

YOURS FOR THE FUTURE

CADET HOSTESS OFFICE
UNITED STATES CORPS OF CADETS
West Point, New York

To the Graduates -- Yours for the Future,

For my money, there is nothing like life in the service. You will go places you have never been before and make friends you will have for the rest of your life. In a recent magazine article about the unrest among service people, one wife said she had urged her husband to get out of the service so that they could live in one place and have "permanent" friends. Well, that is all in your point of view. Where else can you meet so many people with whom you will come in contact time after time, renewing your friendships as though there had never been a break? When you return to your home town now, you will find your friends have scattered and you really have nothing in common with the ones who are left--you don't even "speak the same language". In the service, when you meet people with whom you were stationed before, there is always so much to talk about such as finding out where the Smiths went; how many children the Joneses have; who is aide to what General--your language is always understood. The close ties among service people are unsurpassed anywhere.

Of course, the girl whom you marry must be a gypsy at heart. She must learn to self-reliant and refrain from calling the office the minute a domestic "tragedy" occurs. One story I like is about the young bride whose husband's CO had the unfortunate habit of scheduling talks to his Junior officers at noon. The young bride was tired of having her luncheons spoiled with these unexpected delays, so one day when she decided that she had waited long enough, she called the CO, explained the situation and requested that her husband be sent home immediately. Small wonder the husband wasn't banished to some far outpost.

To the girls, if you have some bad news to tell your husband about what has happened during the day, wait until he gets his coat off, and preferably until he has a good meal under his belt before you start. The things won't seem half as tragic and you will both be better able to cope with the situation.

Housing is a problem to service people these days, but keep your sense of humor and make the best of a bad situation and you'll come out on top every time.

If you begin in a furnished apartment, add a few things of your own, and shortly your apartment will become your home instead of just a place to hang your hat. Wherever you go, settle down as though you are going to stay the rest of your life. Moving is a wonderful way to rid yourself of accumulated what-nots that are worthless. When you go on foreign service, wait at least six months or longer before you start buying everything that looks attractive. You will find that what looked attractive in the beginning, won't after a while; so the longer you wait to buy, the more discriminating you will be, and you can bring back some lovely things that you will enjoy the rest of your lives. Service homes are always so interesting, full of things from the Orient, Europe or Hawaii, or maybe just the good old U.S.A. When you buy furniture, a few good pieces are better than many of inferior quality; they will stand better the wear and tear of moving.

The men always have to be well "uniformed", so girls if you can't always buy a new dress or hat, remember that the men must be immaculately groomed--it's a part of their job. In addition, when you change stations, the old dress you were tired of at your last station will be new to the people of your next Post.

A word of advise to the bachelors: You will have many friends among your married classmates wherever you are stationed who will be most happy to entertain you. However, don't work a good deal to death. Occasionally take them a steak or some delicacy, and you will be the most popular bachelor on the Post. Bachelors usually pay back their social obligations by having a joint party with two or more officers as hosts.

Introductions--please remember that names can be forgotten in a few weeks, so when you meet someone whom you haven't seen for a time, go up and say, "I'm Pete Jones, I knew you at Benning, etc." There is nothing worse than trying to grope for a name while carrying on a conversation.

A FEW NOTES ON ETIQUETTE FOR FUTURE REFERENCE
(Invitations and Announcements)

- a. Graduation and wedding invitations should be mailed between three and four weeks prior to the event.
- b. Graduation and wedding announcements should be mailed the day of the event or shortly thereafter, not before.
- c. On wedding invitations: The traditional wording is as follows:

Mr. and Mrs. John Francis Doe
request the honour of your presence
at the marriage of their daughter
Deborah Anne
to
James Ralph Lamb
Lieutenant, United States Army
on Saturday, the tenth of June
at half after four o'clock
The Cadet Chapel
West Point, New York

Inasmuch as the invitation is not an official document, Army custom does not differentiate between a First and Second Lieutenant, hence, Lieutenant, United States Army is correct.

When an officer has attained the rank of Captain and above, this rank precedes his name, under which is the Service.

- (1) The outer envelope should include the complete name and address:

Mr. and Mrs. John Thomas Jones
6 Park Avenue
Orlando 6, Florida

- (2) The inner envelope should have the guest's title or rank and the last name written on it in black or dark blue ink:

Mr. and Mrs. Jones or
Colonel and Mrs. Brown

(3) Where there are several members of a family to be invited, avoid the phrase "and family".

(a) On the inside envelope is written:

Mr. and Mrs. Jones
Mary and James (if the children are under age)

(b) If there is an adult daughter or other woman in the household whom you wish to invite, she must receive a separate invitation:

Miss Mary Jones
6 Park Avenue
Orlando 6, Florida

The inside envelope reads:

Miss Jones

(4) The inside envelope is faced toward the back of the outside envelope when inserted, so that the names will be face up when the envelope is opened. Reception cards included with wedding invitations read:

Reception
immediately following the ceremony
Cullum Hall

The favour of a reply is requested
Quarters 411
Fort Lee, Virginia

Do not include response cards with the wedding invitation. To include this card is an insult; an insinuation that you consider the ones to whom you send the invitation, ignorant of the proper way to answer an invitation of this sort.

Lieutenant and Mrs. John Francis Doe (Written
accept with pleasure in
the kind invitation of longhand)
Mr. and Mrs. Jones
for
Saturday, the tenth of June
at four o'clock

or

Lieutenant and Mrs. John Francis Dougherty
regret that they are unable to accept
the very kind invitation of
Mr. and Mrs. Ames
for
Saturday, the tenth of June
(The hour of the wedding is included in the acceptance only)

d. Two sizes of wedding invitations are customarily used. One is a double sheet, 5 x 7½ inches, that is folded in half and included in the inner envelope; the other is a smaller invitation usually 4½ x 6 inches. It is not folded, but placed sideways in a single matching envelope.

e. Be prompt with your acceptances or regrets to any invitation calling for R.S.V.P. Thank you notes are a must after a party. Wedding gifts should be answered no later than three weeks after the wedding. Graduation gifts should have prompt thank you notes. Don't let Aunt Sue's cancelled check be the only way she has of knowing that you received her gift.

f. Include your cadet card with your graduation invitation; not your officer card. A plain card with your name written on it is acceptable.

g. If you do not have enough graduation tickets, it is better to send only announcements. It will prevent embarrassment.

h. When you arrive at a new station, find out from the Post Adjutant what the policy is on calling. Usually on large posts, the Commanding Officer will have a reception for the newcomers. This takes the place of your call and his call; or possibly he will set aside certain nights on which he and his wife will be at home to callers. In this event, go armed with your calling cards. Remember the man is privileged to call on both the officer and his wife, so leave two of your cards, and if you are married, one of your wife's cards. If there is an additional feminine guest in the house where you are calling, it is courteous to leave cards for her also; however, not more than three cards should be left. A card tray is usually in the hall, but if not, you may place your cards on a table as you leave. If the family is not home, leave your cards. When you arrive at a Post where calling is in vogue, don't shudder at the mere thought; what looks like a chore can really be very pleasant, and it is the best way I know of meeting and getting to know people. Calling hours are usually from 7:30 to 9:00, and each call should not be over fifteen minutes long (no stop watch on the call, however). Calling cards should have full name--John Francis Doe; Mrs. John Francis Doe. If the husband has a middle or first name that he doesn't like, better to leave off the offending name completely than to use an initial. Customary size for officers' personal cards--3 1/8" long by 1 5/8" wide; for the Mrs. card, 3 1/8" long by 2 1/4" wide.

Much is expected of a West Pointer, so be meticulous in your actions; table manners are most important. Don't brag about the fact that you are a West Pointer, and remind your wife not to be unduly proud of the fact. "Ring knockers" are never popular, and the good will of others is important in any career.

There is no time limit on how long you stay at a tea or a reception. The usual time is approximately 45 minutes.

At a social gathering, officers and their wives remain until the Commanding Officer and his wife depart. If for some reason you have to leave early, it is permissible to excuse yourself to the ranking couple.

At a party, take time out to chat with your host and hostess and with the guest of honor. At a dinner dance, dance with your hostess, after first dancing with your dinner partner. Also, dance with others in the party; a person who observes social amenities will never lack for invitations.

Keep up your social obligations. Don't think that you have to repay in kind, for the Colonel who had an elaborate dinner party last week, (since he was once a Lieutenant himself), will appreciate whatever you offer in keeping with your budget. It is the warm friendliness and ease with which you entertain that counts, so don't worry yourself to death about your party. Have something simple and have fun yourself. Parties are no fun when you are concerned about the cost, so settle for a buffet supper; maybe a breakfast or a get-together after a football game.

When a single girl or woman is invited to a party, the hostess should see that she is escorted. It is not necessary to provide a male escort but arrangements should be made for her to attend with another couple.

Drinking is not necessary in the service! Many successful service people do not drink and have more fun than anyone. If you have a guest who does not drink, don't insist; provide soft drinks for the non-drinkers.

When in uniform, a hand salute is given when greeting a man or woman out of doors. You are not required to uncover when introduced to a woman out of doors; however, most officers do and it is not incorrect. When you are introduced you may remove your right glove if you have time--it is better to shake hands with your glove on than to keep a person waiting--no apologies necessary. When walking with a lady, you walk on the curb side or on her left side if there is no curb. You should open all doors for women to pass through. If she opens it first, hold the door for her to continue. (Incidentally, the girl is your date and you are the escort--she should never be called your escort.

Open the door of the car and seat a woman, then go around the car and get behind the wheel yourself. When you reach your destination, walk around the car and open the door for her to alight, except in traffic. Whoever is closer to the door on the safe side gets out first. In traffic, the man gets in first and slides over to the driver's seat, followed by the woman.

When dining out with a woman, assist her with her chair as she is seated and also when she rises to leave.

You should stand when a woman enters a room and again when she departs. Always offer a cigarette to a woman before taking one yourself; then light her cigarette before lighting your own.

When ushering at a wedding, the usher offers his right arm to a lady.

Formal clothes are not worn before six o'clock in the evening. If you are invited to a party in late afternoon and plan on going on to a formal dinner afterward, you should not appear at the party until six o'clock.

Receiving lines differ; in an official reception line the host stands first with his wife at his side; at non-official functions, the hostess stands first with her husband at her side. The aide stands first to introduce the guests to the line. The male guest first gives his lady's name (i.e. Miss Jones or Mrs. Smith) to the aide, who introduces her to the line. Then the escort follows her through the line. Receiving lines should be kept as short as possible.

May I suggest the following books as guides for future use:

"Service Etiquette" by Oretta Swartz;
Amy Vanderbilt's "New Complete Book of Etiquette"

These books may be purchased at the Bookstore and there are copies in the Office of the Cadet Hostess. If there is any additional information or assistance which you may need, please feel free to call on us.

Good Luck to all of you,

Beatrice E. Holland
BEATRICE E. HOLLAND

Cadet Hostess