



RECEIVING LINES

A receiving line is an efficient and gracious way to allow the honored guest(s) to meet all guests personally.

Today's Leadership Lab Objective
Using the EDGE method the Upper LETS
will:

- Instruct Lower LETS on the purpose and procedures of the Receiving Line.
- Create a Video Involving the Cadets to be used as a tutorial in subsequent years.



Those in the receiving line include:
Honored guest(s), guest speaker, and host/hostess. If there is a red carpet, the receiving line stands ON the carpet. The reception line includes the guests who are going “through” the receiving line.

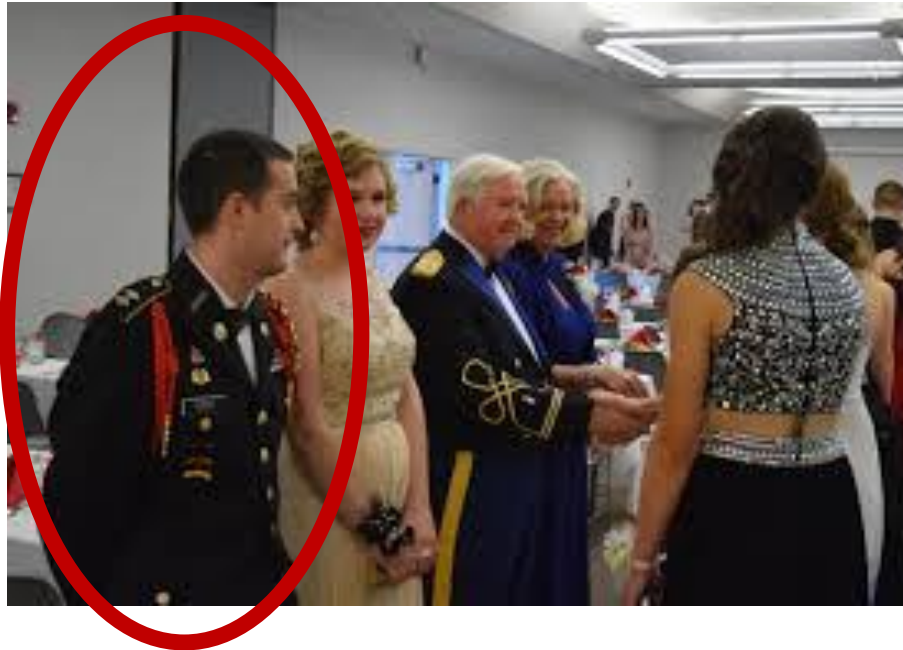


Keep your hands free

Place drinks, cell phones, headgear, large purses, and gloves elsewhere while going through the line. Often, there will be a small table before you get to the reception area to put your food or drinks on. If you can discretely hold an evening purse in your left hand or in the crook of your left arm, you may keep it with you; although it is preferred that you place your evening purse at your seat.



The woman **precedes (comes before)** the man at Army, Navy, Coast Guard, and Marine functions and **succeeds (follows)** at the White House and Air Force functions.



The first person standing next to the receiving line is the **Announcer, usually the Aide or Adjutant**. You **DO NOT** shake his/her hand because the Announcer is not part of the official receiving line.



The service member gives the Announcer his or her rank and last name as well as his or her spouse's or guest first and last name. For example: Captain and Mrs. Jane Smith. The Announcer will pass the name to the first person in the receiving line. It is a good idea to provide your name even if you know the Announcer.



Speak briefly to those in line, and then move on through the line. Delays in the receiving line can cause significant congestion in the waiting line.



You may correct a mispronounced name; speak clearly. You may also repeat your name to members in the receiving line if your name has not been “passed down.”



If you are a part of a receiving line, you:

- o should be unencumbered of purses, gloves, hats, etc.,
- o can often discretely keep a glass of water on a small table behind you,
- o should wear comfortable shoes and be careful not to lock your knees,
- o make eye contact and exchange a brief greeting.



Announcer



Host

SAI



Hostess

SAI/Wife



Guest of Honor

Aka guest speaker



Guest of Honor Spouse



Extra Man

Guest Flow

