



PROTOCOL FOR QUEEN MOTHER STATE VISIT

Updated 04/16/2017

Invitation

Each Empire that would like to have the Queen Mother in attendance at their event must **formally** invite her.

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 receives many requests for attendance at Court and Community events, early invitations are more likely to get scheduled. Please read this so that you understand the guidelines prior to making an invitation.

Travel

Empires that request the Queen Mother to be in attendance at the Coronation must financially be responsible for ALL travel expenses, including airfare, hotel room, meals and all event tickets. The QM prefers window seats on ALL flights and it is imperative that she be pre-checked in with 1 bag online so when she gets to the San Diego airport for departure it is all done. The same should be done for her return trip to San Diego. In the event of an unforeseen cancellation, it is always recommended that all airfare is bought as a refundable ticket. Also, please confirm with the Queen Mother 24 hours prior to check in.

It is expected that transportation within the host city will be provided to get to any planned events. 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 in your Coronation program, please submit the request at least 60 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 the letter, please include the correctly spelled names of your Monarchs and other information specific to the is Coronation. For example, of it is the 30th anniversary of your Court, your Court recently won the Court of Distinction Award., or your court raised over \$10,000 for the Trevor Fund (or like organization) include that in your request. (Please send this request to the Corresponding Secretary)

Many Courts use the opportunity of a State Visit to give their Members and others a chance to meet the Queen Mother in a less formal atmosphere.

If you would like to schedule a “Meet and Greet”, please mention that in your invitation. These informal session are most productive if they are held at the Host Hotel and are publicized. It’s also is a great opportunity to discretely introduce any award winners to the Queen Mother 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 upon arrival so that she has an opportunity to read it prior to your event.

Awards

The Queen Mother should be forwarded, at least three (3) weeks prior to Coronation, all nominees for consideration.

The following awards, honors, and medals were ALL established by Her Majesty The Queen Mother of the Americas, Empress Nicole the Great.

Nominees for any of these honors and recognitions maybe submitted by a Court Chapters Board of Directors or College of Monarchs. A letter of nomination and biography must be submitted for all nominees:

Nicole Murray Ramirez (Queen Mother Nicole)
P.O. Box 33915

San Diego, CA 92163

sdemperorxl@yahoo.com

- **The International Jose Julio Sarria Civil Rights Award-** A civil rights honor that is presented to current or past elected government officials or civil rights leaders both non-gay and GLBT
- **The Dennis and Judy Shepard Family Values Award-** Presented to GLBT Organizations, principals, schools, PFLAG Chapters, outstanding individuals (gay and non-gay) who reflect the values, acceptance, dedication, and leadership of Dennis and Judy Shepard
- **International Cleve Jones HIV-AIDS Leadership Award-** Presented to HIV-AIDS organizations, agencies, individuals, and leaders in our continuing fight against HIV-AIDS
- **International Rev. Troy Perry Spiritual Award-** Presented to Churches, Temples, Religious organizations or Pastors, Rabbi's and Spiritual Leaders who have made a difference in acceptance and tolerance
- **The International Marcus Hernan Hernandez Leather Leadership Award-** Presented to Leather clubs, organizations, bars, title holders, men and women within the leather community in USA, Canada, and Mexico
- **The Karina Samaria Trans America Award-** Presented to outstanding transgender organizations, agencies or leaders/individuals
- **The Fred E. Tree Spirit of Stonewall Award-** For youth students and activists ages 14-25 years old
- **International Royal Hall of Fame-** Reserved for esteemed ICONS and trailblazers. Heroes of the International Court System
- **The Jose Honors-** Presented every 2 years to honor and recognize outstanding achievement in our court system, Empress Coco LaChine Chair
- **The International Royal Order of Jose 1**
- **The Intent Royal Order of Emperor 1 Greg-** Reserved for Male title holders
- **The International Imperial Order of the Double Eagle-** The Queen Mothers Highest Honor

- **The International Court Commendation-** Special Award presented to court members or supporters

Canadian Honors

(These 2 honors are reserved for Canadian Royalty)

- **The Royal Order of the Maple Leaf**
- **The Royal Order of the First Empress of Canada**

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 so that they are not called from the stage. Again, these nominees must be Board/college approved. Please email to the State Vice-Chair.

During the Event

At the Ball, the Queen Mother should be seated at a runway table or a suitable location where she 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 in her duties. Heirs that are present or host/Ball Chairs, must inform the emcees of the Queen Mother location so that people may pay their respects.

If the Queen Mother is giving an award or speaking, then it is to be done in the first set of Coronations. If the Queen Mother is 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, not a wireless microphone.

The Heirs Apparent in attendance will always be announced prior to the Queen Mother 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 is participating in the crowning ceremony, she must be informed at the time of the invitation. Should the Queen Mother should simply observe or actually participate in the ceremony is per your request.

After the Ball

At the Victory Brunch, the Queen Mother should be seated at the head table. At the brunch, time should be set aside for the Queen Mother to speak.