

PROTOCOL AND PROPRIETIES

The Head Table

Planning

- Determine the size of your Head Table. This should be proportional to the number attending your function. If possible have an odd number at the Head Table.

If you cannot fit all dignitaries on the Head Table, consider seating some of them at an Honour Table placed adjacent to or in front of the Head Table. Alternatively, you may wish to seat them at allocated seats throughout the audience.

- Inform those you have seated at either the Head Table or Honour Table of their seating allocation and where necessary the expected dress.
- The District Governor, Lt. Governor Education and Training, Lt. Governor Marketing, when in attendance, should be seated at the Head Table, along with any invited local dignitary (government elected representative, civic leader, industry leader etc) and Host Club President. At Speech Contests the Chief Judge is also seated at the Head Table.
- Others who can be accommodated at the Head Table or an Honour Table, as numbers permit, include District Committee Chairs and Appointed Officers, Division Governors. Area Governors and Club Presidents.
- Ensure clear place cards are prepared and arrange for their placement at the function.

Seating

- Decide which way you will seat the Head Table, either Alternate or Straight Line Alternate seating has the person with the highest rank seated to the right of the presiding officer, the next highest to the left with the alternating right and left. Straight Line seating has the guest with the highest rank seated on the right of the presiding officer, with the next ranking on their right, etc. In both seating styles, those with no rank are seated on the ends.

7 5 3 1 Presiding Officer 2 4 6 8

Alternate Seating

4 3 2 1 Presiding Officer 5 6 7 8

Straight Line Seating

- If there is a lectern, the presiding officer sits to the right of it. If there is no lectern and the numbers at the table are even, the presiding officer sits to the right of the centre. Partners are seated next to each other.

Introductions

- Introduce the Head Table first in ranking order.
- Next introduce other officers and chairmen in the audience, again in ranking order.
- All officers of a certain level should be introduced if one is recognised.
- The only exception is if a member is performing a special duty such as guest speaker, etc, That member is then accorded the honour of being the highest ranked.

Ranking Order for Introductions

- Non-Toastmaster dignitary
- Toastmaster Guest Speaker
- District Governor
- District Lt. Governor Education and Training
- District Lt. Governor Marketing
- District Public Relations Officer
- District Secretary
- District Treasurer
- District Immediate Past Governor
- Division Governors. Introduce in alphabetical order of Division.
- Area Governors. Introduce in numeric order of Area.
- District Staff Officers
- Past District Governors. Introduce them in order of service, starting with the most recent.

Etiquette

- Check if there is an apron on the front of the Head Table. If not, watch how you sit.
- Arrive early to find your place without fuss.
- Give your undivided attention to speakers. Remember that you are in full view of the audience.
- Personal articles should not be placed on the table.
- Be prepared to stand graciously when being introduced. Push back your chair a little before the introduction is made.
- Do not begin to eat before the Presiding Officer.
- Watch table manners. Again you are on view.
- Do not leave the Head Table during the program. During breaks do not leave an isolated person at the Head Table.
- Talk to guests on both sides of you. Do not leave the person on the end out of the conversation.
- Remember to have fun and enjoy.