

Sighted Etiquette

Tips for when you are in the company of people who are blind or vision impaired.

- 👉 When greeting a VIP state your name eg Hello Betty it's Jean.
- 👉 Introduce your companions.
- 👉 If in a group ensure your companion knows who is in the group, don't presume they will recognise all the voices.
- 👉 To get to a seat/table offer to guide using the Sighted Guide Techniques (over)
- 👉 Say when you reach the table and put your "guiding" hand on the back of the chair so the VIP can slide their hand down and locate the chair back.
- 👉 Discreetly describe the table layout and table decorations.
- 👉 Discreetly describe the room layout and where you are sitting in relation to the "top table" , stage or entertainer.
- 👉 If the MC does not introduce those on the top table/stage quietly identify them.
- 👉 If a menu is available offer to read it.
- 👉 If a bar is operating offer to get the VIP a drink – tell them what is available and cost.
- 👉 If drinks and/or nibbles are on the table describe and offer.
- 👉 Ask if help is required to identify food on plate – use the clock layout technique.
- 👉 If a microphone is passed around for Roll Call tell the VIP which direction it is coming from and let them know when it is their turn.
- 👉 During a function or meal if you are going to the bathroom discreetly ask the VIP if they want to go. If so use Sighted Guide Technique (over).
- 👉 At the end of a function discreetly check if the VIP had all their belongings.
- 👉 Ask if they require assistance to get to their transport or pick up point.
- 👉 If guiding from inside to outside or vice versa give the VIP time to adapt to the change in light.
- 👉 If there is a speaker of entertainer during the function describe them eg Male singer with guitar.