
- Father (Roman Catholic): titles, 38
Fillmore, Millard, 6, 299
First Lady: calls, 233; entertaining, 281, 283-288; forms of address, 49;
 precedence of, 18; seating, 178

PROTOCOL

flag etiquette, 355-383; dipping, 370-371; folding, 376; foreign service flags, 368; for military funerals, 370; President's flag, 365-367, 382; sample state guidelines, 356-356; Secretary of State's flag, 383; United Nations flags, 368-370; U.S. flag, 372; Vice President's flag, 367, 383

Folsom, Frances, 7, 285, 300

Ford, Betty, 10

Ford, Christina, 295

Ford, Gerald, 10, 301

Foreign Corrupt Practice Act, 439-441

Foreign Heads of State: forms of address, 166-176; precedence of, 20

Foreign Military: forms of address, 145

Foreign Representative on the Council - OAS: forms of address, 129

Foreign Representative to the UN: forms of address, 121-122

Fourth of July, 3

Franklin, Benjamin, 2, 11, 355

funeral entitlements, 352

G

Gardiner, Julia, 6

Garfield, James, 7, 299

George III, Court of, 3

gifting, 437-442

Girl Scouts, 294

governor: calling card, 239, 243; forms of address, 98-99; invitations, 194; precedence of, 16, 20-21, 27; titles, 36, 39

Grand Union Flag, 355, 375

Grant, Ulysses S., 7, 299

Great Seal, 1, 193, 366, 401, 423

Green Book (The Social List of Washington, D.C.), 313

Green Room, 10, 282, 284, 294

Guam: precedence of, 21, 27; titles, 35

Gulf War, 11

Guy, Buddy, 12

H

Hail to the Chief, 6, 284, 292

halal, 272

Hamlisch, Marvin, 12

haram, 272

Harding, Frances, 8

Harding, Warren G., 8, 300

Harrison, Benjamin, 7, 300, 333

I N D E X

Harrison, William Henry, 5, 298
Hayes, Rutherford, 7, 285, 294, 299
Head of Federal Agency, Authority, or Board: forms of address, 147
Head of major organization: forms of address, 148
Head of Mission, 313-320
Henry VIII, 256
High Commissioner: forms of address, 108
His Excellency, 36-37, 48
Hinduism, 273
Honorable, the, 33-36, 48
Honors and Ceremonies, 349-351
Hoover, Herbert, 8, 300

I

immunity, 319, 423
Inaugural Chairman, 330
Independence Day, 336
In Performance at the White House, 11
Informal (dinner), 196
Innis, Pauline, i
Inter-American Defense Board, Chairman: form of address, 130
Inter-American Development Bank, President: form of address, 131
International Monetary Fund, President: forms of address, 130
Invitations: acceptance, 218-220, 222-223; calling card, 201; canceling acceptance, 203-204, 224-225; electronic, 199-200; engraved, 197, 205-208, 213; formal, 193-196, reply, 202-203; graduation, 227-228; handwritten, 198, 211-212; informal, 200, reply, 203; message card (single flat informal), 201, 216-217; personal note, 200-201, 215-216; postponing or recalling, 204; regret, 220-221, 223-224; reminder card, 200, 214-215; requesting, 197; semi-engraved, 197-198, 208-213; semi-note folded informal, 201, 217, 224; ship commissioning, 226; telephone, 199; white house invitations, 303-310
Islam, 272-273

J

Jackson, Andrew, 5, 298
Jagger, Mick, 12
Jay, John, 3
Jefferson, Thomas, 3-4, 298, 337-338
Johnson, Andrew, 6, 299
Johnson, Lady Bird, 10
Johnson, Lyndon, 10, 301
joint session of Congress, 335-336

PROTOCOL

Jones, John Paul, 337
Judaism, 273
Judge: calling card, 244; forms of address, 74-76; precedence of 23, 25; titles, 35
Justice of the Supreme Court or State: calling card, 243; forms of address, 71-74, 100; invitations, 193; precedence of, 17-18, 20; titles, 35-36, 39

K

Kennedy, Jacqueline, 10, 256
Kennedy, John F., 10, 17, 301
Key, Francis Scott, 372
Khan, Ayub, 10
King: forms of address, 166
Knight, 48
Kristofferson, Kris, 12

L

Lane, Nathan, 12
Lansing, Robert, 401
Lawyer: forms of address, 162
Legal Adviser: forms of address, 60
Letter of Credence, 423
Letter of Recall, 315, 424
Librarian: forms of address, 95; precedence of, 24; titles, 35
Lincoln, Abraham, 6, 299
Lincoln, Mary Todd, 6
Little Cabinet: calls, 232
Livingston, Robert, 330, 332
Louis XVI, King, 2
Lovett, Lyle, 12

M

Ma, Yo-Yo, 12
Madison, Dolley, 4, 298
Madison, James, 4, 298
Man: calling card, 240-241, 251; forms of address, 163; seating, 177-183
Marine Band, The, 4
Marine Corps: calling card, 239-240; calls, 235; forms of address, 132-136, 138; precedence of 47
"Marines' Hymn", 391
Marshall: forms of address, 64
Marshall, John, Chief Justice, 4

I N D E X

- Maxwell, John, 404
Mayor: calling card, 239, 244; forms of address, 105; precedence of, 23, 27; titles, 36
McCaffree, Mary Jane, i
McCandless, Byron, 366
McKinley, William, 7, 300
Member of Commission or Board: forms of address, 148
Member of the House of Representatives: forms of address, 86-92; invitations, 194; precedence of, 16, 21, 27; titles, 35
Memorial Day, 336, 360
Mexican War, 6
Military: calling card, 239-240, 249-250; calls, 235; forms of address, 132-145; invitations, 193; titles, 43-47, Enlisted Ranks, 46, Officer Ranks, 44, Warrant Officers, 45; precedence of, 23-25
Military protocol, 385-399; ceremonies, 389-399; change of command ceremony, 395-397; commissioning ceremony, 390; commissioning oath/oath of office, 389; enlistment ceremony, 389-390; retirement ceremony, 392-393, 396-397
Minister (diplomatic), 313; calling card, 243-246; forms of address, 118; precedence of, 16, 20, 24, 27-28; titles, 35, 39-41
Minister (Pastor): calling card, 251; forms of address, 156
mission, 424
Monroe, Elizabeth, 5
Monroe, James, 5, 298
Monsignor: forms of address, 151
Mormonism, 273
Mother (superior of an institution): forms of address, 157
Mount Vernon, 10
- N
- national, 424
NATO, 9
Navy: calling card, 239-240; calls, 235; forms of address, 139-145; precedence of, 47; titles, 43
netiquette, 407-411
New Year's Day, 3, 5, 9
Nixon, Pat, 10, 286
Nixon, Richard, 10, 17, 286, 301, 356, 371
- O
- Oak Ridge Boys, The, 12
Obama, Barack, 12, 302
Obama, Michelle, 12

PROTOCOL

Octagon House, The, 4
Office of Management and Budget, Director: precedence of, 21
Office of the Chief of Protocol, 296, 311-312, 317-319; state funerals, 339-340
Ott, Steve, 403-404
Oval Room, 281

P

papal nuncio: precedence of, 27
passport, 424
Pastor: forms of address, 156; titles, 38
PBS, 11
Peace Commissioners, 4
Pearlman, Itzhak, 12
peerage titles, 47-48
pêle-mêle, 4
Pennsylvania Avenue, 2, 4
Persepolis, 1
Personal Representative of the President: forms of address, 111
persona non grata, 424
Philadelphia Phillies, The, 12
Pierce, Franklin, 6, 299
Platt, Emily, 285
Polk, James, 6, 299
Polk, Sally, 6
Pope: forms of address, 149
Postmaster General: forms of address, 146; precedence of, 17, 22
precedence: consular corps, 28-29; diplomatic corps, 27-28; individuals, 20-25;
officers, 29-32; states, 25-26; territories, 26; U.S. Branch of Service, 47
Presidential Inaugurations, 329-335, 345-348
President of College or University: calling card, 251; forms of address, 159
President of Commission or Board: forms of address, 148
President of Foreign Republic: forms of address, 174
President of the Senate: forms of address, 78, of a state, 100
President of the United States: calling card, 243; calls, 231, 233; entertaining,
281, 283-297; forms of address, 49-50, 52; inaugurations, 329-335, 345-348;
invitations, 194; precedence of, 16-20; seating, 178; titles, 34, 39, 41
President's March, The, 4
President's flag, 365-367, 382
President pro tempore of the Senate: forms of address, 78; precedence of, 21;
titles, 35
Priest: calling card, 251; forms of address, 152

I N D E X

Prime Minister: forms of address, 175; titles, 36-37
Prince of Wales, The: forms of address, 170
Private Citizen: forms of address, 159-165; titles, 39
Professor: forms of address, 161; titles, 38
Prohibition, 8
protege, 424
protocol, 13, 424; defined, 1; history, 2
public officers, 4
Public Printer: forms of address, 96; titles, 36
Puerto Rico: precedence of, 21, 27, 35

Q

Queen: forms of address, 169
Qur'an, 272

R

Rabbi: calling card, 251; forms of address, 157; titles, 38
Ramadan, 11
Reagan, Nancy, 11
Reagan, Ronald, 11, 301-302, 330
Red Room, 10, 282, 284, 287
Regrets Only, 195
Reid, Samuel S., 356
Representative of a State: forms of address, 102
Representatives, U.S.: calling card, 244; forms of address, 87-88
Resident Commissioner: forms of address, 93; titles, 35
Reverend, 38; calling card, 251
Right Honorable, The, 36-37
Robinson, Smokey, 12
Rose Garden, 10, 286
Ross, Betsy, 355
Roosevelt, Franklin, 9, 300, 365-366
Roosevelt, Theodore, 7, 300, 432
Royal Prince: forms of address, 172
Royal Princess or Duchess: forms of address, 173
Royalty: forms of address, 166-173; titles, 47
R.s.v.p., 195
Rule of 7, 398
Ruler of a Principality: forms of address, 171
Rules of Etiquette, 4
Ryan, Kathleen D., 436

PROTOCOL

S

- Salutations, 41
- Sand, Peter E., 411
- Sand, Richard, ii
- Secretary General of the Organization of American States: forms of address, 126-127
- Secretary General of the United Nations: forms of address, 120
- Secretary of Armed Services: calling card, 244; forms of address, 65
- Secretary of Agriculture: forms of address, 53-54; precedence of, 21
- Secretary of Commerce: forms of address, 53-54; precedence of, 21
- Secretary of Defense: forms of address, 53-54; precedence of, 21
- Secretary of Education: forms of address, 53-54; precedence of, 21
- Secretary of Energy: forms of address, 53-54; precedence of, 21
- Secretary of Health and Human Services: forms of address, 53-54; precedence of, 21
- Secretary of Homeland Security: forms of address, 53-54; precedence of, 21
- Secretary of Housing and Urban Development: forms of address, 53-54; precedence of, 21
- Secretary of Labor: forms of address, 53-54; precedence of, 21
- Secretary of Senate: forms of address, 84; precedence of, 25; titles, 35
- Secretary of State: calling card, 243; entertaining, 324-327; forms of address, 53-54, 99; precedence of, 17, 20, 22; titles, 36
- Secretary of State of a State: forms of address, 99
- Secretary of the Interior: forms of address, 53-54; precedence of, 21
- Secretary of the Treasury: forms of address, 53-54; precedence of, 21
- Secretary of Transportation: forms of address, 53-54; precedence of, 21
- Secretary of Veteran Affairs: forms of address, 53-54; precedence of, 21
- Security, 401-405
- “Semper Paratus”, 391
- Senator: calling card, 239, 243; forms of address, 79-83, 85, 101; precedence of, 16, 21, 27; invitations, 194; titles, 35-36
- Senator of a State: forms of address, 101
- Sergeant at Arms: titles, 35
- service songs, 391
- Seward, William H., 6
- Shakespeare, William, 11
- SHAPE, 9
- Sister (Roman Catholic): forms of address, 153
- Slim, Mongi, 321
- social matters, 413-429; conferences, 415; dress, 419-422, 428-429; gatecrashers, 416-417; interviews, 415; press, 413-414; publicity, 414-416; stationary, 424-426; wearing awards/decorations, 417-419

INDEX

Social Secretary, 201
Solicitor General: forms of address, 63; precedence of, 22
South Lawn, 288-289
Speaker of the House: calling card, 243; forms of address, 86; invitations, 194;
precedence of, 17-18, 20; titles, 35
Special Representative: precedence of, 21, 23; titles, 36
Star Spangled Banner, The, 363, 372-373
State Department: invitations, 193
State Dining Room, 8-9
states: order of admission, 25-26
Statesman's Year-Book, The, 33
Stevens, J. Christopher, 401
Sultan: forms of address, 168
"Sweet Home Alabama", 12

T

Table Seating Arrangement, 177-191; All-male or All-female Luncheons &
Dinners, 184; Head of Table, 190; Horseshoe, 189; Mixed Dinners Divisible
by 4, 188; Mixed Luncheon & Dinners, 185, 189; Squared U, 189; Traditional
Mixed Dinner, 186-187; Unofficial Luncheons & Dinners, 191
Taft, William Howard, 8, 300
Taylor, James, 12
Taylor, Zachary, 6, 299
territories: order of admission, 27
Texas v. Johnson, 374
Thanksgiving, 11
titles & forms of address, 33-176; abbreviations, 40; British honors, decorations,
and medals, 42-43; courtesy titles, 33-40; ecclesiastical, 149-158; executive
branch, 49-70; independent agencies, U.S. government, 146-148; judiciary
branch, 71-77; legislative branch, 78-96; members of diplomatic missions,
97-119; military, 43-47, 132-145; officials of international organizations,
120-131; private citizens, 159-165; royalty and foreign officials, 47-48, 166-
176; salutations, 41; state and local government, 97-105
Travolta, John, 302
Treasurer: forms of address, 104; titles, 36
Third Country National, 424
Truman, Harry S., 9, 17, 29, 301, 366
turning the table, 260
twenty-one gun salute, 336-337
Tyler, John, 5, 299

PROTOCOL

U

Under Secretary: calling card, 244; forms of address, 57; precedence of, 22
Under Secretary of the Armed Services: forms of address, 66; precedence of, 24
United Nations: titles, 48
United States Attorney: forms of address, 64
United States Government Organization manual, 33
United States Representative on the Council - OAS: forms of address, 128
United States Representative to the UN: forms of address, 123-124
United States Virgin Islands: precedence of, 21, 27; titles, 35
U.S. v. Eichman, 374

V

Vice President: calling card, 243; calls, 231; forms of address, 51-52, 78; invitations, 193-194; precedence of, 16, 18, 20-21; seating, 178; titles, 35, 39, 41
Vienna Convention, 315
Visa, 424

W

Walesa, Lech, 11
Washington, George, 3, 298, 329-330, 332, 338, 355; flag, 375
Whilding, Sam, ii, 385-386, 443
Whitaker's Almanac, 33
Whitaker's Peerage, 33
White Book (Employees of Diplomatic Missions), 312
White House, 3-14; Easter Egg Roll, 12; Inaugural open house, 11
White Tie or Decorations (dinner), 196
Wilson, Alice, 285
Wilson, Huntington, 2
Wilson, Woodrow, 8, 285, 300, 365-366, 372
Wolfenbarger, Janet, 396
Woman: calling card, 240, 252; forms of address, 163-165; seating, 177-183
World War I, 8
World War II, 9

Y

Yellow Oval Room, 281, 284