



## **History of the South Atlantic District**

### **Updated 30 November 2016**

### **by Lawrence G. Fehrenbaker, Sr., MD**

### **VPG 2016-2017**

#### **Perspective**

In 1949, the South Atlantic District (SAD) of the National Society of the Sons of the American Revolution was established as a functional unit of the National Society. It consisted of five state societies: North Carolina, South Carolina, Georgia, Florida, and Virginia.

In 1973, Virginia was transferred to the Mid Atlantic District, leaving the South Atlantic District with its current four states consisting of Florida, Georgia, North Carolina and South Carolina. In 1983, the Foreign District was renamed the European District, and in 1985 the Western Hemisphere District was formed to give the NSSAR its total of 15 Districts. The Western Hemisphere District was later renamed the International District.

At the South Atlantic District meeting in Charlotte, NC in 2002, it was proposed and approved that the VPG provide, on an annual basis, an updated History of the South Atlantic District. The purpose of the annual update is to inform the State Societies of our common goals and history; to list select schedules of events; and to act as a forum for the Vice President General to communicate with SAD State Society Presidents, State Society Chapters and the National Society.

The South Atlantic District isn't an entity in its own right. It's an integral part of the National Society and exists to carry out the functions of the National Society. The VPG is elected by Congress as a national officer. According to protocol he is the second ranked officer when he is in his district. Under this circumstance he is only out-ranked by the President General. Thus, one of his functions is to be a representative of the President General when he isn't present and to be the host of the President General when he is present.

The VPG as well as all district members are tasked to assist in the implementation of the goals established each year by the President General. The South Atlantic District has been and will continue to be a leader in achieving and implementing the goals of our President General.

The request for a visit by the President General begins at the Annual National Congress. It is highly recommended that each State President have a request available at Congress so that it may be presented to him upon his election. The President General's Travel Coordinator should be notified as early as possible of all requests for a visit to a South Atlantic District state society. A concise summary to make the President General's visit a great one is included in this update, on pages 12 and 13. The South Atlantic District VPG welcomes the opportunity to assist State Society Presidents in coordinating a visit from the President General or his designee. The proper protocol for hosting the President General and for conducting SAR meetings is published in the NSSAR Official Handbook and further discussed on pages 11 and 12.

This History of the South Atlantic District is a continuing effort. Hopefully, it will serve as another tool to improve communication to the four State Presidents and the chapters in their respective states. It is only as good as the input we receive. Therefore, additions or corrections are welcomed.

Comments, corrections, and/or recommendations should be addressed to the incumbent VPG or the Secretary of the South Atlantic District.

### **District Overview**

As promulgated in the Bylaws of the South Atlantic District, the position of Vice President General rotates through the four State Societies. The State Society, next in rotation, usually selects their candidate for VPG at its Annual State Meeting and is confirmed as the nominee at the Annual Meeting of South Atlantic District. The election and installation of the South Atlantic District Vice President General takes place at the Annual National Congress.

The incumbent VPG usually conducts the Annual South Atlantic District meeting in conjunction with his State Society's Annual Meeting. The four State Society Presidents and National Trustees of the various State Societies, along with all past South Atlantic District VPGs should be invited to attend the Annual South Atlantic District Meeting. NSSAR officers should also be invited to the annual meeting and all other District meetings.

State Society Presidents should submit a report summary of their State's activities, which provides important accomplishments, membership status, new chapters, and any other item of interest. These reports are submitted to the VPG as specified by him, so that he may include them in his Reports which are submitted to the NSSAR (through the Executive Director) and are published in the Semi-Annual Committee and General Officer Reports for publication in the Leadership/Trustees Meetings and the Annual Congress. The due date will be announced by the VPG to allow sufficient time for preparation of the Reports. Reporting by email is the best method of transmittal.

After considerable effort and consultation, By-Laws of the South Atlantic District were adopted unanimously by the assembled members of the district at the Annual District meeting on April 2, 2011 in Columbia, SC. These by-laws, the first ever adopted for the district, reaffirmed our objectives, established membership, governing authority, meetings, nomination and election of the vice president general, parliamentary authority and the amendment process. In testament of adoption copies were signed by Vice President General Redding I. (Rick) Corbett III and District Secretary Mark C. Anthony.

*Note: The adopted by-laws' established rotation selection process was temporarily suspended in 2012 due to a conflict caused by the Florida Society's by-laws. The Florida Society selection for VPG was withdrawn for not meeting their society's requirements and they were unable to provide another selectee. A subsequent agreement was reached by the District for the next society in rotation, the North Carolina Society, to provide a selectee for 2012, followed by the Florida Society in 2013, and then back to normal rotation with South Carolina in 2014. Changes were made in the District's By-Laws to address any future conflicts of this nature. The Florida Society subsequently removed restrictions in their by-laws where they pertain to service as Vice President General.*

## **District Membership**<sup>1</sup>

As of 23 December 2013, the South Atlantic District membership totals 5,471 Compatriots.

- North Carolina has 1,017 members in 26 chapters
- South Carolina has 823 members in 18 chapters
- Georgia has 1,718 members in 32 chapters
- Florida has 1,913 members in 33 chapters

**South Atlantic District National Revolutionary War Events.** The South Atlantic District recognizes its States' contribution to the final success of the American Revolution and their historical importance for our Nation. Three of the original 13 States, and ten of the 56 Signers of the Declaration of Independence came from this District. The South Atlantic District is particularly well situated to lead the way in recognition of historical events as illustrated by the Revolutionary War Battles enumerated below.

### **North Carolina Society**

**The North Carolina Society** was organized 31 March 1911. It hosted the 42<sup>nd</sup> National Congress in Charlotte in 1931 and the 121<sup>st</sup> National Congress in Winston Salem in 2011. The North Carolina Society annually commemorates the following **National Events**:

- **The Battle of Moores Creek Bridge** is celebrated on the last Saturday in February in Currie, NC (near Wilmington). It is hosted by the Lower Cape Fear Chapter.
- **The Battle of Guilford Courthouse** is observed on the Saturday nearest the March 15 anniversary of the battle in Greensboro, NC.
- **The Halifax Resolves** is celebrated on the second Saturday of each April in Halifax, NC, and is hosted by the Halifax Resolves Chapter.
- **The Battle of Ramsour's Mill** is celebrated the third weekend of each June in Lincolnton, NC. It is hosted by the Catawba Valley Chapter.

### **North and South Carolina Societies**

In May of 2008, a mutual agreement was reached between Dr. Samuel C. Powell, President of the North Carolina Society, and Dr. Redding I. Corbett III, President of the South Carolina Society. The Battle of Kings Mountain became a joint celebration sponsored by both of these state societies. Since the battlefield is entirely within South Carolina, the South Carolina Society hosts the commemoration of this event. In recent years and although not to do so, the South Atlantic District has held its fall meeting in conjunction with the Battle of Kings Mountain celebration.

- **The Battle of Kings Mountain** is celebrated on October 7 at the National Military Park, near Blacksburg, SC. The battlefield events are coordinated by the North Carolina Society's Mountain District and the Blue Ridge Chapter. The South Carolina Society hosts a reception the evening before the celebration in Gaffney, SC.

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<sup>1</sup> Membership numbers will be updated after the December 2016 Reconciliation.

### **South Carolina Society**

**The South Carolina Society** celebrates the following annual **National Event**:

- **The Battle of Cowpens** is celebrated on the second or third Saturday in January at the National Military Park in Chesnee, SC. On the day before this event, a separate ceremony is held in downtown Spartanburg, SC at the General Daniel Morgan statue honoring the masterful leadership of the commander of the Patriot forces during the battle. The entire weekend event is hosted by the Daniel Morgan Chapter.

South Carolina is the oldest Society in the District, having organized 18 April 1889. The land of Francis Marion, South Carolina's numerous battle sites outnumber those of any other state in the nation. The Society continues to pursue opportunities to commemorate other battle sites that may become National events. The South Carolina Society hosted the 124th National Congress in Greenville in 2014.

### **Georgia Society**

The Georgia Society was organized 15 March 1921. It hosted the 93rd National Congress in 1983 in Atlanta and the 119th National Congress in 2009 in Marietta, the NW Atlanta area. In colonial times, the settled area of Georgia was approximately the 16 counties along the Savannah River and the Atlantic Ocean. Most of current day Georgia was Indian Territory during the Revolution.

**The Georgia Society** celebrates the following annual **National Events**:

- **The Battle of Kettle Creek** took place on February 14, 1779, and is celebrated on the second Saturday of each February at the battle site just outside Washington, GA. It is hosted by the Georgia Society. It commemorates the major defeat of the British in Georgia.
- **The Battle of Savannah** is commemorated on 9th at the battle site in downtown Savannah, GA. The death of General Casimir Pulaski occurred at this battle.

### **Florida Society**

**The Florida Society** celebrates the following annual **National Events**:

- **The Last Naval Engagement of the American Revolution.** This battle occurred off the coast of Florida, just south of Cape Canaveral, on 10 March 1783. First celebrated in 2007 on the 10 March anniversary date, 2008 was the 225th celebration and was held on 8 March. The battle is usually celebrated on the weekend nearest to the 10th, and is hosted by the Brevard Chapter.
- **The Battle of Pensacola.** This ceremony celebrates the 1781 battle that resulted in the British surrender of Florida! This event recognizes the important role Spain played in the American Revolution. The first ceremony occurred on 8-9 May 2009 and continues to be celebrated on the weekend nearest to the actual battle anniversary.

Florida is home to the largest SAR population in the District. The Society's accomplishments continue to set an example for the rest of the District. Past State President Joseph A. Rumbaugh established a \$100,000 Trust Fund in 1992 to found the Oration

Contest that bears his name. It is one of the highlights of every National Congress, and a showcase for young orators.

The Florida Society hosted both the 96th National Congress in Tampa in 1986 and the 108th National Congress in Orlando in 1998. Organized on 14 March 1896, it is the second oldest Society in the District, behind South Carolina.

**The Council of Vice Presidents General, NSSAR History Vol. III, 1983-2000, page 373.**

Since 1949, Vice President's General have been identified as representing and charged with oversight of the several geographic Districts of the Society. Their roll has been to support and mentor the officers of the State Societies in their District; and to promote the implementation of State goals and programs, and the goals and programs of the National Society.

The VPsG met informally until 1999. In July 1999, President General Howard Horne instituted The Council of Vice Presidents General. It was charged with being:

- Responsible for providing advice and counsel to the President General.
- Assisting the President General's VPG coordinator in arranging visits to the District and State Societies.
- Helping with arrangements for the Incoming State and Chapter President's Seminar at the Spring National Leadership Meeting.

**Revised Responsibilities**

President General Larry McClanahan submitted a Long Range Plan 2001 to 2021 at the 2001 Congress that reorganized the structure of the National Committees. The Council of Vice Presidents General was placed under the responsibility of the **Secretary General**. All General Officers are included in the "Council of General Officers", and have expanded roles to assist in Society activities and committee operations.

**Goals for the Council**

By Dr. Ralph D. Nelson, Jr. P.E., as related in:  
**"The History of the NSSAR Vol. III" page 373**

We plan to continue to see that our district meetings are well planned and effective and that state officers who need some senior guidance receive it from their Vice President General or some other trusted and experienced source. We have a major responsibility for setting the tone of the Society and for guiding the efforts of the officers of the state societies toward the most constructive and effective paths. Our vigor and dedication to SAR goals and programs should be an example and a catalyst for trustees, national committee chairmen and members, and all who meet us within and outside the Society. We have a special responsibility to reach outside the SAR to attend or meet with high- ranking officials in other societies to promote cooperation that is consistent with SAR goals. Whenever a new role is assumed in the SAR, there are few notes available as to how to actually do the job being assumed. Input from past VPsG will be solicited to enable future VPsG an insight as to what is expected.

**For a more complete history** and events of each South Atlantic District Society, refer to "NSSAR History Vol. III, 1983-2000" or visit the website of each State Society or the District's website at: [South Atlantic District](#).

## **Roll of Honor of Vice Presidents General South Atlantic District**

1889		The South Carolina Society organized
1896		The Florida Society organized
1911		The North Carolina Society organized
1921		The Georgia Society organized
1926		Districts increased from seven to eleven and for the first time one of the current States provided the VPG.
1926	SC	John F. Jones
1927	SC	John F. Jones
1928	VA	David Edwin French
1929	VA	David Edwin French
1930	SC	Park Mathewson
1931	NC	Dr. Daniel T. Smithwick
1932	NC	Col. E. L. Baxter Davidson
1933	VA	Walter B. Livesay
1934	VA	Walter B. Livesay
1935	NC	William A. Graham
1936	NC	William A. Graham
1937	VA	Tom Moore
1938	VA	Tom Moore
1939	GA	Jas. D. Watson
1940	FL	Burton Barrs
1941	FL	Burton Barrs
1942	VA	A. Herbert Foreman
1943	VA	William T. Old
1944	VA	William T. Old
1945		No Congress held
1946	NC	J. Edward Allen
1947	NC	J. Edward Allen
1948	FL	Benjamin I. Powell
1949		*First year the South Atlantic District name was listed in NSSAR History Vol. I.
1949	FL	Ray O. Edwards
1950	GA	Reuben A. Garland
1951	NC	Carson D. Baucom
1952	NC	Carson D. Baucom
1953	VA	Crawford S. Rogers
1954	VA	Crawford S. Rogers
1955	GA	Folks Huxford
1956	GA	Folks Huxford
1957	FL	Frank W. Hannum
1958	NC	Carson D. Baucom
1959	SC	Dr. Boyce McL. Grier
1960		** Intermountain & Foreign Districts added for 13 total
1960		Laurens Hamilton
1961	GA	Hon. Folks Huxford
1962		*** Western District added for a total of 14 Districts - see NSSAR History VII
1962	FL	Austin R. Drew
1963	NC	Carson D. Baucom
1964		Col. Francis Murray Mace

1965 VA Col. Robert P. Waters 1966  
 GA Hugh D. Howell, Jr.  
 1967 FL Jack Coleman  
 1968 NC Robert Bruce Cooke  
 1969 SC Wilton S. Murphy  
 1970 VA Donald W. Baldwin  
 1971 T. G. Linthicum 1972  
 FL Marshall E. Barton  
 1973 *The Virginia Society was transferred into the Mid Atlantic District.*  
 1973 NC Phillip R. Carlton  
 1974 SC Harold M. McLeod  
 1975 GA Joseph H. Brown  
 1976 FL Richard A. Thompson, Jr.  
 1977 NC Richard F. Boddie  
 1978 SC Samuel S. Wood  
 1979 GA A. Mims Wilkinson, Jr.  
 1980 FL John D. Williams  
 1981 NC Richard F. Boddie, Jr.  
 1982 SC?  
 1983 *#The NSSAR V. II ends with 1981 and V. III starts with 1983, missing the VPG  
 for 1982. The Foreign District was changed to the European District.*  
 1983 GA Dr. Homer E. Wright  
 1984 FL J. Alan Cross, Sr.  
 1985 FL Cecil L Bothwell, Jr.  
 1985 *The Western Hemisphere District was added for a total of 15 Districts.*  
 1986 SC Dr. Lee W. Dererr DVM  
 1987 GA John W. Loud  
 1988 FL Richard E. Friberg 1989  
 NC Col. William A. Smith  
 1990 SC Judge Alex M. Geiger  
 1991 GA Hardwick S. Johnson, Jr.  
 1992 FL Harry L Young, Jr.  
 1993 NC William A. Smith, Jr.  
 1994 SC William T. Allgood 1995  
 GA Lt. Col. Robert F. Galer  
 1996 FL Stanley A. Evans  
 1997 NC Thomas N. Clark  
 1998 SC Ronald J. Horton  
 1999 GA Dr. T. Fisher Craft, PhD  
 2000 FL Phillip B. Carr  
 2001 NC Dr. Charles E. Page, MD  
 2002 SC Dr. S. Perry Davis, MD  
 2003 GA Larry T. Guzy  
 2004 FL Renaldo (Ron) E. Hamilton  
 2005 NC Clarence D. (C.D.) Williams  
  
 2006 SC Gregory H. Ohanesian  
 GA George Edward Thurmond  
 2008 FL Lindsey C. Brock  
 2009 NC Dr. Samuel C. Powell, PhD  
 2010 SC Dr. Redding I. (Rick) Corbett, III

2011	GA	Charlie A. Newcomer, III
2012	NC	George Steven Pittard
2013	FL	Rev. Dr. Randy Moody
2014	SC	Mark C. Anthony <sup>2</sup>
2015	GA	Edward P. Rigel, Sr., MD <sup>3</sup>
2016	FL	Lawrence G. Fehrenbaker, Sr., MD <sup>4</sup> .

Note: Many of the VPG's home societies were missing from this history. Ongoing research in 2013 has corrected most of the missing information; however, a few unknowns remain. If you know what state the VPG was selected from, please inform the current VPG for appropriate updating.

### **National Society General Officer Service**

The South Atlantic District has contributed its share of National Society General Officers in addition to the Vice Presidents General above. The listed compatriots are at their highest position served. Many of them have served in several positions, too numerous to include here:

President General	Ray O. Edwards	1962-1963	Florida
President General	Matthew B. Sellers, III	1976-1977	Florida
President General	Richard H. Thompson, Jr.	1981-1982	Florida
Chaplain General	Leo S. LaFontaine	1983-1984	Florida
President General	James R. Westlake	1989-1990	Georgia
President General	Robert B. Vance	1993-1994	Georgia
Chaplain General	Charles E. Page	1993-1994	North Carolina
Chaplain General	George A. Burns	1996-1997	Florida
President General	Carl K. Hoffmann	1997-1998	Florida
Registrar General	Richard E. Friberg	2001-2002	Florida
Chaplain General	Leroy O. Stewart	2004-2005	South Carolina
Chaplain General	A. Clark Wiser	2009-2011	North Carolina
Historian General	Lindsey C. Brock	2009-2010	Florida
Registrar General	Lindsey C. Brock	2010-2012	Florida
Treasurer General	Lindsey C. Brock	2012-2013	Florida
Registrar General	J. Michael Tomme	2012-2013	Georgia
Chaplain General	Rev. Dr. Randy Moody	2012-2013	Florida
Secretary General	Lindsey C. Brock	2013-2014	Florida
Registrar General	J. Michael Tomme, Sr.	2013-2014	Georgia
Historian General	Robert F. Towns	2013-2014	Georgia

As of this update, which is in the 2016-2017 term, several compatriots continue to serve as General Officers:

President General	Lindsey C. Brock	2014-2015	Florida
Treasurer General	J. Michael Tomme, Sr.	2014-2015	Georgia
Registrar General	Larry T. Guzy	2014-2015	Georgia
Historian General	Robert F. Towns	2012-2015	Georgia
Surgeon General	Ed Rigel, Sr., M.D.	2014-2015	Georgia

<sup>2</sup> VPG Lawrence G. Fehrenbaker, Sr. update of 30 Nov 2016.

<sup>3</sup> Ibid.

<sup>4</sup> Ibid.



Chaplain General	Rev. Dr. Randy Moody	2014-2015	Florida
Secretary General	J. Michael Tomme, Sr.	2015-2016	Georgia <sup>5</sup>
Treasurer General	Larry T. Guzy	2015-2016	Georgia <sup>6</sup>
President General	J. Michael Tomme, Sr.	2016-2017	Georgia <sup>7</sup>
Secretary General	Larry T. Guzy	2016-2017	Georgia <sup>8</sup>

## **South Atlantic District 2016-2017**<sup>9</sup>

### **Vice President General**

Lawrence G. Fehrenbaker, Sr., MD  
lgfnsar@comcast.net

### **Immediate Past Vice President General**

Edward P. Rigel, Sr., MD  
compatriotrigel@charter.net

### **District Secretary\***

Edward P. Rigel, Jr.  
erigel@dogwood.net

\* The position of Secretary of the South Atlantic District was first implemented at the 6 October 2008 District meeting in Gaffney, SC.

### **South Atlantic District Webmaster\***

Charles T. Sweeney  
chuck\_sweeney@msn.com

\* Following the South Atlantic District Breakfast Meeting on 30 June 2015 at the 125<sup>th</sup> Annual National Congress in Louisville, KY, VPG Edward P. Rigel, Sr., MD, created the administrative staff position of District Webmaster.

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<sup>5</sup> VPG Lawrence G. Fehrenbaker, Sr. update of 30 Nov 2016.

<sup>6</sup> Ibid.

<sup>7</sup> Ibid.

<sup>8</sup> Ibid.

<sup>9</sup> Ibid.

## 2016-2017 State Society Presidents<sup>10</sup>

### **Immediate Past President**

#### **North Carolina Term of Office One Year**

**Timothy W. Berly**  
4223 Myers Hunter Lane #203  
Charlotte, NC 28270  
(704) 940-1825  
tberly@carolina.rr.com

### **President**

**LtCol Gary O. Green, USAF (Ret.)**  
6720 Creek Ridge Rd.  
Wilmington, NC 28411  
(910) 612-3676  
[garyogreen@gmail.com](mailto:garyogreen@gmail.com)

#### **South Carolina Term of Office One Year**

**Gregory A. Greenawalt**  
10023 Southmoor Lane  
Fort Mill, SC 29707-9117  
(803)547-7465  
greg.greenawalt@hotmail.com

**H. Wayne Cousar**  
123 Bull Point Drive  
Seabrook, SC 29940  
(843)846-5886  
[cousar@hargray.com](mailto:cousar@hargray.com)

#### **Georgia Term of Office One Year**

**Thomas M. Owen**  
401 S. Alexander Avenue  
Washington, GA 30673  
(770) 500-5222  
thomj50@gmail.com

**W. Allen Greenly**  
6440 Ivey Meadow Lane  
Cumming, GA 30040  
(404) 788-8824  
wagreenly@gmail.com

#### **Florida Term of Office One Year**

**Lawrence G. Fehrenbaker, Sr. MD**  
25041 Goldcrest Drive  
Bonita Springs, FL 34134-7952  
(239) 949-0887  
lgfnsar@comcast.net

**Raymond F. Wess**  
P.O. Box 633  
Loxahatchee, FL 33470  
(561) 795-9598  
rn060873@cs.com

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<sup>10</sup> VPG Lawrence G. Fehrenbaker, Sr. update of 30 Nov 2016.

**PROTOCOL** (Extracted from NSSAR Handbook, October 1, 2016, Vol. IV, page 12).

Observance of established rules of protocol will increase the prestige and dignity at SAR functions. The basic principles of protocol are to: 1. Observe the rules of ranking of office. 2. Practice courtesy. 3. Use good judgment.

**President General:** The President General is the ranking officer of the National Society and should be regarded as the honor guest at all SAR functions. The State Society President is the highest-ranking officer in his State Society and should be accorded such recognition. **In his State** he outranks a Vice President General. The Chapter President is the ranking officer, in his Chapter.

**President General Title:** All former presidents general retain their title for life, and will be addressed as President General. They should identify their years of office when writing or signing. It is proper when writing about them to identify them as (for example) former President General Jones (1994-95) using small “f” with former.

**Sequence of Seniority:** The sequence of seniority is National Society, State Society and Chapter.

**Ranking of National Society Officers:** The following may be used as a guide for state societies and chapters: President General, Vice President General, Secretary General, Treasurer General, Chancellor General, Genealogist General, Registrar General, Historian General, Librarian General, Surgeon General, and Chaplain General.

**Ranking of State and Chapter Officers:** The ranking of State and Chapter officers is the responsibility of the State and Chapter.

**Ranking at SAR Functions:** When National Society officers and State Presidents and/or officers of other organizations are present at SAR functions, their ranking may be determined by the office held and the organizational date of the respective society. The following may be used as a guide of precedence for a possible State Society function: State Society President, President General, Governor of State, or his Representative, United States Senator, United States Congressman, Mayor of City, former Presidents General, National SAR Officers in order of seniority, visiting State Society Presidents, active Host State Society Officers, Former National Society Officers, National Presidents of other organizations, State Presidents of other societies.

**Seating at National Society functions:** the President General, as presiding officer, occupies the place at the center. The order of precedence is as follows: The place on the right of the President General is the next highest seat. The place on the left is the next highest seat, and on down the line alternating right to left.

**Seating at State Society functions:** The State Society President, as presiding officer, occupies the center place. The highest, ranking officer present is on the right. The next officer is on the left, following the precedence. At luncheons and banquets, the number of people attending should determine the size of the head table in a reasonable ratio to the assemblage. If ladies are included at the head table, the ladies and gentlemen should be alternated in seating. If possible a lady should not be seated in the last chair at either end of the table. A reserved front table can serve for a minister, musician, and lower ranking officers.

**Greetings and Recognition:** The highest-ranking guest should be introduced for any greeting, with others greeted in order of precedence. It is wise to limit the number of greetings. It is unfair to the speaker and to the audience to have lengthy and many greetings. In most cases a quick recognition will suffice. When introducing the head table, or other special reserved tables, announcement should be made to withhold applause until all are introduced.

**President General's Travel Itinerary**  
Return to President General's Travel Coordinator

Today's Date: \_\_\_\_\_ Date of Event: \_\_\_\_\_  
Information provided by: \_\_\_\_\_  
Phone/Email/Fax: \_\_\_\_\_  
Cell Phone: \_\_\_\_\_

**(Please complete this form, and return to the PG's Travel Coordinator.)**

Name of Event: \_\_\_\_\_ City and State of Event: \_\_\_\_\_  
Host District, State or Chapter: \_\_\_\_\_ District VPG: \_\_\_\_\_  
Local Host's Name: \_\_\_\_\_ Phone/Email, Fax & Cell Phone: \_\_\_\_\_  
U.S. Mail address: \_\_\_\_\_ Local Aide to First Lady: \_\_\_\_\_

Phone Email, Fax or Cell Phone :

City to fly into:  
Carrier and Flight Number & expected arrival time & date:  
(The President General will make reservations and provide this information.)

Who will meet the President General and his lady?

Where and how to recognize?

Hotel arrangements:

Hotel's phone number and address:

City to fly in/out:  
Carrier and Flight Number:  
(The President General will make reservations and provide this information)

Date and time of departure for the PG:  
Who will accompany PG from/to airport?

Schedule of major events:

Example:

<u>Date</u>	<u>Time</u>	<u>Attire</u>	<u>First Lady</u>	<u>Food</u>	<u>Notes</u>
Friday, Dec 3rd	7:00 p.m.	Black Tie	Formal	Steak	PG 10-15 min. talk on NSSAR following meal