



# PAGE MANUAL

2019-2022

KANSAS SOCIETY

DAUGHTERS OF THE AMERICAN

REVOLUTION

**WELCOME**  
**TO YOUR KSDAR PAGE EXPERIENCE**

*SERVICE COURTESY COMMON SENSE*  
*FRIENDLINESS ENTHUSIASM*  
*ENERGY*

These are just a few of the words that come to mind when we consider the role of Pages. Duties and responsibilities are many and varied, interesting, rewarding and FUN! As a Page, you are a valuable asset in the successful functioning of the KSDAR State Conference and other meetings. Added benefits are the knowledge you gain about our Society and the lifelong friendships you make along the way.

The following pages provide the information you need to be ready for your Page experience. Study, learn and remember, but always know that your Junior Membership Vice-Chair of Events (aka Page Chair) is always available for questions and direction. Let's begin...

**WHAT TO WEAR** - use common sense and decorum.

To help make you visible to anyone in need, white or off-white dresses/skirt and blouse/pant suits and shoes are worn for daytime sessions. Clothing should be tasteful; modest in length and neckline cut. Pockets are a handy feature.

Make sure shoes are comfortable for all-day wear. Flip-flops and boots are not allowed. White flats, sandals, low-heeled pumps, sneakers, shoes with backs or heel straps are ideal. Make sure you are used to wearing whatever shoes you bring!

For evening sessions, more formal tea or floor-length gowns are required. Again, a modest style is preferred or you may wear a sweater for coverage. The Page Chair will inform you of the State Regent's preference on whether evening wear will be white/off-white or whether a colored gown is allowed.

Jewelry of a modest size and color is fine. Make sure it doesn't make noise when you are walking.

White gloves are required for Pages carrying a flag, for receiving lines and photos.

A white hat and gloves should be worn by any Pages serving at the Memorial Service.

Any visible tattoos should be properly covered while on duty. Piercings (other than appropriate earrings as discussed above) should be removed.

Wear your DAR insignia proudly and appropriately.

**WHAT TO WEAR (continued)**: A Page sash will be provided by the Page Chair and should be returned at the close of the Conference/Meeting. The sash is to be worn day and evening across the right shoulder (held in place by a pin) and pinned at the left hip with the ends crossed. DAR insignia is worn on your left shoulder. Flag and DAR Insignia pins should not be worn below the heart. Your name badge should be visible at all times.

**NOTE: The Page Chair reserves the right to determine the appropriateness of dress and may ask the Page to modify what she is wearing.**

**PROTOCOL POINTERS** - a few do's and don'ts!

Page Meeting and Training: The Page Chair will inform you of the time and place for the Page Meeting and Training that will take place before the start of the conference. Attendance is vital to receive instruction on assignments, practice processions or carry flags and to become familiar with the members and guests of the State Society. The bonus is meeting all the wonderful young ladies that you will serve with.

Who's Who: Know that anyone wearing a blue and white sash is a current or past member of the National Board of Management. The wider the sash, the higher the office. A predominantly blue sash indicates a current officer. The KSDAR News will contain pictures of invited guests. The KSDAR website contains pictures of the State Officers. Name badges are to be visible. Ask politely if you don't see it.

During the Sessions: The center aisle at the business session is not to be used after the State Regent has entered the room, unless she directs that literature be distributed. At no time are the doors to the center

aisle to be opened if they are directly opposite the podium and in the speaker's line of vision to avoid distraction. Be tactful when dealing with members who try to use the center aisle.

Refrain from walking in front of the head table. Use the perimeter aisles to move throughout the room. When asked to deliver something to anyone in the meeting room, be discreet. If possible, wait until there is a break between speakers. NEVER read a message you are asked to deliver. The sender should write the name of the receiver on the cover fold. Always ask if you should wait for a reply. If you are unfamiliar with the receiver, ask the sender if she can tell you where she is sitting. When asked to deliver a message to someone seated on the platform, carry the message to the side of the stage and present it to the Platform/Personal Page stationed there. Do not deliver the message yourself. If a reply is needed, inform the Platform/Personal Page that you will wait for her to return.

Once a meeting is called to order the meeting room doors are to be closed and monitored. The State Regent will announce when the doors may be opened briefly, then closed. If a member has an emergency, quietly open doors for her to exit. Be courteous, but do not allow excess movement in and out of the room to avoid distraction.

Pay attention during all sessions. Cell phone use, including texting and social media surfing is not appropriate. This will help you anticipate needs and learn more about the Society.

Gloves: If wearing gloves, remove your right glove for the Pledge of Allegiance and the National Anthem, UNLESS you are holding a flag. Tuck your glove into your waistband at the hip of your sash so that you are not holding your glove. If you have to, drop it on the floor.

Meals: Pages may dine with other Daughters or opt to dine out. Generally, a table is set aside for Pages so that they may carry out their official duties. Make sure guests are properly seated and all name tags have been checked for proper payment for that particular meal. If special meals are requested the Pages should be alert to the location of the member who has made the request. Pages dining in or out should ALL participate in the pre-meal check to expedite the process for all.

Decorum: Members consider Pages to be the hostesses of the State Conference and other meetings. As long as you are wearing your Page sash, you are on duty. Learn the layout of the hotel, location of elevators, bathrooms and restaurants so you can respond to questions from members. Open doors and be of assistance to everyone you meet. Walk down aisles and move about the room as inconspicuously as possible. Anticipate the needs of others. Pages should not chew gum, eat, drink or smoke while on duty. Remove all Page sashes and all DAR Insignia before entering a restaurant or cocktail lounge and before going out into public. Keep smiling and maintain an enthusiastic attitude. Your response will make the difference to a Daughter who isn't having the best day!

### **SPECIAL ASSIGNMENTS** - know your job description!

Personal Pages are approved by the State Regent for their positions. Assignments begin after the Page Meeting and end with the close of State Conference or the departure of the member to whom they are assigned. Inform the Page Chair immediately should a situation arise in which you need another Page to cover your assignment. Never leave your designee unattended unless she specifically instructs you to do so and then inform the Page Chair of the request. General duties of a Personal Page are:

- \*Make sure your designee has contact info for you (cell phone number, room number, etc.)
- \*Politely but firmly move your designee to the front of any lines for meals, bathrooms or elevators.
- \*Offer to carry her purse, books or other items.
- \*Make sure your designee has her program booklet, gloves, glasses, etc.
- \*Make sure there is water, notepaper, pens, etc., by her place on the platform.
- \*If your designee is not seated at the platform, make sure you know where to find her reserved seat.
- \*Run errands as requested.
- \*Follow the State Conference Program to anticipate upcoming situations.
- \*Do not join in the personal conversations of your designee. Stand to the side so she knows where you are.
- \*During business sessions or official functions, when your designee stands, stand and remain standing until she is seated, unless she directs you to be seated.
- \*Respect the wishes of your designee. Be on time should she ask you to meet her at a specific place and listen carefully to what she wants you to do.
- \*Room numbers are to be held in confidence. Do not divulge them without express permission from your designee. Similarly, do not read notes you are asked to deliver.

Platform Pages (generally Personal Pages in Kansas) deliver notes to those seated on the platform. They distribute materials to those seated on the platform, assist those who ascend the steps and escort speakers off the platform as necessary. Before processions, they place purses and bags at the appropriate seats and deliver water to those seated on the platform. During each Ritual, Platform Pages act as "spotters" for the American Flag, the Kansas Flag and the DAR Banner. White gloves are worn at the discretion of the State Regent.

Flag Pages process the flags at the beginning of each session and recess all flags at the official close of the meeting. White gloves are required. Guest Honor Guards such as the SAR and ROTC units may also process the flags. Pages relocate the flags as needed from the business session room to the room in which the meal is served.

Floor Pages help attendees enter and exit the seating area during the sessions, deliver materials, help the Marshal Committee with voting (if needed), operate microphones during reports and any discussions, help attendees find seats and assist those who must ascend the steps to the platform. Floor Pages help pass out certificates and door prizes, assist with the movement of the flags, check to ensure meal participants have paid by visual check of name tags. White gloves are worn at the discretion of the State Regent.

Door Pages open and close doors at the direction of the State Regent, allow members and guests to enter and leave sessions as necessary except when voting occurs. Door Pages help pass out certificates and door prizes, assist with the movement of the flags, assist with locating guests (contest winners and speakers) and ensuring that they are seated at the appropriate time and place. They help check that meal participants have paid by visual check of name tags. White gloves are worn at the discretion of the State Regent.

Memorial Service Pages help as requested by the State Chaplain. Duties may include assisting with the set-up of the service, serving as ushers, lighting candles and other duties as requested. White hats and gloves are required.

Junior Shop Vice Chair often requests assistance from Pages to bring items to the session for display, help assist those perusing the shop or distribute items to members. Unless otherwise on duty, check with the Junior Shop to see if you can be of assistance.



*Your service as a Page for  
The Kansas Society Daughters of the  
American Revolution  
is sincerely appreciated.*

*If you have any questions or suggestions,  
or have encountered any problems  
during your service,  
please speak immediately to your  
Junior Membership  
Vice Chair of Events,  
Whitney Watts,  
your Junior Membership Chair,  
Jodi Bachand,  
or your KSDAR Board liaison,  
Retha Blecha, State Chaplain.*

*Welcome Home!*

## **NOTES**