

## RULES OF ETIQUETTE FOR CG RECEPTIONS

1. Wear your uniform correctly. Pay attention to the basics such as ribbons and nameplate (references: AR 670-1 and Army Officers' Guide).

2. Report to the proper location designated by your course director at least 15 minutes prior to the time the reception is scheduled to start. Be ready to go through the receiving line when the Commanding General arrives.

3. Receiving Line Instructions:

a. Do not shake the aide's hand, but shake everyone else's hand, including spouses.

b. Tell the aide only your title and last name (i.e. LT and Mrs. X, CPT and Mr. Y, CPT A and Ms. B).

c. International Student Sponsors: Introduce yourself to the aide as noted above, but add who you are sponsoring, for example: "CPT and Mrs. Jones, CPT Ali's class sponsor."

d. Order in receiving line:

(1) International Military Student Class Sponsor's Spouse

(2) International Military Student Class Sponsor

(3) International Student's Spouse

(4) International Student

(5) The non-military guest (male or female) always precedes the military member.

(6) If both guests are in the military, the guest who belongs to the unit holding the reception will go first.

(7) If both guests are in the military *and* in the same unit, then the female military member will precede the male military member.

e. Make casual conversation, but do not hold up the line.

f. Walk on the carpet.

g. Do not carry anything through the receiving line.

4. Use moderation in eating and drinking all evening.

5. Mingle with the guests to include conversing with VIPs and international officers. When outside the receiving line, remember to introduce guests to guests and always introduce juniors to seniors.

6. Discuss professional/career topics only. Do not use this time to voice concerns or complaints about the course or post unless asked.

7. Don't leave before the Commanding General does (the course director will tell you when to leave).