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Professional Protocol for Introductions

Toastmasters International's etiquette follows a basic framework of good judgment and courtesy, but the importance of following established protocols should not be underestimated. The protocols you practice within Toastmasters can also be applied to non-Toastmasters speaking engagements.

The following information details the order of precedence regarding introductions at all Toastmasters meetings and events.

- Visiting Non-Toastmasters & Toastmasters – Dignitaries and Guests:
 - National government officials,
 - State, canton, or provincial officials,
 - City or local officials,
 - Special guest speaker,
 - Prominent guests,
 - Club guests,
 - Current Toastmasters International (TI) officers
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- Current District Officers, in this order:
 - District Director,
 - District Program Quality Director,
 - District Club Growth Director,
 - Public Relations Manager,
 - Administrative Manager,
 - Finance Manager,
 - Immediate Past District Governor

- Current Division Directors, in alphabetical order, with “Home” Division Director taking precedence:
 - Current Area Directors in alphabetical order, with the “Home” Director taking precedence,
 - Other current officers (i.e., Presidents of other clubs),
 - Past International Directors, starting with the most recent,
 - Past District Directors, starting with the most recent,
 - Club members

An Area Director who is on an official visit to a club, of which there are two per year, will take precedence over officers not there in an official capacity.

When introducing people, use the following sequence:

1. Office
2. Toastmaster designation in full
3. Name
4. Spouse/partner/guest

Example: “District Director Distinguished Toastmaster Joe Jones and his partner, Mary Smith...”

Note: This also applies in situations outside of Toastmasters.

Please be aware that there are specific forms of formal address for various capacities, such as, the office, an envelope, a written salutation, the closing of a letter, in speaking, and in the form on an invitation card.

If you are hosting an Ambassador, Judge, or Bishop, please research and confirm the appropriate form of address. This type of protocol is essential when communicating with government officials or a senior religious person. The Government Protocol Division may be helpful in your preparations for such a meeting.