U.S. Officials
Invitations
Diplomats  Place Cards
&  Name Badges
U.S. Armed Services Personnel

Robert Hickey
Deputy Director, The Protocol School of Washington
Author of Honor & Respect: The Official Guide to Names, Titles and Forms of Address
Use of *The Honorable* with current Federal, State, & Municipal officials

*The Honorable* with former & retired

Use of Ranks / Armed Services

Use of “Dr.” by academics

Names on invitations, place cards and name badges
Brand

Consistency
Activity!
What would you write on these individual’s place cards?
Federal

Keith Ellison
5th District Representative
Minnesota [Minneapolis]

State

Mark Dayton
Governor of Minnesota
Local

Betsy Hodges
Mayor of Minneapolis

Military

James A. Kirk
Captain, United States Navy
PhD Doctors

Mayim Bialik
PhD in Neuroscience from UCLA

[Blossom, Big Bang Theory]
Place Cards for

1) Keith Ellison, Member of the U.S. House of Representatives, 5th District of Minnesota

2) Mark Dayton, Governor of Minnesota

3) Betsy Hodges, Mayor of Minneapolis

4) James A. Kirk, Captain, United States Navy

5) Mayim Bialik, UCLA PhD in Neuroscience
Place Card vs. Tent Card / Placard

Place Card: a card bearing a person's name and used to mark their place at a dining or meeting table.

Tent Card / Placard: A sign for public display.
Place Cards
The Highest Offices: One Office Holder at a Time
Addressed by Office – Not by Name
The President/The Vice President/
The Speaker of the House /The Chief Justice
Secretary of a Department
Attorney General
Appointed by the POTUS & Confirmed by Senate
The Honorable (Full Name)
The Secretary of State

Member of the House
Elected
The Honorable (Full Name)
Mr./Ms. (Surname) /
Representative (Surname)
Justices, Judges, Magistrates
Appointed or Elected
Justice/Judge (Name)
Honorifics
With a Host’s Name
Omitting Honorifics
With a Host’s Name
Post-Nominal Abbreviations With Names
Spouses of Officials
As Host
Armed Services: Names with Ranks
Armed Services
Robert Hickey's Blog on Names, Titles & Forms of Address
Invitations, Introductions, Precedence, Flags, etc.

Answers to Questions From On-Line Users (like you)

Robert Hickey is Deputy Director of The Protocol School of Washington® and has been conducting protocol trainings since 1998.

How to Address "the Honorable" and His/Her Spouse?

My first cousin is married to a U.S. Congressman from South Carolina. I want to send them a thank-you note. I'm considering the following as the first line on my envelope:

"The Honorable Joe and Dana Baxter"

Is this correct? Thanks,
-- Jeff Williams, Laurel, Texas

How do I address a married couple where the wife is the Honorable and husband is a Mr.?
-- iPhone Diva

Dear Jeff & I.D.,
If you are going to be writing to officials on a regular basis, my book has all these forms. The formal way is to NOT break up the official person's name. Give the name a line by itself. So, on the mailing envelope it would be:

The Honorable (Full Name) and Mrs. (Surname Only)
(Address)
The Honorable (Full Name) and Mr. (Full Name)
(Address)

That's the way the White House would send out the envelopes. Officials get their full name as a unit (not mixed up with their spouse's name); list the official's name, then list their spouse's name.
Active & Retired

Formula:  (Full Rank) (Full Name), (Branch of Service)

Which looks like:  General George Clooney, USA

USA, USMC, USN, USAF, USCG ....

Formula for Retired Personnel is:

(Full Rank) (Full Name), (Branch of Service) (Retired)

Which looks like:

General Daniel Craig, USA, Retired

Or  General Daniel Craig, USA, Ret.
Veterans

Key issue: veterans resigned their rank.

They are now private citizens: Mr./Ms./etc.

When mentioning the rank is pertinent:

Leonardo DiCaprio (Corporal, USA)

Mr. Leonardo DiCaprio (Corporal, USA)
## Service-Specific Abbreviations

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<td>BG</td>
<td>BGen</td>
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<td>CPT</td>
<td>CAPT</td>
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Courtesy Titles
With a Host’s Name
How is the Honorable Used?

Who is Harry Reid?
The Honorable Harry Reid
United States Senator for Nevada and Senate Majority Leader

Issuing Invitations & Place Cards

Senator Harry Reid
Senator Reid
From Chapter 12: U.S. Federal, State & Municipal Officials

United States Officials Addressed as the Honorable

NOTE: Use this form for current officials who are, and retired and former officials who were, addressed as the Honorable – who did not hold an office with a special honorific such as senator, judge, commissioner, etc.

For those addressed in oral conversation, or in a salutation, with a special honorific of their office, such as senator, judge, commissioner, etc., adapt this form or see the specific listing for the office.

Envelope, official:  The Honorable
                  (Full name)  MORE FORMAL
                  (Title or Office)
                  (Address)

                  The Honorable (Full name)  LESS FORMAL
                  (Title or Office)
                  (Address)

Letter salutation: Dear Mr./Ms./Dr. (surname):

Complimentary close: Most respectfully, or Respectfully yours,

Envelope, social:  The Honorable
                  (Full name)  MORE FORMAL
                  (Address)

                  The Honorable (Full name)  LESS FORMAL
                  (Address)

Invitation, inside envelope:  Mr./Ms./Dr. (surname)

Place card:  Mr./Ms./Dr. (surname)

Introduction:  The Honorable (full name), (name of office held)

Introduction, less formal:  Mr./Ms./Dr. (surname)

Introduction, one person to another:  Mr./Ms./Dr. (surname)

Conversation:  Mr./Ms./Dr. (surname)
Who is Addressed as The Honorable?

From Chapter 2: Honorifics & Titles

U.S. Federal Officials Addressed as the Honorable

NOTE: No official list of offices/office holders addressed as the Honorable exists. When in doubt call their office and inquire.

Administrator of a certain federal councils, commissions, agencies, boards, and authorities
Assistant or counselor to the President of the United States
Chairman of a certain federal councils, commissions, agencies, boards, and authorities
Chief of staff to the President of the United States
Commissioner of a certain federal councils, commissions, agencies, boards, and authorities
Comptroller General
Counsellor to the president (or to another very high-ranking official)
Department of Defense: Secretary, undersecretary, assistant, and deputy-undersecretary of defense or an armed service
Director of a certain federal councils, commissions, agencies, boards, and authorities
Executive Departments: Secretary, deputy secretary, assistant secretary, deputy assistant secretary, acting secretary, undersecretary, deputy undersecretary, associate deputy undersecretary, secretary ad-interim, and secretary-designate
Head of a certain federal councils, commissions, agencies, boards, and authorities
House of Representatives: Representative, delegate, representative-elect or delegate-elect, clerk of the House of Representatives, sergeant at arms
Inspector General of an executive department
Legal advisor to a very high-ranking federal official
Librarian of Congress
Personal representative of the President of the United States
Postmaster General
President-elect, vice president-elect
Public Printer, U.S. Government Printing Office
Senate: President pro tempore of the Senate, senator, senator-elect, sergeant at arms
Solicitor General
Special representative of the President of the United States
Surgeon General
Vice president-elect
From Chapter 2: Honorifics & Titles

U.S. State and Local Governments Addressed as the Honorable

NOTE: Any U.S. official elected in a general election is technically entitled to be addressed as the Honorable. However, at the state and local (city, town, county, etc.) level, use of the Honorable varies. In some cities, the mayor and the elected city council are all addressed as the Honorable. In others, only the mayor is addressed as the Honorable, other elected officials are not. Check for local preference.

STATE OFFICIALS
Associate justices of a state supreme court
Attorney General
Chief judge, senior judge, and judges of state courts
Clerk of the elected state assembly or a court
Commissioner of a major state commission (governor-appointed)
Delegate to (member of) a state assembly
Governor, acting governor, governor-elect
Governor's chief of staff
Lieutenant governor, acting lieutenant governor, lieutenant governor-elect
President of a state assembly
Representative to (member of) a state assembly
Secretary of state or other cabinet-level department (governor-appointed)
Speaker of a state assembly
State senator

LOCAL OFFICIALS
Mayor, mayor-elect
Elected member of county board of supervisors, city or town council
Sheriff
Judge
Other elected officials of a city, town, or county
The Honorable is retained for life.
Use of the honorific continues if there were many holding the job at the same time.
Use of the honorific does not continue if
If there is new, current singular office holder.
Formers return to the honorific to which they were entitled before taking office.
More Than One
One Host or
Guest of Honor
Corporate or Organizational Invitations
Names of Deceased Persons On Invitations
Unnamed Guests
When Issuing Invitations
Formats of Place Cards
Names on Place Cards
Tent Cards & Placards
Tent Cards or Placards

Mr. David Johnson
President
Kensington Partners

Mr. Johnson

Mr. David Johnson
Kensington Partners

Mr. David Johnson

David
Post-nominal

on Place Cards
Name
Badges
Name Badges

Informal Call-by Name

Elise
Ms. Elise Stefanik
Vice President, Institute of Politics

Lloyd
Dr. Lloyd C. Campbell
Canada

Call-by Name, Full Name, Organization, Location

Formal Call-by Name

Name, Organization

Shelby
Ms. Shelby Scarbrough
President, Practical Protocol
Alexandria, Virginia

Name, Organization, Location
Activity Review!
Federal

Keith Ellison
5th District Representative
Minnesota [Minneapolis]

Place Card:
Mr. Ellison
Representative Ellison
Congressman Ellison

Placard:
Based on situational needs

Name Badge:
Can be Conversational Form
Can be a “Mini” Biography

Host on an Invitation:
Mr. Keith Ellison
Representative Keith Ellison
Congressman Keith Ellison
State

Mark Dayton
Governor of Minnesota

Place Card:
The Governor
The Governor of Minnesota

Placard:
Based on situational needs

Name Badge:
Can be Conversational Form
Can be a “Mini” Biography

Host on an Invitation:
The Governor of Minnesota
Local

Betsy Hodges
Mayor of Minneapolis

Place Card:
Mayor Hodges

Placard:
Based on situational needs

Name Badge:
Can be Conversational Form
Can be a “Mini” Biography

Host on an Invitation:
Mayor Betsy Hodges
Military

Place Card:
Captain Kirk

Placard:
Based on situational needs

Name Badge:
Can be Conversational Form
Can be a “Mini” Biography

Host on an Official Invitation:
Captain James A. Kirk, USN

Host on a Social Invitation:
Captain James A. Kirk

James A. Kirk
Captain, United States Navy
PhD & MD

Mayim Bialik
PhD in Neuroscience from UCLA
[Blossom, Big Bang Theory]

Derek Shepherd
MD, Neurosurgeon
Grey’s Anatomy
[Patrick Dempsey]
Mayim Bialik
PhD in Neuroscience
from UCLA

[Blossom, Big Bang Theory]

Place Card:
Ms. Bailik  (Actress)
Dr. Bailik  (Scientist)

Placard:
Based on situational needs

Name Badge:
Can be Conversational Form
Can be a “Mini” Biography

Host on an Invitation:
Mayim Bailik  (Actress)
Ms. Mayim Bailik  (Actress)
Dr. Mayim Bialik  (Scientist)
Questions?