

## Greetings Wendt Character Scholars!

In preparation for the Annual Wendt Character Scholar Awards Reception, being graciously hosted at the President's home, we have a few matters of protocol and interest to forward to you.

What to Wear – this event should be considered in the same venue as an after-hour's business event. Appropriate attire for men would include jacket, tie, slacks (no jeans, but khakis are permissible), and appropriate attire for women would include pant suit (no jeans), dress or skirt ensemble.

Introductions – Dean Tammy Walsh will be making formal introductions as you arrive to greet the President and Mrs. Bullock. After introductions, please pick up your name tag. Some introduction etiquette to remember:

1. The younger person is always presented or introduced to an older or more distinguished person.
2. A man is always introduced to a woman. No woman is ever introduced to a man, except to the President of the United States, a royalty, or a dignitary of the church.
3. A younger person should never call an older person by her/his first name unless asked to do so.
4. When men are introduced to each other, they always shake hands.
5. When a man is introduced to a woman it is her decision whether or not to offer her hand, but if he puts out his hand, she must give him hers. For this event, it would be appropriate for both men and women to shake hands with the President and Mrs. Bullock.

Examples of introductions by Dean Walsh:

- President and Mrs. Bullock, I would like to introduce Jim Smith from Ames, Iowa.
- President and Mrs. Bullock, have you met Jim Smith from Ames, Iowa?

Appropriate responses by the person being introduced:

- "How do you do?"
- "I'm so glad to meet you."
- "It is a pleasure to meet you."

Serving Etiquette – After being welcomed, guests are invited to receive a drink in the liquid refreshment area, but should not approach the buffet table until invited.

Conversational Etiquette – Upon meeting new people it's important to know that body language is the first contact. People who smile, nod, and have good eye contact tell the person who is talking that they are listening. One of the easiest ways to start a conversation is to ask where a person works and what he or she does. Another tip is to stay current on hot topics in the news, as well as newly released movies or books. Remember to think before you speak, listen to the other person, pay attention as they speak, and don't feel that you have to do all the talking.

Transportation – We are asking that you consider carpooling to reduce the number of vehicles. All vehicles should be parked on Grandview Avenue. You may either walk down Overview Court to the President's residence or ride the golf cart shuttle that will be available for your convenience. (Please do not park on Overview Court.)