



PROTOCOL FOR QUEEN MOTHER / KING FATHER STATE VISIT

Invitation

Each Empire that would like to have the Queen Mother / King Father in attendance at their event must formally invite them. It is expected that the Monarchs will extend the written invitation and that the Board will be in support of the Invitation. Because the Queen Mother/King Father receive many requests for attendance at Court and Community events, early invitations are more likely to get scheduled. Please read this completely so that you understand the guidelines prior to making an invitation.

Travel

Empires that request the Queen Mother / King Father to be in attendance at the Coronation must financially be responsible for all travel expenses, including airfare, hotel room, meals and all event tickets. It is expected that transportation within the host city will be provided to get to any planned events and to/from the airport. In many cases the host city will also need to provide someone to assist with makeup and, depending on travel restrictions, may need to provide a wig, crown or other accessories appropriate for the visit/Ball.

Before the Event

If your Court would like a Welcome and Congratulations letter from the Queen Mother/King Father in your Coronation program please submit the request at least 30 days prior to your deadline for submission. Due to travel schedules and other commitments it can often take several weeks to get an appropriate letter worked out. In the request for a letter please include the correctly spelled names of your Monarchs and other information specific to this Coronation. For example, if it is the 30 year Anniversary of your Court, your Court recently won the Court of

Distinction or other award, or your Court raised \$10,000 for The Trevor Fund (or like organization) include that in your request

Many Courts use the opportunity of a State Visit to give their Members and others a chance to meet the Queen Mother/King Father in a less formal atmosphere. If you would like to schedule a "Meet and Greet" please mention that in your invitation. These informal sessions are most productive if they are held at the Host Hotel and are publicized. It also is a great opportunity to discretely introduce any award winners to the Queen Mother/King Father in advance of their award presentation.

Courts are also strongly encouraged to set up interviews with local LGBT and community press, This can be a great way to get your Court, and the Court system, some additional "post-Coronation" press coverage.

It is requested that an advance copy of the Coronation Program be provided to the Queen Mother/King Father upon arrival so that they have the opportunity to read it prior to the event.

The Chair of the International Court Council Protocol Committee or their designee will submit protocol prior to your deadline. Protocol for the Queen Mother does include Heirs and International Court Council Members and music. The music files will be sent with the Protocol.

Awards

The Queen Mother / King Father should be forwarded, **at least three (3) weeks** prior to Coronation, all nominees for consideration for the following awards:

International Court Service Commendation -
(outstanding individual or organization)

Lifetime Achievement Award (outstanding individual)

Jose Julio Sarria Civil Rights Award

Royal Order of the Maple Leaf (Canada Only)

Please include a short bio for each person or organization (no more than 2 pages maximum). Unless physically unable, all award winners are expected to be in attendance to receive their award. Courts should confirm their awardees attendance and notify the Queen Mother/King Father at the beginning of the Ball if the person is not in attendance so that they are not called to the stage.

During the Event

At the Ball, the Queen Mother/King Father should be seated at a runway table or a suitable location where they can be acknowledged by the Courts. The host

Court is encouraged to hold several seats at the table for purchase by Heirs so that they may assist the Queen Mother/King Father in their duties. Heirs that are present or hosts/Ball Chairs, must inform the emcees of the Queen Mother/King Father's location so that people may pay their respect. If the Founder, Absolute Empress 1 Jose, The Widow Norton is in attendance, then they should sit at the same table.

If the Queen Mother / King Father is giving an award or speaking it is to be in the first set of Coronation. If the Queen Mother/King Father or Founder, Empress Jose are to be seated on stage for any period of time an appropriate throne must be provided. A wired microphone should be available for any speaking given by the Queen Mother/King Father – not a wireless microphone.

The Heirs Apparent in attendance will always be announced prior to the Queen Mother / King Father in set one. Protocol, including music, will be sent to the host Court in advance by the Chair of the ICC Protocol Committee or their designee.

If the Queen Mother / King Father is participating in the crowning ceremony, he / she must be informed at the time of the invitation. The Queen Mother / King Father will simply observe or actually participate in the ceremony, as per your request.

After the Ball

At the Victory Brunch, the Queen Mother / King Father should be seated at the head table. If the Founder, Empress Jose, is in attendance, she should be seated at head table as well. At the brunch, time should be set aside for the Queen Mother / King Father to speak. If the Founder, Empress Jose, is in attendance, she should be accorded the same courtesy.

Music for Protocol:



Dignified_Fanfare.m
p3



Two_Two_Fanfare.m
p3