

# NOBLE PROTOCOL OVERVIEW

## *IV. Protocol Office*

Presented by Count de Idri

June 2015

## OUTLINE OF NOBLE PROTOCOL

### Individual Introductions

#### I. Royal Dukes and Sovereign Princes

##### A. No Touch Rule

1. Protocol forbids Commoners (Even Prime Ministers) from touching royal persons.
2. If a royal extends a handshake, then you should receive the offered hand with equal pressure and release when royal begins to release. Otherwise no handshakes.
3. Use 30"-36" rule of respectful zone of distance between you and the royal.
4. Use Gentle Eye Contact and softly smile.
5. If introduced to the royal, an example is, "I am pleased to meet you Serene Highness."

##### B. Physical Courtesy

1. Males bow to the royal person. The bow is a slight bow at the waist while the head bows and eyes look at the feet of the royal. This is done in a smooth exercise.
2. Females curtsy to the royal person. The curtsy is performed by placing the ball of the right foot behind the heel of the left foot (maintaining balance) and at the same time hands crossed at the breast and head is slightly bowed, knees bent with a slight body dip. This should be a smooth and quick exercise.

#### II. Group Introductions

A. Lowest grade person is introduced to higher grades in ascending order.

B. Allow royal to initiate conversation with you, not the other way around.

1. Conversation with the royal will normally be brief. If royal wishes further conversation he/she will initiate this.
2. Never turn your back directly to a royal.
3. No kisses or hugs. This is waived if royal initiates the action.
4. Continental greeting is common at court. It is apparent when the shoulders are taken and held while a motioned kiss is given to the right and left cheek. Sometimes the kiss is only motioned, not actually placed on the cheek.
5. Courtly kiss to the hand is frequently observed. The female will offer her hand (Palm Down) to a male; with his right hand he will take her fingers and bowing slightly placing a dry gentle kiss on top of her hand. This is done quick and smoothly.
6. You should request permission to be seated in royal presence. This in regards to small meetings with the royal etc. This is not practice in banquets or ceremony. The royal may have already offered a chair to you and this wouldn't be necessary. Example is, "Serene Highness, I request permission to be seated in your presence".
7. If a royal enters a room where you are sitting, you must stand, bow or curtsy, never remain seated. Royal may then ask you to take your seat again.

### **III. Royal Security**

#### **A. Protection of Grand Master, Royals and Guests**

1. All royals have security details
2. Usually a Captain of the Guard will be chief
3. Honor Guard Holy Sepulchre

#### **B. Royal House of Alabona**

1. Dragoon and Grenadier Guards
2. Most trusted and dependable people are appointed.

### **IV. Protocol Office**

1. Protocol Officer speaks and acts with the authority of the Grand Master.
2. Advance team for Grand Master and royals.
3. Educator in etiquette, decorum and proper procedure.

### **V. Nobility**

1. Baron/Baroness, Viscount/Viscountess, Count/Countess, Marquis/Marchioness.
2. They are addressed "Your Excellency" or "Excellency"
3. Example Count Idri or Count is acceptable
4. Count Vardnas, Count Debris, Count Idri.
5. Though they appear as the same rank they are not. Count Vardnas is senior Count followed by Count Debris and last is Count Idri.
6. Nobles generally use geographical designations when signing notes and letters. I generally refer to myself as Idri rather than Count Idri.
7. I use geographical designators only with nobles of equal or lesser rank. I would refer to His Excellency, Marquis de Thuben with his proper title, example, Marquis Thuben rather than Thuben.

### **VII. Dukes**

1. Addressed as "Your Grace"
2. These nobles use geographical designators as well

### **VI. Title Numbers in Royal House of Alabona**

1. Barons/Baroness (20-30)
2. Viscounts/Viscountess (3-5)
3. Counts/Countess (7-15)
4. Marquis/Marchioness (3-5)
5. Dukes (5-7)
6. Royal Dukes (1-2)

These numbers have been consistent over the last twenty years, but can change as desired by HIRH Prince William II de Alabona at anytime.

## **VIII. Hereditary or Life Nobles**

Letters Patent of Nobility will indicate whether nobility is for life or hereditary.

## **IX. Event Conversations**

1. Avoid politics and religion
2. Avoid questionable jokes
3. Avoid controversial subjects

## **X. Processions at Gala Events**

1. Entrance of nobility, high dignitaries, and Grandmaster
2. Lowest grade (in procession) is first in line in ascending order with GM last to enter banquet or gala.

## **XI. Royal Duke and Grand Master**

1. Served first (GM, royals, royal spouses etc.)
2. Once plates have been placed for GM and royals at head table, then, table 1,2,3,4 etc. in order are served.
3. If more than one table, each table will have a head of table person (Usually the highest grade noble).
4. When GM or royal is done eating, all present are done as well. This may be waived by verbal instruction and direction of the GM or royal, especially at restaurants. Of special note, sometimes a royal will keep a salad or other prop plate of cuisine at their place setting to non-verbally waive this rule.

## **XII. Social/Business Cards**

1. The social card is larger than a standard business card and has name and rank of the person only.
2. May use a combination social and business card.
3. These cards serve as reminders to follow up on contacts post event.
4. May use them as archive documents for postal addresses, email, and telephone numbers for future use.

## **XIII. Correspondence**

1. Send a thank you to the Grand Master, event organizers, and the Supreme Council post General assembly.
2. Email, postal dispatch, text and or Wiggio are appropriate vehicles for sending correspondence.
3. Seals whether rubber, composite embossers, or wax type are a great embellishment to your postal mail (Letter or Card). Ink seals have categories, blue is for knights, red is for Royalty and the Nobility and lastly, purple is for the Sovereign Prince (optional).

#### **XIV. Feast Days/ Order Observances**

1. Acknowledgement to Grand Master by email or postal note is customary.
2. Pray with guidance in the Discipline of the Sword of the Spirit.
3. Attend knight's chapel when possible.

#### **XV. Relationship**

1. More than attendance June 11-13 2015
2. Participation throughout the year.
3. Sick call, death etc.
4. Knights and Dames of the Order care about one another.