

# THE GUILD OF PROFESSIONAL TOASTMASTERS



## TRAINING MANUAL



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# 01

## GUILD GOVERNANCE, TRAINING COURSE & ADMINISTRATION





## 1.1 The Guild of Professional Toastmasters

The Guild of Professional Toastmasters was founded in 1968, a Guild from its inception dedicated to the highest standards of training and development and the delivery of successful functions by professional, effective and diligent Toastmasters and Masters of Ceremonies.

The Guild saw significant transformation and modernisation in 2025, with members having recognised the need for an organisation that is more inclusive and representative of today's society. This has led to a complete refresh and update of our governance arrangements, constitution, code of conduct and livery standards. The design and delivery of the Guild Training Course was also modernised in the same year to ensure our training and development offer to new members is fit for purpose for the 21st Century and beyond.

The Guild is proud that it has a wide variety of Toastmasters who are all capable of performing their role at every type of function. Our members are based in all parts of the United Kingdom, and we have an excellent reputation that has been earned over many years, and this reputation is closely protected by all our members.

Upon graduation from The Guild Training Course, Members are covered by third party Public Liability Insurance for £5,000,000. A copy of this insurance will be provided to members as this may be required by clients and venues ahead of engaging your professional services.

## 1.2 The Guild Constitution

A copy of the Guild Constitution will be provided to you on the course, but we thought it important to highlight key aspects of it at the start of your Toastmaster Journey.

The objective of the Guild shall be the attainment of the highest standards of professional conduct and competence among its Members by:

- Encouraging the training & development of Toastmasters and Masters of Ceremonies
- Setting high admission standards for all categories of Membership of the Guild
- Assisting Members in the running of their Toastmaster businesses

The Guild is governed by an Executive Committee, supported by other committees, who administer the business of The Guild. We hold four formal meetings a year, one being the Annual General Meeting (AGM).

These meetings ensure Guild members drive the business and direction of the organisation and hold the Executive Committee and other committees to account.

The Guild has seven grades of membership:

- Graduate
- Associate
- Fellow
- Social
- Retired
- Honorary
- Affiliate

Each grade has membership fees and rules regarding post nominals and wearing of regalia.



## 1.3 The Guild Code of Conduct

A copy of the Guild Code of Conduct will be provided to you on the course, but we thought it important to highlight key aspects of it at the start of your Toastmaster Journey.

As a member of the Guild of Professional Toastmasters, you are expected to uphold the integrity, dignity, and excellence of our profession.

Our Code of Conduct outlines the principles and standards that all members must follow when acting in the capacity of Toastmaster and Master of Ceremonies, or when representing the Guild, including within Guild meetings, communications and social media including the WhatsApp Group. These principles are:

- Clause 1: Professionalism
- Clause 2: Respect & Inclusion
- Clause 3: Integrity and Ethics
- Clause 4: Excellence in Presentation
- Clause 5: Dress and Appearance
- Clause 6: Representation of the Guild
- Clause 7: Inability to cover an engagement
- Clause 8: Continuous Development
- Clause 9: Breaches and accountability

## 1.4 Equality, Diversity and Inclusion

The Guild of Professional Toastmasters is committed to the principles of Equality, Diversity & Inclusion (EDI), respecting each other and our clients as well as complying with The Equality Act 2010 which sets out the legal aspects of EDI.

As professional toastmasters, we are often the face and voice of events. We set the tone, creating a welcoming and respectful event for all. It's essential that every client, guest, couple, and family member feels seen, respected and safe. To that end, we will strive to achieve the important principles of:



**Equality:** Treating everyone fairly, without discrimination



**Diversity:** Valuing the rich variety of people's backgrounds, cultures, identities



**Inclusion:** Actively creating an environment where all feel welcome and involved

Equality, Diversity and Inclusion is not only looked at in a specific session on the training course, it is a common thread that is woven throughout the 5 days.

## 1.5 Welcome & Introduction to the Guild Training Course

Thank you for securing your place on the Guild of Professional Toastmasters Training Course and we look forward to meeting you on what will be a challenging and rewarding week where you will acquire knowledge and skills to equip you to be an effective Toastmaster and Master of Ceremonies.

As importantly, we hope that you enjoy the learning journey as you move into a new and exciting career path and meet new and like-minded people. Your Training & Development Team, along with other members of the Guild, have spent many months redesigning and modernising the course and its content. We truly believe you have enlisted on a course that is the very best training the industry has to offer. The Guild prides itself on having members who have been trained to the very highest standards of knowledge, etiquette and protocol who are able to perform the duties of a Toastmaster and Master of Ceremonies with the utmost professionalism, confidence and expertise.

*A very warm welcome to the  
Guild of Professional Toastmasters.*



**Ian Ellis Cert.Ed, FGPT**  
**HEAD OF TRAINING & DEVELOPMENT**



**LLOYD ALLEGRI FGPT**  
**ASSISTANT HEAD OF TRAINING & DEVELOPMENT**



**CRAIG HASLAM DL FGPT**  
**CHAIR AND TRAINING OFFICER**



## 1.6 Training Course Information

### TRAINING VENUE & DATE

Your training course will be held in:

The Milner Barry Room at The Civil Service Club (CSC), 13-15 Great Scotland Yard, London SW1A 2HJ

Monday 7<sup>th</sup> – Friday 11<sup>th</sup> September 2026

### TRANSPORT

The nearest London Underground Stations are Charing Cross (also National Rail) and Embankment, both of which are within walking distance of the CSC.

### CAR PARKING

Driving to the Civil Service Club is not recommended. Great Scotland Yard is within the London Congestion Charging Zone and the Ultra Low Emission Zone and the whole area around the Club is subject to parking restrictions either through yellow bands or residents' parking bays. There are some on street parking bays that call for you to pay a parking fee, but these all have limited hours (2 or 4 hours) at any one visit.

### ATTENDANCE TIMES

The course will begin each day at 9.00 am. Tea and coffee will be served from 8.45 am. The training day will finish at 5.00 pm each day. On the Thursday evening, between 5.30pm and 8.00pm we will be holding a 'Meet the Guild' event in the Horse and Groomsman Pub on Whitehall. We have invited all members of the Guild to come along to meet you informally, so you get to meet other people beyond the training team. This event is of course voluntary, but we hope you will take advantage of this time to meet the other members. On the Friday, whilst we can run the training through until 5.00pm, we will be guided by yourselves and how the course has progressed but will look to conclude the course by 3.00pm on the Friday so you can depart central London ahead of the rush hour.

### REFRESHMENTS & LUNCH

Tea and coffee will be provided in the morning and during the afternoon. Water will be available in the training room. An hour will be set aside for lunch. In the morning, we will take your lunch orders so we can pre-order meals with the club to avoid any unnecessary delays and keep the course running to time. Refreshments and lunch

are provided as part of your course fee. We would prefer trainees not to drink alcohol at lunchtimes. If you would prefer to find alternate lunch arrangements, that is fine, we will provide you with the cash equivalent of the club lunch costs.

### DRESS CODE

The appropriate dress code for the course is a quite smart appearance. Whilst we want everyone to be comfortable during the course, the club prefers that jeans and trainers are not worn. We also wish to reflect the professionalism of the Guild during our time at the CSC.

## 1.7 Training Course Programme

The following outline timetable gives you a flavour of the material and content we will cover throughout the 5-day course. Several practical sessions will be interspersed throughout the training programme, giving you the opportunity to perform key roles of a Toastmaster and Master of Ceremonies in a safe learning environment.

|   |                                                                                                                                                                                                                                                                                                                                  |
|---|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1 | <ul style="list-style-type: none"> <li>Welcome and Introductions, Course Admin and Aim of the Course</li> <li>The Guild's Constitution, Code of Conduct, values and EDI</li> <li>The Hospitality Industry</li> <li>Toastmaster Livery</li> <li>Role of a Toastmaster</li> <li>The Dinner – the basis of all functions</li> </ul> |
| 2 | <ul style="list-style-type: none"> <li>Weddings</li> <li>Asian Weddings</li> <li>Weddings of different faiths, cultures and lifestyles</li> </ul>                                                                                                                                                                                |
| 3 | <ul style="list-style-type: none"> <li>Jewish Weddings</li> <li>Bar Mitzvahs and Bat Mitzvahs</li> </ul>                                                                                                                                                                                                                         |
| 4 | <ul style="list-style-type: none"> <li>Royalty, Honours and Titles</li> <li>Masonic Functions</li> <li>Running your own business</li> <li>Meet the Guild social event in the early evening</li> </ul>                                                                                                                            |
| 5 | <ul style="list-style-type: none"> <li>Role of a Master of Ceremonies</li> <li>Civic Events</li> <li>Awards Ceremonies</li> <li>Fund-raising activities</li> <li>Graduation Ceremony</li> <li>End of course review and next steps</li> </ul>                                                                                     |

To help prepare you for the course, we provide you with pre-course reading material that we hope you will find useful and interesting. We will of course cover aspects of this material during the course itself.

1.8 Copyright and Non-Competition Undertaking Form

During attendance at the Guild of Professional Toastmasters Training Course, trainees are provided with a great deal of material and information, including access to the Guild Training Manual. The Guild Training Manual and associated material are provided to assist trainees in remembering the learning points from the training course, act as a reference document during their future careers as Toastmasters and Masters of Ceremonies and help graduates prepare and revise in advance of sitting the Guild Examination.

The Guild Training Manual, associated material and intellectual property will continue to belong to the Guild of Professional Toastmasters and must not be copied, re-produced in part or in whole or para-phrased in any way. The Guild Training Manual and associated material are for exclusive use of Guild Members, and this includes course trainees and Graduates of the Guild Training Course who are required to sign the following undertaking not to re-produce any part of the manual. Furthermore, they acknowledge that use by them of any part of the manual or its contents for anything other than its strictly prescribed purpose will contravene this agreement and agree that they will not allow any other person to see the contents.

Trainees and Guild Members are required to confirm that they will not, themselves, deliver training to other trainees Toastmasters and, Masters of Ceremonies following their attendance on the Guild Training Course. Any breach of these undertakings may result in legal action being taken against an individual by the Guild of Professional Toastmasters.



I, (insert name) .....

of (insert address).....

.....

.....

do hereby acknowledge that I have received a copy of the Copyright and Non-Competition conditions as above, which I fully understand.

I undertake to use the Guild of Professional Toastmasters Training Manual and other associated material for my personal use and not to copy and part of it or paraphrase any of the manual or material provided to me as part of the training course or subsequently.

I undertake not to allow any other person to see the contents of the Training Manual or associate material.

I further undertake not to carry out the training of Toastmasters or Masters of Ceremonies following my attendance at the Guild of Professional Toastmasters Training Course.

I understand that failure on my part to observe the foregoing undertakings either in part or in whole may render me liable to legal action by the Guild of Professional Toastmasters, for infringement.

Signed.....

Print Name .....

Date.....

Signed by Witness .....

Print Name of Witness.....

Date.....



## 1.9 GDPR Consent Form

### DATA PROTECTION & PRIVACY NOTICE v2.0 (November 2025)

#### Purpose of Data Collection

In accordance with the General Data Protection Regulation (GDPR), the Guild of Professional Toastmasters (GPT) are committed to protecting and respecting your privacy. This consent form explains how we collect, store, and use your personal information as part of your membership of the GPT. By completing this form, you consent to the collection, processing, and sharing of your personal details as outlined below.

#### Data Collection

The GPT will collect and store the following personal details:

- Full Name
- Contact Information (Landline Telephone Number, Mobile Phone Number, Email address & Business Website address)
- Address
- Emergency contact details
- Membership History (such as duration of membership, participation in events)

#### Purpose of Data Processing

Your personal information will be used for the following purposes:

- To process your membership application and maintain your membership records.
- To communicate with you regarding GPT, meetings, activities, events, and updates.
- To manage and maintain GPT member records and facilitate Guild administration.

#### Sharing of Personal Data

As part of our commitment to building an open and collaborative Guild, we share some personal details of members with other members of the club. This may include:

- Full Name
- Contact Information (Landline Telephone Number, Mobile Phone Number, Email address & Business Website address)
- Address
- Membership History

The sharing of personal information is solely for the purpose of enabling communication, networking, and collaboration within the club. You

have the right to request that your details are excluded from this shared member list at any time.

#### Storage and Security of Data

We will store your personal information securely and only for as long as necessary to fulfil the purposes outlined above. All data will be stored on secure systems, and we will take appropriate measures to ensure the confidentiality and security of your data.

We ask that all members of the GPT receiving personal information as outlined in Section 3.0 take suitable steps to ensure the information is stored securely and only retained for as long as necessary.

#### Your Rights Under GDPR

You have the following rights with regard to your personal data:

- The right to access your data.
- The right to request corrections to any inaccurate data.
- The right to request deletion of your data, subject to applicable legal obligations.
- The right to object to or restrict the processing of your data.
- The right to withdraw your consent at any time, without affecting the lawfulness of processing based on consent before its withdrawal.

To exercise these rights or if you have any questions regarding the use of your personal data, please contact the Secretary of the GPT.

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#### Consent

Please read and confirm your agreement to the terms below:

- ☐ I consent to the collection and storage of my personal data as outlined above.
- ☐ I consent to the sharing of my personal information as outlined in Section 3.0 with other members of the GPT.
- ☐ I consent to receive emails and communications related to GPT meetings, events, updates, and activities.
- ☐ I commit to the best of my ability to securely store the personal data of other members of the GPT received by me, and will retain it for only as long as is necessary for me to fulfil its intended purpose.

GDPR Consent Form Continued

Members Full Name .....

Signature.....

Date.....

1.10 Personal Information Sheet

|                           |  |
|---------------------------|--|
| First Name                |  |
| Surname                   |  |
| Preferred Name            |  |
| Address                   |  |
| Landline No.              |  |
| Mobile No.                |  |
| Email                     |  |
| Partner's Name            |  |
| Emergency Contact Details |  |

# 02

## PROFESSIONAL TOASTMASTER, HOSPITALITY & GOOD BUSINESS PRACTICE





## 2.1 Role of a Professional Toastmaster

A Professional Toastmaster performs a pivotal role at varied functions. They guide the smooth flow of an event by organising key activities, coordinating proceedings, making announcements, and ensuring the schedule is followed. Whether at a Wedding, Dinner, State occasion, corporate event, awards ceremony, Masonic function, or other function, the Toastmaster's main objective is to keep everything on track, from introductions to key moments like speeches, cutting of a cake, award presentations, distribution of gifts, raffles or auctions.

## 2.2 Duties of a Professional Toastmaster

- Coordinate the day
- Manage the schedule
- Communicate with key people
- Introduce speakers
- Host the event where required
- Manage the time and keep the event flowing
- Font of knowledge of etiquette, protocol & procedure
- Take away the stress of a function from the hosts or client

## 2.3 Key consideration ahead of and during a function

Pre-planning considerations:

- Venue meeting in advance is pivotal
- Create a running order and keep it updated
- Meeting a minimum of 90 mins before the start of an event
- Confirm 'No Surprises'
- Courtesy & Confidence essential prior to an event

On the day meetings and activity:

- Meet Venue Staff
- Meet Client and/or Hosts
- Walk through the venue
- Go through your running order with key people
- Check room layout & table plans
- Check Top Table place cards
- Check PA systems
- Confirm H&S and Housekeeping arrangements

During the Event:

- Welcome client and guests
- Share housekeeping arrangements
- Observe & respond to events
- Monitor supplier arrivals & activity
- Deliver a top-class performance

## 2.4 Guild Livery

### GPT LIVERY (TRADITIONAL REDS)

- Red Tailcoat - matching covered buttons.
- Red Waistcoat - low cut that matches the colour of the tailcoat with matching covered buttons.
- Shirt - starched white Marcella fronted wing collar cotton shirt with Mother Of Pearl shirt studs & cufflinks.
- Trousers - preferably pressed black trousers with double satin stripe, secured by black or white braces
- Skirts - plain black skirt to below the knee
- Shoes - black well-polished patent leather dress shoes.
- Socks / Hosiery - Black non-patterned socks or plain black or neutral hosiery.
- Bow Tie - white starched Marcella bow-tie.
- Gloves - white cotton
- Guild Insignia – Guild medallion or Guild lapel pin.

### CITY OF LONDON TOASTMASTER LIVERY

- Black Tailcoat - with cloth covered lapels
- White Marcella Waistcoat - with matching covered buttons or Mother of Pearl buttons.
- Shirt - starched white Marcella fronted wing collar cotton, Mother of Pearl shirt studs & cufflinks.
- Trousers – preferably pressed black trousers with double satin stripe, secured by black or white braces .
- Skirts - plain black skirt to below the knee.
- Shoes - black well-polished patent leather dress shoes worn.
- Socks / Hosiery - Black non-patterned socks or plain black or neutral hosiery.
- Bow Tie – white starched Marcella bow-tie.
- Gloves - white cotton
- Sash – red and white, 6-9 inches wide, worn right shoulder to left hip, white uppermost.
- Guild Insignia – Guild medallion or Guild lapel pin.



## 2.5 Check-list of livery and equipment

- Gavel & Block
- Hand Bell (for outdoors)
- Prompt Cards/Notes
- Pens & Notebook
- Ratchet Counter
- Toiletries Bag
- Sewing Kit
- Pins & Safety Pins
- Spare shirt buttons and studs
- First Aid Kit
- Business Cards
- Pocket Watch

## 2.6 Personal hygiene and appearance

As a reminder when in livery, wearing the insignia of the Guild or undertaking duties under the name of the Guild of Professional Toastmasters you must: -

- Do not drink alcohol. Drinking alcohol in livery is strictly forbidden
- Uphold high levels of personal hygiene and grooming
- Be clean or close shaven, with beards clean and trimmed
- Deportment - Upright bearing
- Refrain from smoking, chewing gum, removing tailcoat or using mobile phone whilst in view
- Consider your diet in advance and avoid strong smelling foods in the 24/48 hours prior to your function

- Smile at all times - You are always on show
- Avoid smelling of smoke/vape
- Pay attention to personal freshness
- Pay attention to personal appearance

## 2.7 The Hospitality Industry

As a Toastmaster, it is important to be on good terms with the staff of hotels and banqueting suites in which you work. It is probable that the banqueting manager will give your name to the organisers of banqueting functions at their establishment and, as a result, increase the number of engagements that you receive.

Hotel staff like to think they are dealing with Toastmasters who understand something of their business. So, we should make every effort to speak the language of the industry to show our respect and professionalism to others we will be working alongside as part of a team to deliver effective and successful functions.

This section will introduce some of the various departments in a hotel, the names and functions of certain people, particularly the kitchen brigade (there is the first note - they are not kitchen staff or team, the collective noun is the brigade).

It is also important to understand the various types of meal service used. This brief guide, which is little more than a glossary of terms, will help Toastmasters to be able to talk more confidently to their colleagues in the hospitality industry.

The industry is made up of practically any business which accommodates or feeds the public. Venues you might find yourself in may include:

- Hotels & Converted Barns
- Outside venues & Marquees
- Corporate offices
- Civic Buildings
- Sports Clubs & Public Houses
- Livery & Masonic Halls
- Community Spaces
- Places of Worship

## HOTEL DEPARTMENTS

### Reception

Should be self-explanatory, the place where you check-in, get your key etc. Sometimes this department is referred to as the Front Desk, which in some cases takes on a wider role to include the Porters, Concierge (car hire, theatre seats, excursions etc.), Cashiers (settling accounts, cashing cheques, foreign currency)

### Food & Beverage (F&B)

The manager responsible for the F&B department will have all restaurants, bars and room service under their remit. However, the kitchen is usually a separate department and the roles of the staff employed there is dealt with later.

### Conference and Banqueting (C&B)

This is the area that particularly interests us. The department covers the use of meeting rooms, including all the visual aid equipment, such as projectors, screens and flip charts. C&B also handle exhibitions, product launches etc. Even the large banqueting suites are often used for conferences or exhibitions. But banqueting is what we know best and this can cover meals, parties, dances and balls for numbers from half a dozen, up to a thousand or more.

## HOTEL EXPRESSIONS

### Front of House

This expression is used to describe staff who are in the front line with hotel guests. people in the reception, front desk, cashiers, door attendants, porters, Duty Managers, Banqueting Managers and Waiters.

### Back of House

This is basically the rest of the hotel personnel. The kitchen brigade, housekeeping staff, maintenance, laundry etc.

## During the Event:

- Welcome client and guests
- Share housekeeping arrangements
- Observe & respond to events
- Monitor supplier arrivals & activity
- Deliver a top-class performance

## CHEF'S TITLES AND BRIEF JOB SPECIFICATIONS

### Executive Head Chef

Often exists only in large hotels. They are not a “working” chef. The Executive Head Chef is the chief administration manager of the kitchen and concentrates on menu planning, nutrition, food hygiene policy, food purchasing policy, costing and budget controls, stating, training, regulatory requirements, demonstrations, competitions etc.

### Head Chef

The senior “working” chef, the elective Operations Manager of the Kitchen. They also have a costing and control role. They are responsible for product delivery, creativity and quality, staff discipline, hygiene and safety.

### Sous Chef

Works immediately under the Head Chef and may often stand in for the Head Chef as a “shift leader”.

### Chef Tournant

A rare position in a small to medium size hotel. On the odd occasion, they may be required to act as Sous Chef or even Head Chef but should certainly be able to cover every section of the kitchen as a Chef de Partie or section head.

### Chef de Partie

In a large hotel, there will a Chef de Partie for each of the various sections of the kitchen. These may fall into the categories Chef de Partie (Roast), Chef de Partie (Grill), Chef de Partie (Vegetables). There may also be Chefs de Partie for Sauces, Fish, Larder, Pastry etc. or for however many sections the kitchen has.

### Commis Chef

This is basically a junior chef but there are several levels that include 1st Commis, 2nd Commis etc. A 1st Commis Chef should be able to take over for one or more of the Chefs de Partie.

### Sommelier

A Sommelier is also strictly speaking “Front of House” They are a Wine Waiter or the Wine Manager, looking after the cellar, purchasing policy, negotiating wine deals etc. They can be recognized by their wearing of a green baize apron.



## TYPES OF MEAL

It is important to start with noting that a place setting in a restaurant or banqueting suite is referred to as a "cover". If a banquet is serving 120 people, that should be referred to as 120 covers. When you greet the banqueting manager at a function at which you are working, it is more professional to say, "*How many covers are you serving*" rather than "*How many are sitting down?*" A restaurant which can seat 100 people would be referred to as a 100-cover restaurant. If, for example, you would like the cutlery, glassware, table napkin and side plate taken away from a table, as a guest will not be attending, you should ask for the cover to be removed, rather than ask for a place setting to be cleared.

### Finger Buffet

Literally that. A buffet which guests can eat with their fingers, usually standing up. The type of food which makes up a finger buffet, requires no cutlery at all. This type of buffet is often seen at cocktail parties as a snack rather than as a main meal. Often the objective of the host is to "circulate" around the room and meet the guests. Such a stand-up buffet allows this to happen.

### Knife Buffet

Also, a buffet eaten standing up, consisting of such items as cheeses, pâtés and other spreads, served with biscuits or baguettes, where the only cutlery needed is a knife. This type of buffet is often served at "Cheese and Wine" functions, where the main concentration is on the wine and the knife buffet is simply to provide some sustenance.

### Fork Buffet

This type of meal is quite well-known. Also eaten standing up, needing only a fork for cutlery. It is usually a hot dish, probably served with rice. The meat or fish content is usually diced or cut small and casseroled or stir fried, most frequently these dishes are in sauces.

### Knife and Fork Buffet

This is usually a cold meal but served perhaps with hot new potatoes. However, a hot carvery style meal should also be referred to as a Knife & Fork Buffet. In this style of meal, one or more tables are laid out with a selection of whole cold joints of cooked meat or sliced meats, whole dressed fish and sliced cheeses. There is usually a selection of vegetables, salads and accompanying sauces and dressings. Guests' tables will normally be laid up with full covers, with full sets of cutlery. Guests are usually invited (one or two tables at a time) to go to the buffet table to select their own meals and then return to

their tables. Sometimes there will be a Chef assisting with the serving of meat or fish. This type of meal is very popular with hosts, as it gives guests a wide range of food from which to select.



## MEAL SERVICE STYLES

### Silver Service

This style of service requires skilled waiters. Meat or fish is prepared in the kitchen by the chefs. The food is assembled on large stainless-steel platters (or more frequently referred to as "flats") with accompanying sauces and garnishes. Sufficient meat and fish are put together on one flat for say a table of eight. Hot, empty plates are placed in front of diners. The waiters take a flat into the banqueting suite and serve the food to each guest in turn. Serving is carried out using a spoon and fork. It is this manipulation of the spoon and fork and a careful eye to judge just the correct size of portion to be served, that requires a trained waiter. Vegetables are dispensed in a similar manner and served directly to guests, by the waiting staff. This is a fast efficient method of service, capable of serving many people in a short space of time.

### Plated Service

This is where all meats/fish, sauces and vegetables are assembled directly on the plates, in the kitchen by the chefs. The plates are then simply carried to the guests by the waiting staff. This style enables chefs to garnish and decorate a dish for attractive presentation. It is very popular where nouvelle cuisine is adopted. This style requires quite a few waiting staff, as they can carry only two or at most three plates at a time.

### Butler Service

This style of service is where empty plates are placed on the table in front of the guests. The waiting staff bring full serving dishes to the guests and invite them to help themselves to the food from the bowls, whilst the butler or waiting staff hold the dish by the guest, at table height.

### Family Service

For Family Service the meat/fish is plated in the kitchen and the plates are brought to the table by the waiting staff. The vegetables are then brought in tureens and placed in the middle of the table. Guests may then help themselves to the vegetables.

## 2.8 Customer Care

The Guild is committed to good customer service and caring for customer needs. We always must remember that clients have a choice, a choice to have or not to have a Toastmaster of whether to have you as their Toastmaster

Customer care benefits our business as Toastmasters in several ways

- It gives us a competitive edge over other Toastmaster organisations
- It gets us a reputation of being the Guild that goes the extra mile
- It impresses potential clients that might be attending the function
- It gives us great satisfaction for a job well done

### DEFINING OUR ROLE TO THE CLIENT

Very often potential clients do not know exactly what we do.

It is one of the most frequently asked questions of Toastmasters at say a Wedding Fayre "*What exactly do you do*". It is important to listen to what the client is really asking for and what they require at their function.

It is therefore critical that we answer their real question. People do not buy services; they buy benefits and so we need to tell them what we do but how it benefits them.

Toastmastering is a 'People Business' and we are in the 'People Business'. Without people we have no business and so we must pay attention to the details of the function which we are being asked to cover as well as give the utmost attention to the individual's needs.

### WHAT IS CUSTOMER CARE?

Some might say that surely Customer Care is just common-sense.

- Yes, but Common-sense is not common practice
- Clients do not always know what they need, we must explore and find out
- People buy from people they trust - we need to build that trust
- Guide them and steer them, but always be respectful of their needs
- It is not the size of the fee; it is what they get for it.

- People will pay for quality, professionalism and someone to resolve their issues
- Clients want a good and friendly service from a knowledgeable professional
- We provide help, advice, efficiency and expertise that delivers for customers

### CELEBRATION CONSULTANTS

This is what we are, helping hosts and their guests to have a good time and we must look as though we are enjoying our work too. In fact, following the teachings and the standards of the Guild, you will not be pretending to enjoy your work - you really will be enjoying it. Of all the things a Toastmaster wears, your smile is the most important.

### CUSTOMER FEARS & DESIRES

#### Fears

Once again, the successful customer caring Toastmaster will be on the lookout for the sometimes unspoken fears and desires of clients. They have never met or spoken to you before, they may never have spoken to a Toastmaster before. They will be asking themselves, "*Do I really need a Toastmaster*". They will have been to other functions where a Toastmaster has not been overly engaged and so will need some convincing.

Some of these concerns may be:

- Will the Toastmaster be too formal, too pompous?
- Will they shout and bellow at my guests?
- Will they be able to manage the time properly?
- Will they want to order me and my guests about?
- Will their actions stop me and my guests from enjoying ourselves?
- Is it the right decision to engage them?
- Will I have invested wisely?

These are just some of the questions they will be asking themselves and we need to allay their fears with plenty of reassurance.

- Listen and Ask Questions
- Reassure the Client
- Offer to talk to other principal people (speech makers may need reassuring)

#### Desires

There are things that people may expect in an ideal world. The role of a Toastmaster from the Guild of Professional Toastmasters is to create that ideal world. Remember you've got to get across the feeling that "Nothing is too much trouble"

- Talk about successful outcomes (other similar functions maybe)
- Observe courtesies
- Always be polite but never subservient
- Simple good manners, whilst expected are noticeable when missing
- Send "Thank You" letters after the event (they may send you a letter back)

## ADDING VALUE

The little touches that make all the difference

- Help with speeches (not writing them but guidance on what should be covered)
- Help photographers or videographers (they may recommend your services too)
- Always have an umbrella handy
- At weddings, help guests by taking wedding presents and cards to the gift table
- Assist the Bride by holding their bouquet in need

The best form of advertising is recommendation; it is elective and costs nothing.

## 2.9 Enquiries and Charges

Toastmastering is a very competitive business. Potential clients will often "shop around" before committing themselves to engaging a particular Toastmaster. However, price is not always their main consideration, and it is our role to ensure that we get across to the client that they will be getting a superior service from us.

When a potential client makes an enquiry of you, their interest is high and we need to strike while the iron is hot. As time goes by their interest will diminish and if you want to secure the booking, you will need to maintain their interest. You will need to gauge how much time to spend on selling yourself, for one or more of the following reasons:

- Money is not a consideration — they don't mind how much for the right person
- They have already decided to engage you; they just need to know if you are available
- May have already seen you in action and know that they want you
- Maybe you have come highly recommended (via a banqueting manager or friend)

Beware of "cold" callers. They may not be genuine, they could even be other Toastmasters just checking out the fee, so that they know what to charge.

## WHY DO PEOPLE BUY OUR SERVICES?

Because we make a difference. If they have already made that decision, then we need only make sure that it is us they engage and not one of our competitors. They will often want to engage a Toastmaster to avoid some of the 'pain' of their function. On the day they will want to relax as much as possible and enjoy the event with their guests. The 'gain' to them is the positive consequences of engaging your services. You need to convince them, that if they can pass a great deal of the pressure to the Toastmaster, they will be able to enjoy themselves more.

### Two frequently asked questions

#### What do you do?

The first is good to answer but always make sure that in answering you probe to ascertain what it is they are looking for so that your response can be positive and you can reassure the client that you are the person to provide what they require.

#### How much do you charge?

Delay in answering straightaway. Such delaying tactics are "Well can I ask you for the date first of all so that I can see if I am available" and "What type of function is it?" "Is it at a venue close to you?" By the time you have a few details, they may have forgotten they asked for a price and will be willing to listen to the benefits pitch which you are about to launch into.

## PRICE OBJECTIONS

"I can't afford that much" often means "Can I get this cheaper". It is not wise to give in to this. Are they truly unable or are they unwilling. Do not forget if you discount your fee, you may well be missing out on a "Full Fee" opportunity which may come your way for that same date tomorrow and might be nearer home.





## 2.10 Terms and Conditions Contract

This is an example of some Terms and Conditions for a contract.

*The Client agrees to engage The Toastmaster to carry out agreed duties of co-ordination of formalities proceedings services speeches and presentations taking place at The Function described overleaf of which The Client declares that they are the principal organiser.*

*The fee for the services of The Toastmaster in accordance with The Contract and the timing and method of payment of the fee is detailed overleaf. As provided for in these terms and conditions The Contract shall be binding on both The Client and The Toastmaster upon receipt by The Toastmaster of The Contract duly signed and dated accompanied by an honoured non-refundable Booking Fee where appropriate.*

*From the time The Contract is effective The Client shall be liable to pay the full fee to The Toastmaster. In the event that The Function is cancelled or the engagement of The Toastmaster at The Function is cancelled The Client shall pay to The Toastmaster the balance of the total monies due within a period not exceeding seven calendar days of the date of notification of the cancellation. Should The Client fail to effect full payment within that period the sum due will begin to attract interest at a variable rate commensurate with seven percent per annum above the HSBC Bank PLC base lending rate. The principal plus interest will become due and payable on the last day of each calendar month (or nearest working day there to) and while the principal and interest remain unpaid the interest will be compounded monthly by being added to the principal and shall attract additional interest at the same percentage rate as the principal sum. Further failure on the part of The Client to pay all monies due will result in a civil action being taken by The Toastmaster against The Client in the County Court. However if after The Client has paid the full fee to The Toastmaster following a cancellation of his services The Toastmaster receives another confirmed booking for the same date and time of the cancelled engagement The Client shall be entitled to receive from The Toastmaster by way of partial refund a sum of money equal to fifty per cent of the fee paid by The Client to The Toastmaster in respect of the cancelled engagement.*

*If after having entered into The Contract The Toastmaster is for whatever reason whatsoever*

*unable to attend The Function and carry out the agreed duties they will do all in his power to provide a qualified Toastmaster in substitution without additional cost to The Client. If in the event however a substitute cannot be found the liability of The Toastmaster to The Client shall be limited to a full refund of all monies paid by The Client to The Toastmaster to the date on which The Toastmaster notified or attempted to notify The Client of his inability to fulfil his duties.*

*The schedule of events at The Function has been discussed between The Toastmaster and The Client and the hours during which the Toastmaster will be in attendance is calculated and shown in writing overleaf. The Toastmaster will do all in his power to maintain The Function on schedule but cannot accept responsibility for any delays due to the late arrival of anyone attending The Function or due to poor weather conditions mechanical breakdown or for delays caused directly or indirectly by other contractors or delays caused by photographer/s catering or banqueting or due to a protracted period of time over which a meal is served or by delays or interruptions caused by any person or persons or corporate body or by any other cause whatsoever or howsoever occasioned. In the event that delays beyond the control of the Toastmaster do occur and the duties of The Toastmaster have not been completed within the times stated overleaf The Toastmaster shall be entitled to receive from The Client an additional fee commensurate with three percent of the original fee for every quarter hour or part thereof in excess of the hours of attendance detailed overleaf. At the discretion of The Toastmaster an additional fee may be waived where the excess period does not exceed thirty minutes from the contractual finishing time.*

*The Toastmaster shall take every precaution during The Function to care for and safely handle any item entrusted to him by way of a gift trophy, floral presentation or any other item. However, The Toastmaster accepts no responsibility for any loss or damage caused to any such item in his possession or under his care or for any injury caused to any person or persons attending or connected with The Function however such loss damage or injury may have been sustained.*

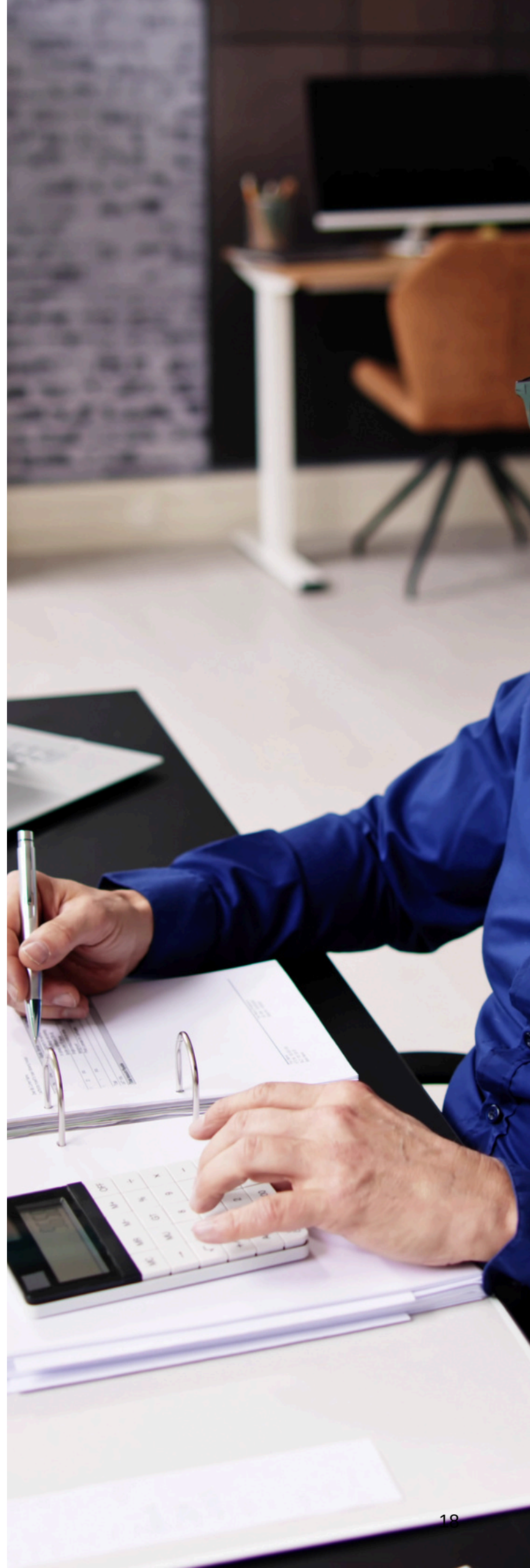
*The Client undertakes to ensure that a suitable room for changing is provided for The Toastmaster at the venue of The Function and this shall be provided free of charge to The Toastmaster. Also, during The Function, The Client shall ensure that The Toastmaster is provided with refreshments by way of food and a one litre bottle of sparkling mineral water free of charge to The Toastmaster.*

## 2.11 Book-keeping Tips

The Guild does not attempt to train candidates to be Chartered Accountants or Taxation experts. This section of the training manual is no more than simple advice and tips for you to consider when undertaking book-keeping for your business as a new Toastmaster so you can create and maintain proper records and to ascertain what profit or loss is being made, the sustainability of your business and compliance with HM Revenue & Customs without having to spend endless hours in research and re-writing the books.

### GOLDEN RULES OF BOOK-KEEPING

- Always issue invoices and receipts for goods/services provided
- Always keep all receipts for expenditure incurred
- Give all vouchers (invoices or receipts) a reference number and write it on the voucher, it helps accountants to reconcile vouchers with entries in the books
- Make up your books regularly.
- Unless your accounting talents are exceptionally good in keeping your personal finances and your Toastmaster business finances separate but in the same bank account, open a separate current account for your Toastmaster activities
- Use a spike or box into which you place all vouchers when you have entered them up, your accountant may well need these later
- Even tiny till receipts can be called upon, so write on the receipt what the money was spent on
- Get receipts from the Post Office for stamps. If your telephone tariff does not include free calls, have itemised telephone bills, so that you can pick out the calls connected with your Toastmastering business. Even with free calls, you could claim a proportion of your monthly bill as a business expense.





# 03

## COMMON PROCEDURES





Irrespective of the type of function being covered, or the nature of the venue, there are many tasks to carry out upon arrival, many of which have common procedures for you to adopt. It is this early planning that will make the difference to your smooth and professional running of the event.

### 3.1 Arrival at Function Venue

- Always arrive at least a minimum of 90 minutes before guests are due to arrive.
- Dress smartly, it makes a good impression on the banqueting staff.
- Make allowances for heavy traffic
- Remember that if the function is a wedding and the weather is bad and if it is a church service, the Bride & Bridegroom will probably not take photographs at the church and may be back at the reception venue much earlier than expected.
- Seek out the person in charge or those key people responsible for the function, be that the Banqueting Manager, Head Waiter or event organiser.
- You may meet the person with whom you will be working at this point, but it may be best to get changed into your livery before discussing details of the function.

#### ISSUES TO CONFIRM WITH THE BANQUETING MANAGER

- What time have they been told principal people and guests will arrive
- Which entrance will they arrive at and the route there
- Where do they ordinarily position a Receiving Line
- Is the Receiving Line into a drinks reception or into dinner
- Where is the reception drinks area and any other bar areas
- Where is dinner taking place
- Confirm the time of call to dinner
- Confirm number of covers, number of courses and type of meal service
- The route from reception drinks to the dining suite
- Check out the layout of the dining suite
- Is there sufficient space behind the top table to operate
- Is there a table for presents and gifts or a postbox for cards
- Informal toasts/takings of wine between courses
- Grace, Loyal Toasts, Speeches
- Are there gifts to be presented, if so what and where are they

- Venue H&S procedures
- Toilet facilities, accessibility facilities and smoking area
- End of meal procedures
- Your table position of meal arrangements
- Arrangements for you to get changed.
- Check the Banqueting Suite PA System
- The Microphone/Public Address (PA) System
- Is the system switched on?
- Is it a 'hard-wired' cable microphone or a radio (wireless) mic?
- If a cable mic, is there enough cable to reach Top Table?
- If a radio mic, are there any poor signal areas in the room?
- Check for volume setting, bass and treble – test it
- Check adjustments on mic stands, and practice moving up & down
- Is there a table microphone stand – familiarise yourself with adjustments
- Is there a lectern available (important for corporate functions)

#### ROOM AND TABLE LAYOUT

- Is there a table plan?
- Is the table plan in a prominent position (in drinks reception as well)
- Does the table layout in the room match the graphic table plan?
- Check names on top table place cards against table plan
- Identify where the guest speakers are seated
- Check menu card for toasts and speeches
- Mark up your own menu card with the seating location of speakers
- Familiarise yourself with your surroundings, rooms and routes

### 3.2 Pre-Ambls to Announcements and Introductions

Formal announcements should be preceded by a pre-ambles. Pre-ambls are an acknowledgement of the important people present at the function. You may prefer to look at it not only as an acknowledgement of their presence but also a call to them to please take heed as something important is about to be announced. The most basic of pre-ambls is simply *"Ladies and Gentlemen"* and for some announcements this is all that is needed.

On the other hand, when officiating at a large banquet including royalty, members of the peerage, diplomats, clergy and civic dignitaries, pre-ambls can become quite long and need to be precise.

## THE KING

The King is the only person (for functions in the United Kingdom) who is not included in any pre-amble. It may sound as if he is but in fact, his presence is acknowledged before the pre-ambles begins. This is reflected with the use of the words *"May it please Your Majesty"*.

An example would be:

(Facing the Monarch)

*"May it please Your Majesty"*

(pause and then turn to face the rest of the guests)

*"My Lord and President, Your Excellencies, Distinguished Guests, My Lords, Ladies and Gentlemen, Pray Silence for."*

The words *"May it please Your Majesty"* are really a separate announcement to the rest of the pre-ambles to the introduction, although it is scarcely noticeable when you deliver it.

## OTHER MEMBERS OF THE ROYAL FAMILY

Up until the mid-1990s, many other members of the Royal Family would also have been acknowledged outside the pre-ambles with the words *"May it please Your Royal Highnesses"*. Debrett's has now recommended that this practice be discontinued.

Today, the pre-ambles would be:

*"Your Royal Highness, My Lord and President, Your Excellencies....."*

## ORDER OF PRECEDENCE

Sorting out in what order people should appear in a pre-ambles can be a little complicated. For general rules, please refer to the later section of this manual on Order of Precedence in the United Kingdom. As a general rule, The President, Chairman or other person presiding at the function would always be mentioned first. This also applies when Royalty (below the King) are present.

In most cases you should adopt the position that whoever is presiding at this function, they are mentioned first. For the second, third and fourth named etc., you may have other officials from the same organisation who rank before otherwise important guests. For example, with a trade

association, there may be a President and a Chairman and so the Chairman is the second mentioned in the pre-ambles.

Similarly with a trade association, the President of the local association may be the "boss" at this function, but the National President may also be there, so the pre-ambles would be: *"Mr. President, Mr. National President, "*

When several titled people and important dignitaries are going to be present at a function, it is always helpful to obtain a guest list in advance, this enables you to refer to text books or to your notes when constructing the pre-amble for all the announcements, in advance of the function.

## DISTINGUISHED GUESTS OR HONOURED GUESTS

When there are many people with specific titles or appointments, it is not possible to acknowledge them all individually in a pre-ambles. After the first five or six dignitaries at most, the rest often have to be acknowledged as "Distinguished Guests" or "Honoured Guests. Therefore, a top table which contains twenty people all with titles or appointments, might read something like this:

*"Mr. President, My Lord Archbishop, Prime Minister, Your Excellency, Distinguished Guests, Ladies and Gentlemen, Pray Silence for...."*

As with so many issues in Toastmastering, always check with the host to ascertain who they want mentioned. You may be able to advise, but at the end of the day, listen to who is responsible for the event.

## THE GRACE AND LOYAL TOASTS

It matters not who is at the function when it comes to announcing The Grace or a Loyal Toast, the pre-ambles is never more than *"Ladies and Gentlemen"* or *"Distinguished/Honoured Guests"*.

The basis of this is that nobody is more important than God and The King and to include in the pre-ambles, Mr. President, Mr. Chairman, Your Excellency etc. would be to give them importance above God (in the case of the Grace) or The King (in the case of the Loyal Toast).

Not directly linked to pre-amble, but worth noting at this point is that these are the only two introductions where a Toastmaster would introduce the speaker and tell the guests what they are going to do.

With The Grace and The Loyal Toast, the Toastmaster would announce what they are going to do:

*"Ladies and Gentlemen, Pray Silence for Grace by the Reverend Thomas Brown"*  
or *"Ladies and Gentlemen, Pray Silence for the Lady Mayor, Gillian Preece, who will propose the Loyal Toast"*

## PRE-AMBLES AT WEDDINGS

Be careful to do your "homework" in advance of a wedding, as things that used to be traditional are not always so these days. You must always place the Bride and Bridegroom first in a pre-ambles and then the hosts, but who are the hosts? It used to be traditional for the bride's parents to pay for the wedding reception in total and so they were the hosts. These days there is often an equal contribution from the bridegroom's parents or even from the Bride and Bridegroom themselves. In fact, it is frequently the happy couple who pay for the whole event.

There are many ways to deal with the various scenarios, but there are no hard and fast rules. Always check with your client, to ensure that your pre-ambles do not offend people.

## PRE-AMBLES AT MASONIC LADIES' FESTIVALS

At the Ladies' Festivals of most Lodges, the Master is usually referred to as *"The President"*, because although he may be the Worshipful Master of his Lodge, he is President of the Ladies' Festival. Some Lodges prefer to retain the term *"Worshipful Master"*. It is always good practice to ask your client in advance (this could be the Festival Secretary or the President). There are organisations, other than Masonic Lodges, that stage Ladies' Nights and when this is the case, the President's Lady is always acknowledged in the pre-ambles. So for a Masonic Ladies' Festival a pre-ambles would be:

*"Mr. President, M'dame, Distinguished Guests, Ladies, Gentlemen and Brethren.... "*

Please notice that in the word "M'dame" the pronunciation of the "dame" part should rhyme with "arm". When referring to this person, rather than pre-ambles her, this lady should not be referred to as "Madam President", she is *"The President's Lady"*.

## ROUND TABLE FUNCTIONS

Customs can vary from one Round Table to another, but many have the custom of using pre-ambles with first names, e.g. *Chairman, David, President, John."* or if more formality is required *Mr. Chairman, Mr. President, Ladies and Gentlemen.*

## ROTARY CLUB OR LIONS CLUB FUNCTIONS

Use the pre-ambles *"Mr. President (or Madam President), Ladies, Gentlemen and Rotarians "* or *"Mr. President (or Madam President), Ladies, Gentlemen and Lions."*

## GOLF CLUB - CAPTAIN'S BALL

*"Mr. Captain (any other dignitaries come next, such as Mr. President etc.) Ladies and Gentlemen...."*

## YACHT CLUBS - ANNUAL BALL

*"Mr. Commodore, (any other dignitaries come next, such as Mr. President etc.) Ladies and Gentlemen....."*

## WHEN TO INCLUDE PEOPLE AND WHEN TO LEAVE THEM OUT OF A PRE-AMBLE

REMEMBER If in any doubt Always, Always Ask, and Ask again

When using a pre-ambles to call everyone to dinner, a full pre-ambles would be used, for example

*"Mr. President, My Lord Archbishop, Prime Minister, Honoured Guests, Ladies and Gentlemen, would you kindly take your places at table, dinner is served"*

This pre-ambles includes everyone because they are all being addressed. However, when there is to be a formal entry to the top table by for example, The President, The Lord Archbishop and The Prime Minister, then they will be excluded from the first call to dinner. All other guests must be called into dinner first. Therefore, the pre-ambles, in this example will address only those being called to the table:

*"Honoured Guests, Ladies and Gentlemen, would you kindly take your places at table, dinner is served"*



Once they are all in the dining room and the President, Archbishop and Prime Minister are ready, Gavel (and when you have silence) from the entrance to the dining room announce:



*"Honoured Guests, Ladies and Gentlemen, you are invited to receive The President of the Royal Academy, The Lord Archbishop of Canterbury and the Prime Minister."*

## INTRODUCING THE SPEAKERS

### The Scene

Annual Dinner of Walk-Tall Shoes PLC (Company Chairman is presiding over the event)

### Guests include:

Local Mayor, Local Vicar, guests invited by the company and StaX with their spouses/partners.

### The Speakers:

1. Mr. Brian Green a Quality Controller (humble member of staff)
2. Mr. Lawrence Liddle (Company Chairman) will reply

### The pre-ambls to the introductions will be:

1. *"Mr. Chairman, Mr. Mayor, Reverend Sir, Other Distinguished Guests, Ladies & Gentlemen, Pray Silence for the Quality Controller of Walk-Tall Shoes, Mr. Brian Green"*
2. *"Mr Mayor, Reverend Sir, Mr. Green (or Mr. Brian Green), Other Distinguished Guests, Ladies & Gentlemen, Pray Silence for the Chairman of Walk-Tall Shoes PLC, Mr. Lawrence Liddle"*

N.B. Although Mr. Brian Green is not of high rank, they are mentioned in the pre-ambles for the speech being made by the Chairman, because they were the previous speaker. If other speakers follow the Chairman, Mr. Green is not mentioned again. The Chairman is not mentioned in the pre-ambles to speech (2), as they themselves are the speaker.

## MENTIONING HOLDERS OF OFFICES AND APPOINTMENTS IN PRE-AMBLES

(this list is not exhaustive but does cover most of those that you will encounter)

- Royal Princes & Princesses: Your Royal Highness
- Archbishop of Canterbury: My Lord Archbishop or Your Grace, Archbishop of York - My Lord Archbishop

- Prime Minister - Prime Minister
- Ambassadors - Your Excellency
- High Commissioners - Your Excellency
- Dukes and Duchesses (Royal) - Your Royal Highness Dukes and Duchesses (non-Royal) - Your Grace Marquess, Earl, Viscount, Baron - My Lord/s
- Marchionesses, Countesses, Viscountesses, Ladies - My Lady/Ladies
- Bishops - My Lord Bishop (My Lady Bishop)
- Lord Lieutenant of the County - My Lord Lieutenant
- Cabinet Ministers - Secretary of State (or Mr. Secretary of State)
- Ministers of Government - Minister
- Speaker of House of Commons - Mr/Madam. Speaker
- Lord Chancellor- My Lord Chancellor
- Judges (all levels unless a Peer) - Learned Judge
- Knights or Baronets - Sir John or Sir John Smith
- Dames - Dame Agnes or Dame Agnes Smith
- Lord Mayors - My Lord Mayor
- Town Mayors (male)- Mr. Mayor or Your Worship
- Town Mayors (female) - Madam Mayor (usually)
- Most Clergy (including a Rabbi) -Reverend Sir or Reverend Gentlemen Catholic Priests or High C of E - Reverend Father (most often)
- Lady members of the Clergy - Reverend Lady

## 3.3 Receiving Line

At some functions for which Toastmasters are engaged, there will usually be a "Receiving Line", who are a few selected officials and maybe some honoured guests who will assemble at the entrance to the banqueting suite to greet the guests on arrival.

Try to find out in advance who will be in the Receiving Line, these people will usually arrive early.

If you are asked for advice on who should be in the Receiving Line, without offending people, they should be given to understand that there should be as few as possible.

The shorter the Receiving Line, the less time it will take to get guests through.

For example, with a traditional wedding, you should recommend that there be just six people in the Line, with the order being as below:



It is quite often now that just the Bride and Bridegroom will be in the Receiving Line with the parents entering the wedding breakfast with other guests. The Best Man and the Bridesmaids can play an important role by directing guests towards the table plan for example but should be discouraged from being in the line. Neither should they be greeted by the receiving line.

For other functions, the Receivers may well just be the President and his Lady (Masonic Ladies Night) or The Chairman and Chief Executive Officer or The Chairman with the Guest of Honour (corporate functions).

## WHEN TO RECEIVE

By etiquette, it is proper for guests to be received as soon as they arrive at a function. However, the practice at weddings will more likely see receiving into the wedding breakfast just before the meal is to be served. With a church wedding, we used to hope that the Bridal Party would arrive back at the reception venue first. However, if guests arrived first it was preferable (if possible) to ask them to remain outside (weather permitting) until the Bridal Party arrived. Sometimes, there would be a "holding area", indoors but outside of the bar or reception room and banqueting suite. A hotel reception area was such an example. At weddings, even though it is still more correct to receive immediately, venue management and clients often opt for receiving later, into the banqueting suite.

A receiving line does have its disadvantages as it can be time consuming. An example being that with 120 guests, if only 15 seconds is spent with each guest, it will take 30 minutes to receive. This means the first guests through will be sitting for 30 minutes with nothing happening and not a great experience for them. It is important to note that a Toastmaster can merely advise on whether to have a receiving line or not, it is for the client to decide.

## COMMENCE RECEIVING LINE

With a wedding, you would not set up the receiving line until both sets of parents and the

Bride and Bridegroom are present but at a dinner, one or more members of the Receiving Line may not have arrived and time is pressing. In these circumstances you can only advise the organiser or President that it would be wise to commence receiving as otherwise everything will get behind.

As soon as it has been agreed that the receiving line should start to greet their guests, you must ensure that the officials in the receiving line are ready. It may be that the guests have assembled in an ante-room awaiting the formal receiving. If this is the case, the Toastmaster may need to make an announcement. If this is appropriate select the correct pre-amble and make an announcement such as: -

 (Gavel) *"Distinguished guests, ladies and gentlemen, you are invited to come forward to be received by your President and his guests of honour"*

At weddings, it is a good thing for Bridesmaids and Ushers to go through first. Sometimes they will be formally received by the people in the receiving line but try to discourage this and have them go through before the main body of guests. The call to a receiving line, at a wedding, where guests are being received into the dining area would be along the lines of:-

 (Gavel) *"Distinguished Guests, Ladies and Gentlemen, you are invited to come forward to be received by your Bride & Bridegroom, the wedding breakfast is served"*

Don't tell the guests they will be received by the parents also. Even though the parents will be in the line, it is the Bride & Bridegroom who are receiving.

As guests come forward ask their names and announce them clearly to the receiving line. Use your ratchet or digital counter to record each guest coming through but keep it out of sight in the palm of your hand. Sometimes guests may offer you an invitation card which may carry their names. You may of course take this card from the guest but it is not advisable to read the names from the card. Simply tuck your hand with the invitation in behind your back and ask the guests to say their names. You will then repeat the names phonetically as they have pronounced them. To read a name from a card may mean that you get the pronunciation wrong.

If a lady and gentleman come in together, you cannot assume they are husband and wife and guests are sometimes unhelpful. If one of them simply says "Williams", ask them *"is that Mr. and Mrs. Williams"*, you may be surprised when they reply "No, Sir Peter and Lady Williams", you then know how to introduce them.

With Masonic Ladies' Festivals you may need to ask guests *"Is that Brother Williams?"*. This may prompt a response of, "No Worshipful Brother" or "Yes, Brother Williams" or simply "No, just plain Mr." Whatever the answer, you now have the information to make the introduction properly.

Increasingly, particularly at weddings, guests are either introduced by their first names only or in some cases the clients will not want the Toastmaster to announce guests' names to them at all. Something to check in advance of the day.

## WHEN TO "BREAK" A RECEIVING LINE

At a Ladies' Night or Dinner, it is best to advise the President that even if they have not received all of their guests, they may need to break the Receiving Line a short time before calling everyone to the meal. If the event is a Dinner which is scheduled as 6.45 pm for 7.30 pm, then the receiving line recipients will probably need an opportunity to freshen up and use the cloakrooms before sitting down. This means that the Receiving Line will need to break at 7.15 - 7.20 pm.

Not least of all, because you, as the Toastmaster have things to check out and you cannot be tied up at the door right until the time to call. Always being very respectful, you need to let the President know that if there is a delay in calling guests through to the dinner, the meal will spoil and the function will be over-running. This is particularly important if people need to take public transport home at the end of the dinner, late in the evening. An over-running dinner will mean that they will have to leave before the end. This is not a very good way for a function to run.

Always be polite when offering advice on points of this kind, you cannot insist. Wedding Receiving Lines do not normally get broken - they receive everyone.

## DEALING WITH DIFFICULT SITUATIONS

From time to time, especially at weddings, a couple may give their names as "Lord and Lady Muck" or even use a believable name such as "Lord and Lady Ponsonby- Smythe". This is where good knowledge of the function and your own judgement come into play. It is always helpful to ask the hosts in advance, if there are any titled people attending. You are then forearmed.

However, if you have been advised that there are no titled people attending, or you genuinely do not believe that they are titled you could deal with the situation thus say to them with a serious face

*"Certainly sir (or madam) is that the way you would like to be introduced"* This is where the joke usually ends and they say "No, its Jean and John Jennings". On the other hand if they confirm that they do wish to be introduced as Lord and Lady, then it is best announced (at a much lower volume than usual) *"Your next guests would like to be introduced as Lord and Lady Ponsonby-Smythe"*. If they are not genuine, this usually brings a laugh to all, if they genuinely are Lord and Lady, then they cannot be offended.

## "They Know Me"

Some guests may reply "they know me" when asked for their name. Your reply could be *"I'm sure they do sir (or madam) but wouldn't it be nice to be introduced properly on such a lovely occasion as today"* or *"But it's just for the video"* (if that is appropriate). Grand-parents often do not want to give their names so it is quite in order to introduce them as *"Granny and Grandad"* or using any other affectionate name that the family may use (e.g. Nanny, Grandpa, Pops, Gramps etc.).

If guests are still very reluctant to give their names, it is not polite to stop them coming in until they have given their names. A simple (low volume) announcement that *"These guests tell me they need no introduction"* is perfectly acceptable. A Toastmaster should never embarrass a guest.

## 3.4 Formal Entry and Procession to the Top Table

The Formal Entry is the time when the guests welcome the key principal people such as the Bride and Bridegroom, the President and his Lady or The Chairman and his Guests of Honour. It takes place after the rest of the guests have been called to the meal. A formal entry usually takes one of four possible forms:

1. Formal entry of just the Bride & Bridegroom, President and his Lady or The Chairman and his Guests of Honour.
2. Formal Entry of those at (a) and certain honoured guests
3. Formal entry of the entire top table
4. Formal entry of the rest of the top table (holding back the principal guests), followed then by the formal entry of the principles.

Whatever choice is being adopted, the Toastmaster will need to request those people taking part in a formal entry to remain outside the main dining area, when the rest of the guests are called to the meal. The organiser can usually



assist with this during the reception period. The Toastmaster will be unable to do this themselves, as they are unlikely to know or recognise the people in the procession. It is much quicker to ask the organiser to alert the procession party in advance that they will be entering the dining area as a formal entry and that they should remain behind, close to the entrance to the dining room, when all other guests are called to the meal.

## PLANNING THE ROUTE TO THE TOP TABLE

One of the many disciplines to carry out on arrival at a venue, is to consider the best route to lead the formal entry into the dining room. At a wedding, guests usually want to see the Bride and Bridegroom paraded past them on their way to the table, whereas with other functions, it is usual to get the procession to the top table with the minimum disruption. A good "rule of thumb" is therefore: -

- For the Bride & Bridegroom at a Wedding - Choose the longest route
- For other functions (particularly with entire top table) - Choose the shortest route

Having decided upon the route and before actually announcing the formal entry, you will need to talk to any of the guests who are sitting at tables on your selected route, that you will shortly be leading people past their chairs and would they kindly pull their chairs in and stand back to allow them room to pass. This is particularly appropriate where a bride is wearing a full-skirted wedding dress.

## FORMAL ENTRY OF JUST THE KEY PEOPLE

A formal entry of just the key people usually means just the Bride and Bridegroom, just The President and his Lady, or it could be The President and Chairman and their ladies or the President and the Chairman with their special guests of honour. The key people usually number no more than four or five. If there are any more than this, it is better to recommend the entry of the entire top table.

Imagine then, that you have called the rest of the guests to the meal and you are now holding the key people back in an ante-room (e.g. the Bride and Bridegroom). The guests are entering the dining room and are sitting at their tables. (At weddings people often sit down straight away, whereas at more formal dinners, most of the guests know that it is correct etiquette to remain standing behind their chairs).

You have spoken to the guests, on your selected route and asked them to make space at the

appropriate time.

- Make sure that the rest of the top table guests are standing at their places
- Brief the Bride and Bridegroom on the route along which you will lead them
- Ask them to follow you at your pace (remaining a couple of steps behind)
- In the case of a Bride and Bridegroom, suggest they hold hands
- If a Grace is being said, remind them to remain standing at the top table

Your announcement is then:



*"Ladies and Gentlemen, will you please stand"* (if of course they are not already standing).

Please note that from an EDI perspective the use of the announcement *"Ladies and Gentlemen, if you are able, will you please stand"* is appropriate.

(Wait for silence).

*"Parents of the Bride, Parents of the Bridegroom, Distinguished Guests, Ladies and Gentlemen, you are invited to receive your Bride and Bridegroom, Jane and John the new Mr. and Mrs. Smith"*.

Always check beforehand what the pre-amble should be and always check that the bride is taking her husband's surname. As you lead them into the dining room, if the guests do not begin applauding, you should begin the applause yourself, to set the example to the others. Try to keep the applause going until they reach top table, where they remain standing and you gavel for Grace, if appropriate.

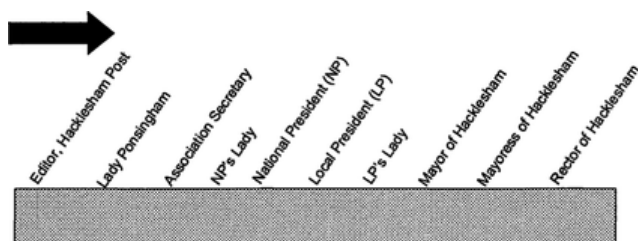
## FORMAL ENTRY OF THE ENTIRE TOP TABLE

This makes things a little more complicated and will need to do some prior "homework" on the plan for the top table.

### The Scene:

Let us suppose that the function is the annual dinner of a local trade association. In your discussions with the President, he has indicated that he wishes to enter the room with his lady followed by the National President and his lady (who are the special guests of honour).

However, he wishes the whole top table to enter together and there are a number of other dignitaries. You check the table plan and this is how it looks.



You will be entering the room behind the table in the direction of the arrow. In these circumstances, once all other guests have entered the dining room, you would call for the attention of the top table guests that are waiting in the ante-room and brief them on the order in which they will enter the room to help the entry follow a smooth flow into dinner.

A formal entry of an entire top table can look a little complicated, but if organised well, everyone should slot into place. It would be ideal if you could bring people in, exactly as they are seated but etiquette demands of course, that the President and their special guests should lead the line and this means organising the other guests around them. Line them up in single file in the order that you are to announce them.

Request that when they are announced, they need to enter the room in that order. Ask the four central people, e.g. those presiding, go directly to the centre of the table to take up their places. Ask the Rector and two others to pass behind the central party and go to the far end of the table and ask the Secretary to stop short of the central party and take up the place with the remaining two guests behind.

### 3.5 The Grace

At most dinners or dinner/dances, and at many weddings and other functions, a Grace will be said before the meal. In some cases, there are two Graces, one before the meal and one after. A Grace is basically a prayer of thanksgiving for food and usually has a religious theme. However, it is sometimes necessary to exercise care in the offering of Grace, as the guests may come from a wide range of religions. Suggestions on a Grace suitable for all religions are provided in this section.

#### THE GRACE AT TRADITIONAL ENGLISH FUNCTIONS

There are no strict rules for the inclusion of a Grace. At most formal or semi-formal luncheons or dinners (Corporate, Masonics, Trade Association Dinners, Rotary, Round Table, Lions etc.) there will be a Grace. Weddings are a different matter and

will depend on the Bride & Bridegroom. Your advice may be sought on this matter. If a clergyman or a devout churchgoer is present, a Grace ought to be recommended.

A point worth remembering is that the inclusion of a Grace will seldom offend a non-religious person, whereas the omission of a Grace could offend a devout believer. The host may want a Grace but knows of nobody to ask to say it. In such circumstances, they may ask you, as Toastmaster to say the Grace. This may be the case, particularly for weddings. This is in order, of course, but your response should be to encourage a guest to offer grace, but that you will oblige if required. If a member of the Clergy is going to be present, they would normally be invited to offer Grace.

#### TIMING OF THE GRACE

The Grace at traditional functions is usually said immediately after the formal entry of the President & his Lady (or other person presiding, or Bride and Bridegroom in the case of a wedding). For the formal entry, you will have already asked everyone to stand and so they should still be standing. If they try to sit down a quick announcement needs to be made:

*"Ladies and Gentlemen, will you please remain standing, thank you"*

If you are asked to say the Grace, a simple one is

*"For what we are about to receive, may the Lord make us truly thankful, Amen"*

#### PREPARATION FOR THE INTRODUCTION OF GRACE

You will have established where the person saying Grace is to be seated and ascertain whether they should remain at their table to say the Grace or whether they will need to come to Top Table (the distance from their table to the Top Table, length of microphone cable, whether there is a radio microphone etc. all these things will determine this decision). If there is a receiving line, you may be able to have a brief word with the person saying Grace as they come through to be received, or at least advise them that you will seek them out once the receiving line "break".

Whatever the circumstances make sure the person saying Grace knows when and how they will be introduced and whether you will come to them or they are to come to you at the top table.

Check their name and title with them. It is embarrassing to introduce the Reverend John Smith, when they have recently been promoted to Canon John Smith. In such a case, they should be introduced as The Reverend Canon John Smith.

The Introduction as soon as the formal entry is complete



*"Ladies and Gentlemen, Pray Silence for Grace by the Reverend John Smith"*

After "Amen", you should simply announce

*"Ladies & Gentlemen, please be seated"*

## NON-RELIGIOUS (SECULAR) GRACE

It is not the Toastmaster's role to pass judgement on people's religious beliefs but we must be ready to advise, if a client says they do want a Grace of some kind but does not want to offend the guests of many different religions who will be attending. A simple Grace that covers everyone is:

*"For good food and good fellowship, we give thanks."*

## THE GRACE: MASONIC FUNCTIONS

There will always be a spoken Grace before the meal at a Masonic Ladies' Festival but also there is often (but not always) a second Sung Grace at the end of the meal known as the Masonic Sung Grace.

Of the traditional functions, a second Grace at the end of the meal is usually only offered at Masonic Ladies' Festivals (but sometimes at City of London Livery Companies). This Grace is usually given immediately after the dessert course is lifted and before the Loyal Toast and Coffee. This Grace is usually sung.

It is usual for a keyboard player to play the music for this Grace, so it is important to ensure that the musician is in place and has the correct music before announcing it. If no accompanist is available and Grace is to be sung, ensure in advance that someone will lead the singing as soon as you are sure that the musician is ready, always check with the President to ensure that he is ready.



*"Ladies and Gentlemen, you are invited to join your President and his Lady in the singing of the Masonic Grace. For those not familiar with the words of the Masonic Grace, they are printed on your menu card."*

If you are going to say this, make sure of course, that the words are printed on the menu card.

## GRACES AT JEWISH FUNCTIONS

Some important things to remember with Jewish functions:

- When Guests are called to the meal, they take their seats straight away
- For a Grace, all remain seated sometimes even the Rabbi or other person offering Grace
- Whoever offers Grace after meals, it is usually said from that person's own table (the place where he enjoyed his meal)
- There are usually two Graces (one before the meal, one after)
- Before each Grace, make sure that you announce that Gentlemen should ensure that their heads are covered – cover your own head (Gentlemen Toastmasters Only)
- Usually a commemorative Kippah (of which plural is Kippot or Kippahs) is provided for male guests to cover their heads. There is usually a spare for the Toastmaster, but do make sure that you have one with you, just in case they run out.
- The Timing of the First Grace (Hamotzi – Grace before meals)
- Timing for saying the Graces is similar for both Jewish Weddings and Bar mitzvahs.

The order is usually like this:

- Call guests to the meal
- Formal Entry of Top Table
- Formal entry of Bride & Bridegroom or Bar mitzvah
- Speech of Welcome by Host
- Grace Before Meals (Hamotzi)

It is usual to have a bowl of water and towel beside the Rabbi or person offering Grace for ceremonial hand washing. Ensure that this is in position and also ensure that the loaf of bread, salt and knife (used in this part of the tradition) is also nearby. Liaise with the caterers for this, before anyone arrives.





## INTRODUCTION FOR GRACE

Always, before a Jewish Grace, make the following announcement:



*"Gentlemen, may I respectfully remind you to ensure that your heads are covered"*

*Ladies and Gentlemen, Pray Silence for Hamotzi, Grace before meals by Rabbi Lionel Cohen"*

The end of the Grace, if it is in Hebrew, is signalled by "Amen" but this may be missed by the Toastmaster as it runs straight in from the end of the Grace. The Rabbi will bless the bread and distribute it to members of the Top Table

## 3.6 The Loyal Toast

A Loyal Toast is usually proposed at most formal sit-down luncheons, dinners or dinner/dances, and It is seldom proposed at Weddings (except Jewish Weddings). The Loyal Toast is a Toast to The King (or Head of State)

The Loyal Toast is usually proposed after the dessert course has been cleared (lifted) and before coffee is served. This is not an absolute 100% rule, it could be proposed after the first course so you should always check with the organiser, principal person presiding or host.

### THE TOAST TO THE KING

In the United Kingdom, the Loyal Toast is to The King. It is usually proposed by the senior person presiding at the function, but this is not always the case. The hosts may want the National Anthem played immediately before the Toast is proposed. If so, you will need to ensure that the band or other music provider is briefed for this. The way to introduce the person proposing the Loyal Toast is:-



*"Ladies and Gentlemen, Pray Silence for Your President (or whatever position), Mr. John Smith, (or whatever name) who will propose the Loyal Toast."*

For this pre-able, it is not usual to give the proposer all their decorations and honours. It is appropriate to introduce someone as "The Right Honourable Sir John Major" but not as Knight Companion of the Most Noble Order of the Garter, Companion of Honour etc. When giving the Pre-able it is correct to say simply "Ladies and Gentlemen" not Mr. Chairman, Mr. Mayor, Your

Excellencies, Distinguished Guests etc. Even at Masonic Functions, you would drop the word "Brethren"

### The Response

*Having been introduced by the Toastmaster the proposer stands and asks guests to stand.*

*The Proposer should then simply raise their glass and say*

***"The King"***

*Guests should then repeat the words "The King"*

If the proposer wishes the Toastmaster to repeat the words "The Toast is, The King", this is in order, but the Toastmaster must check.

In some cases, the national anthem may be played before the actual Toast is proposed. This is something to check with the host or organiser before the meal commences. If the band is to play the anthem, then make sure they are ready on stage before you introduce the proposer. The proposer needs to pause after saying "Ladies & Gentlemen, will you please stand" The signal to the band must be given to strike up the anthem, before guests have a chance to say "The King".

The practice by some people of saying "The King - God Bless Him" after the toast has been proposed as incorrect and must NEVER be adopted, particularly by the Toastmaster. But nor should the Toastmaster correct any guests who say it.

The Loyal Toast has to be proposed in accordance with tradition. As a Professional Toastmaster, it is the one thing that you should not allow a host or organiser to propose in any other way, if you can avoid it. For example, combining this toast with other members of the Royal Family, should not be permitted.

However, a separate Toast can be proposed, and this can be to "Queen Camilla, The Prince and Princess of Wales and other Members of the Royal Family". The response is accepted as "The Royal Family".

## LOYAL TOASTS AT JEWISH FUNCTIONS

At Jewish Weddings or Barmitzvahs, it is traditional always to have Two Loyal Toasts. In the United Kingdom, the Loyal Toast to The King would be proposed first. After *"The King"* the Guests should then be asked:

*"Ladies and Gentlemen, will you please remain standing"*

The second Loyal Toast is to The President of the State of Israel. Care should be exercised in this Toast as the traditional toast is to The President of the State of Israel. Increasingly these days, the Toast is to The President and the State of Israel. Check with the organiser, how they want it announced.

For the example we will illustrate with the more modern version - and the State of Israel

The Toastmaster introduces the proposer (should be a different person from the person who proposed *"The King"*):

*"Ladies and Gentlemen, Pray Silence for Mr. Manny Silverman who will propose the Toast to The President and the State of Israel"*

As with the Toast to The King, the hosts may want the National Anthem of Israel (Hatikva) played before the actual Toast is proposed. The Toastmaster needs to check this before the meal commences and alert the band if appropriate.

## PEOPLE FROM MANY NATIONS ARE PRESENT

At luncheons or dinners where many nations are represented, it would be impossible to have dozens of Loyal Toasts. In such circumstances when the hosts or organisers do not wish to offend the nationals of other countries, it is usual to acknowledge all of them in one second Loyal Toast. In the United Kingdom, the Loyal Toast to The King, would always be proposed first. As with Jewish functions, the Toastmaster would ask the Guests *"Ladies and Gentlemen, will you please remain standing"* and introduce the proposer as before (once again, Ladies & Gentlemen only in the pre-ample). The proposer of this toast then says:

*"Ladies & Gentlemen, The Toast is to All Heads of State here represented".*





# 04

## THE DINNER





The Dinner can be used as a base model for many other types of function. Dinners can be organised for any number of reasons, and it is important to know for what reason the dinner is being staged. Here are some examples:

|                          |                                                              |
|--------------------------|--------------------------------------------------------------|
| Company Annual Dinner    | Enables the Directors to report on the trading year to staff |
| Corporate Anniversary    | Company celebrating its centenary                            |
| Reunion Dinner           | Opportunity for old comrades/school friends to meet up       |
| Hobby Association Dinner | e.g. The National Association of Amateur Photographers       |
| Post Conference Dinner   | Promotional event following a sponsored conference           |
| Trade Association Dinner | e.g. May follow an Annual General Meeting                    |
| Presentation Dinner      | e.g. May follow an Annual General Meeting                    |
| Sports Dinners           | End of Season, may also include presentations                |

## ENTERTAINMENT

Most straight-forward Dinners do not have a Disco, Dance Band or Musical Entertainment. There may be a pianist or a string quartet or something similar playing during the reception period but not usually during or after the meal.

There is often an "Entertainment" speaker among those making speeches. It is usual to have the officials connected with the organisation speaking first and then the last speech will be a professional or semi- professional after dinner speaker. They may provide a 30-minute amusing speech of stories and experiences.

## KNOWING YOUR FUNCTION

When a client engages you for a dinner, try to get as much information from them over the telephone.

Try to complete much of your pro-forma during the conversation and ensure that there is space in your questionnaire for the client to complete the missing information that you will need.

Try to obtain a guest list, it may be that the event is a special event with a large number of dignitaries present. These could be civic dignitaries, clergy, members of parliament etc. This may seriously complicate the pre-ambls you will need to use when making introductions.

## TIMINGS

Dinners are often but not always, held on a weekday evening, they will often have an early start, usually 6.30pm for 7.00pm dinner or 7.00pm for 7.30pm at the latest. These functions then finish at about 10.00pm to 10.30pm, which enables those attending to take public transport home.

## ON ARRIVAL

Refer to Section 3 of this manual for the common procedures that you should carry out on arrival at the function venue.

## MEETING THE ORGANISER

The organiser may hold any one of a number of offices within the organisation, they may be Social Secretary (if it is a club or association), Association Secretary, Public Relations Manager (if a corporate function) etc. Always make sure you know in advance from whom you will be taking directions. They will probably be aiming to arrive at the function venue an hour or so before the guests are due to arrive. If they are not intending to arrive early, it would be prudent to suggest to them, in advance of the big day, that you would recommend their early arrival, as there may be issues which only they can deal with. Up until the night of the dinner it will be the organiser, but on the evening remember the "paymaster" is usually the person presiding at the dinner; The President, The Chairman, Chief Executive Officer or the like and so when it comes to "wanting things done" on the night, always listen to this person, rather than the original organiser, but do keep the organiser advised.

## RUNNING ORDER

Even if you have apparently received in advance, all the information which you think you will need to follow the running order, always check again with the organiser. Things may have changed in the last few hours and you need to know.

## TABLE PLAN AND PLACE CARDS

It is very important for the Toastmaster to know where distinguished guests and speakers are seated. Obtain your own copy of the Menu Card and mark up the table number and the position at the table where each speaker is seated.

## RECEIVING LINE

Ascertain from the organiser:

- Whether there is to be a Receiving Line
- Where it is to be situated (other advice on position of line from your experience)
- Who is to be in Receiving Line (ask organiser to introduce you on their arrival)
- What are the titles or positions of the people in the Receiving Line
- Will there be a formal entry into the meal
- If so will it be whole top table or just President & Chairman etc.
- Whether there have been any changes in those speaking or their table positions

Make sure that the organiser has told you everything, make sure they have left nothing out, even to the point of "feeding" them some possibilities such as Presentations, Speeches or events, Draw, Raffle or Auction.

## PRESENTATIONS

If there are Presentations (flowers or other gifts maybe) always establish the answers to the following questions:

- How many are there?
- What are they?
- Where are they?
- Who will Present them?
- When will they be presented?
- Who are they being presented to?

Politely insist on seeing where they are, all too often a Toastmaster is told that someone will be bringing them along later, do make sure you see them, it is the Toastmaster who gets the blame if the bouquet or gift is not available when the Chairman wants to present it.

## COMMENCE RECEPTION

If members of the Receiving Party have arrived (or even sometimes if they have not all arrived) when it comes to the appointed time for reception (e.g. 7.00pm for 7.30pm), at 7.00pm, you really

need to start receiving and introducing guests to the Receiving Line. Always check with the officials in the Receiving Line before commencing, but you may need to offer them the advice that they ought to begin, otherwise guests will be waiting, and the meal will be delayed etc.

With a Dinner, it is not usual to have to make an announcement that the hosts are ready to receive their guests, as the doors will normally be closed until the line is in place. This will vary from function to function, but it will be usual for guests to be received into a bar or similar reception room, where they can get a drink before dinner. Use your ratchet or digital counter to record the number of guests that have been received. You will then be able to glance at the counter from time to time and advise the hosts. There may come a point where not all the guests have arrived, but dinner needs to be served. The receiving line may therefore need to be broken up. See Section 3 of this manual for tips on conducting the receiving line.

## PREPARING FOR A FORMAL ENTRY

Use the time as the receiving line breaks up, just to check again with hosts on the subject of a formal entry. If there is to be a formal entry of the entire top table, you will need to ensure that those people remain behind in the ante-room when the main body of the guests go through. The hosts or organisers may alert these people themselves, or they may require you to do this. If you are expected to alert these people, then in most cases, you will have to have them pointed out to you. Try to avoid this, you don't know these people and it is better if the organiser alerts them. If you do perform this function, a simple comment to each, along the following lines should be suitable.

*"Excuse me sir/madam, I understand that you are seated on the top table and our host would like the full top table guests to come into dinner as a formal entry, could I ask you to remain in the ante-room, when I call the main guests to take their seats".*

## CALL TO DINNER

It may be getting close to the time for dinner to be served but never attempt to make that announcement before checking with the banqueting manager or head of the waiting staff. It may be that the Chef is not quite ready or that candles on the tables have to be lit or bread rolls served to the table before guests come in. In some cases the staff may wish to serve the

starter to the table before guests come in, particularly if it is a cold starter.

Having checked with the banqueting manager (musicians if appropriate) and the hosts and also ensured that those in the formal entry know to remain back, you may then make the announcement that dinner is served.



*"Distinguished Guests, Ladies and Gentlemen, will you kindly take your places at table, dinner is served"*

It is a nice gesture just to add the words *"thank you"* at the end of this announcement

## DEALING WITH STRAGGLERS

Before conducting a formal entry of the Top Table, you may have to "round up" some stragglers who are still in the bar. Some guests may take your call to dinner, not as a signal to finish their existing drink, but to queue at the bar for another, this really delays proceedings. In these circumstances, continuing to make one announcement after another, which they will ignore like the first one, is not recommended. Approaching the small groups engaged in conversation and talking to them face to face is the only option now. Be right at their elbows before making eye contact with everyone in the group saying something along the lines of:

*"Thank you, Ladies & Gentlemen, would you take your places now please, many thanks"*

then moving to another group

*"Ladies & Gentlemen, dinner is served would you pass through to your tables now please, many thanks".*

It may even get to the point where a comment like

*"Ladies & Gentlemen, your dinner is spoiling, take your places now please, thank you".*

Always be polite, but there comes a time where you may need to be firm.

## FORMAL ENTRY

You will note from section 3 on the Formal Entry that you should prepare for this part of the event, either during the drinks reception or immediately after you have called the main body of guests through to dinner. If the formal entry is to comprise just the two or three key people, then you need to ensure that the other members of top table are at

the table. If it is an entire top table entry then make sure that none of the guests who form part of the procession have "escaped" and are already at the top table. Important tips on conducting the formal entry are covered in section 3.

## THE GRACE

From reading section 3 covering the offering of a Grace, you will have noted that it is important to talk to the person saying Grace long before the main body of guests go through to dinner. You will need to establish where they are seated (usually on top table but not always). If not at top table, it would be best if they come to the top table. The time for Grace to be said is immediately after the formal entry party has arrived at their place on the top table. Applause should start to die down but in any event a couple of sharp raps of the gavel should do the trick. The pre-amble and introductions of Grace and information on the various types of Grace is covered in section 3. Having advised everyone to be seated after the Grace, the Toastmaster should have time to eat his own starter, if he is being provided with a first course.



## INFORMAL TOASTS (WINE TAKINGS)

It may be traditional for the President, Chairman or Host to acknowledge the presence at the dinner of certain important people. They may be past holders of offices within the organisation or they may be people that have made a significant contribution or of course, they may be just distinguished guests.

If informal toasts (or "Wine Takings") are to be taken, then the Toastmaster will have to play a role in this. Please see the Masonic Ladies' Festivals section of this manual for guidance on Informal Toasts. Whilst this provides guidance on informal toast at Masonic events, other dinners may have similar informal toasts and so the advice given in that section can be transferred to other dinners.



## RAFFLES AND CHARITY DRAWS

Depending on the type of organisation, there may be a raffle or a charity draw which will take place towards the end of the evening. The hosts may want you to give some publicity to the raffle by making an early announcement about

- The price of the tickets
- The number and a description of the prizes (particularly star prizes)
- The people or companies who donated the prizes and
- The Charity or other cause which will be benefit from the proceeds

This “plug” may be given after the first course but you must discourage the sale of tickets until after the main course. The main course is always the one that banqueting staff care about most and are anxious to get to the table. People wandering about the room selling tickets will get in their way. More about raffles can be found in Fund Raising Section of this manual.

## LOYAL TOAST

The Loyal Toast is usually (but not always) proposed after the dessert course has been lifted and before coffee is served. If there is a Cheese course, you can wait for this to be served. Section 3 covers different kinds of Loyal Toast. As with the Grace, you will need to have identified the person proposing the Loyal Toast and if not on the top table, establish whether they are prepared to come to the top table or propose it from their own seat.

After the Loyal Toast has been proposed, that used to be the point at which guests would be given permission to smoke. Since the ban on smoking in public places, no announcement about smoking needs to be made.



## SPEECHES AND OTHER TOASTS

Once the Loyal Toast has been proposed and coffee has been served, the waiters and waitresses will usually leave the room. It is important that they are all out of the room before the speeches begin, as the noise of crockery and cutlery can seriously distract people's attention.

Before doing anything else, check with banqueting manager that waiters and waitresses will remain out of the room. Check with the function host and with all the speakers that they are ready. At such a dinner, there may be other speeches, you will need to confirm this from your pre-function enquiries, the menu card and your conversation with the organiser on the day.

On arrival at the venue, you will have checked the table plan to find out where the speakers are seated. During the meal you will have talked to all those people making speeches, just to confirm their place in the order and you should have shown them your prompt card on which you will have written the way in which you propose to introduce them. Any correction can be made then. If you are unhappy with any changes which they may wish to make (such as being introduced in a manner which may be untrue or could give offence), then you will need to check with the function host.

Common Speeches/Toasts at Company or Trade Association Dinners are the first by The President to The Guests. The subject matter will usually be about the company or organisation and its activities/achievements in the past year. A finish is often something nice said about the guests and in the case of Trade Association, this may mean representatives of the allied trades and then propose the toast to “The Guests”

The Response will probably be from the guest of honour who will say nice things about the company or organisation and propose a Toast to the organisation. This Toast may be coupled with the name of the President. In these speeches/toasts, the Toastmaster's role is to introduce each of the speakers and sometimes repeat the Toast after the proposer.

A Toastmaster may be requested to repeat (overcall) a Toast when someone is proposing a toast to The Durham Watch-Makers Association simply raises his glass and says “*The Association*” the Toastmaster may say “*Ladies and Gentlemen, the toast is the Durham Watch-Makers Association and The President James Herbage*”

See section 3 for appropriate pre-ambls and introductions.

## ENTERTAINMENT SPEAKER

One type of speaker often performing at a dinner is an "Entertainment" speaker. That person will be a professional or semi-professional After Dinner Speaker with no particular link to the organisation but has been booked to entertain the guests. They are usually the last to speak and they should be introduced as with any other speaker. They may look for a particular style of introduction or even a build up. Once again, if in doubt with the way they want to be introduced, check with the President. Entertainment Speakers will usually speak for about 30 to 45 minutes but are known to go on longer. Be prepared for this.

## BRINGING EVERYTHING TO A CLOSE

In your earlier discussions with the President/Organiser, you will have checked what the end of dinner routine is to be. However, even so when the last speaker sits down, and while the applause continues, you can quickly check with the Host. It may be that they will just want to say a few words of farewell "safe journey home" type remarks and if so, you will need to introduce them again. If so, a simple informal re-introduction is usually in order something along the lines of:-

*"Ladies & Gentlemen, may I have your kind attention once more time please for your President".*

Check if The President wishes you to announce that the bar will be open or indeed any other reminders for the guests such as carriages. Such items of information we often refer to as "The Parish Notices"

## FORMAL EXIT

If there is to be a formal exit of the top table, then it is necessary for the Toastmaster to conduct that ceremony. An announcement is then called for. All Toastmasters develop their own styles but an informal announcement along the following lines would be suitable:

*"Ladies & Gentlemen that brings this evening's dinner to a close. Your President and their distinguished guests were the last to come into the room this evening and your President would very much like you to say farewell to them as they leave the room first, Ladies and Gentlemen will you please stand and give a big round of applause for your President and their Distinguished Guests of top table".*

This is your opportunity to lead the top table out of the room and say your farewells to The President and organisers, thank them for inviting you and hoping to see them next year. A good prompt if you would like the booking again.

## FAREWELL AND THANKS TO THE BANQUETING MANAGER, HEAD WAITER

Before going to change, always seek out the banqueting manager to thank them for all their help. It is important to remember that these people talk to other clients who may just be looking for a Toastmaster. If you are the type that gets on well with the banqueting manager and co-operates with the banqueting team, it will be your name they will give to future clients.





# 05

## MASONIC LADIES FESTIVALS





This type of function is really a Dinner and Dance, a Banquet and Ball, call it what you wish. For Freemasons' Lodges this is an occasion which is staged usually every year at which lodge members say "Thank You" to their ladies and honour them with an event where they can enjoy a meal and dancing.

## 5.1 The key people

The person presiding at a Ladies' Festival would normally be the Worshipful Master of the Lodge.

The Festival is usually held towards the end of their year in the office of Master and they and their lady are the centre of attention on the evening. A Ladies' Festival, although connected with the lodge is strictly speaking, not a masonic event in itself and so in most cases the Master's title on the night is Mr. President although in some parts of the country and/or in some lodges, it is traditional to refer to them as "*Worshipful Master*". Their wife is "*The President's Lady*" not "Madam President". In speech pre-ambls they are referred to as "M'darme" with the emphasis on the darme which rhymes with farm not jam.

The person who will generally engage you is the Festival Secretary or Festival Committee. They will be a member of the lodge who has been appointed to organise the Ladies' Festival. They will have an on-going role on the night and between them and the President, you can get all the information you need from the perspective of the lodge. Sometimes the Master organises their own Festival.

## 5.2 Matters covered under Common Procedures

### THINGS TO FIND OUT IN ADVANCE

When taking a booking for a Ladies' Festival you will need all the standard information but there are a few others that are specific to these events:

- Is the Master the organiser, or is there also a Festival Secretary/Committee?
- The Receiving Line will usually be just The President and their Lady
- There will almost certainly be a formal entry of the President and their Lady
- There will always be a Grace before the meal
- Will there be "wine takings" between courses and how many?
- Will there be a Sung Grace after the Meal?
- There will always be a Loyal Toast
- There will almost certainly be gifts for the ladies
- There should be four speeches maybe five
- Will there be a singer to sing "The Ladies' Song" - who is it?
- Will there be Presentations? (usually to the President's Lady)
- Will there be a musician to accompany, Sung Grace, National Anthem, Ladies' Song

### ON ARRIVAL

It is always helpful to obtain a menu card on arrival, you are then able to mark up the menu card with the table numbers and seating positions of the various speakers.

- You would go through the usual "Arrival" procedures as for any function. Arrive a minimum of 90 minutes before a Ladies' Festival is due to begin.
- Ladies' Festivals are most often held in hotels rather than halls, although Masonic Centres are quite popular. A hotel room for you to change in is very welcome.
- Always have a quick check particularly of the top table layout of place cards, to ensure that it is in accordance with the table plan. Ensure that the table plan is in a position prominent enough for all the guests to see in advance of their going through to the meal.
- Check the menu card for the words of the Sung Grace. In your introduction to the Sung Grace, you will need to be able to tell guests who may be unfamiliar with the words, where they can be found.

### MEETING UP WITH THE KEY PEOPLE

As soon as they arrive, try to meet up with the Festival Secretary/Committee and The President and his Lady, you will need to check out that everything which is on your booking form or the Menu card is unchanged.

If there are changes note them and make the necessary changes to your pre-ambls and announcements.

The Festival Secretary/Committee or President will be able to advise you of the whereabouts of such things as individual ladies' gifts (usually distributed towards the end of the meal) and any presentation gift for the President's Lady.

## RAFFLE OR DRAW

Make sure there are no changes to the arrangements you have already made with the Festival Secretary/Committee or President with regards the raffle or other fund-raising activities. Make sure that you know exactly how it is to be conducted.

## TAKE TIME TO LIAISE WITH THE BAND OR DJ

Before guests begin arriving, check with the band or DJ:

- Will they be playing background during the meal?
- What are their playing times?
- Will they be there to play the National Anthem for the Loyal Toast?
- Do they have music for the Sung Grace and Ladies Song if needed?
- What music will The President & His Lady open dancing to
- What is the name of the Band or DJ?

## 5.3 Informal Toasts at Masonic Festivals

Confirm the arrangements for takings of wine as were discussed in your planning meetings and that your list of informal toasts remains the same. Much better if you can get this list in advance of the day in conversations over the phone or in an exchange of emails.

Informal Toasts are almost always taken at Ladies' Festivals (also at many other Trade Association or Sports Club's Dinner Dances). They are an opportunity for the Host or in the case of a Ladies' Festival, the President to acknowledge the presence of particular people, stand and drink an informal toast with them.

At a Ladies' Festival with a four-course meal, you have three opportunities to take wine: after the first course, second course and main course. It is difficult to fit in a session of informal toasts after the dessert course as it is necessary to distribute the Ladies' gifts, commence the Sung Grace and propose the Loyal Toast.

### SUGGESTED TAKINGS OF WINE

The President may need some help in compiling their list of people with whom to take wine. You can help them with a suggested list.

- President with their Lady (both stand) Your intro could be *"your President Worshipful Brother John James would be **PLEASED** to take wine with his lady, Mrs. Judith James"*
- President with the Ladies (President stands ladies sit). Your intro could be *"your President would be **HONOURED** to take wine with all the Ladies and being the gentlemen that he is, he requests that you remain seated while he stands"*
- President's Lady with the Gentlemen (President's Lady and All Gentlemen stand). Your intro could be *"and not be outdone, your President's Lady would be **DELIGHTED** to take wine with all the gentlemen and so that she can see you all, she requests that you stand with her"*
- President and his Lady with their personal guests/immediate family
- President and his Lady and his Lady with President Elect and His Lady
- President and his Lady with all Lodge members and their Ladies
- President and his Lady with the Festival Secretary and His Lady"
- President and his Lady with Members of other Lodges and their Ladies
- President and his Lady with those attending a Ladies' Festival for the first time

Remember to vary the way you introduce these informal toasts. See the bolded words above and remember PHD - Pleased, Honoured and Delighted.

Traditionally Ladies' Festivals will begin quite early, say 6.30pm for 7.15pm dinner. Much depends on whether there is entertainment and whether the function is going to finish at 12.00 midnight or 1.00am.

## 5.4 Receiving Line

Having checked everything out, it will not be long before guests will begin arriving. At weddings, guests will often arrive within a short space of time but not so at a Ladies' Festival and the members of the Receiving Line may have to stand there for thirty to forty-five minutes, greeting their guests. It is important to remember that with Ladies' Festivals, if a couple present themselves at the door and simply say "Smith", it

is appropriate for the Toastmaster to ask *"is that Brother or Worshipful Brother Smith and Mrs. Smith"* so that they can be introduced properly. They maybe simply Mr. & Mrs. It should be noted that some receiving lines will have informal announcements.

As it gets closer to meal service time, the President and his Lady should be asked to confirm that all top table members have arrived but with 15 minutes or so to go to the "sit-down" time, you should suggest to the President that they leave the door now and mingle with their guests, use the cloakrooms etc. They will want to do this and you, as Toastmaster have things to check out and cannot remain at the door right to the bitter end.

## 5.5 Ordering of Wine

More often than not, wine is not included in the ticket price and guests need to order their own from a special table set up for that purpose, known as a wine station. It is helpful for the Toastmaster just to wander around the groups of guests in the bar or reception room and just ask them if they have ordered their wine. This does save a queue by the table when you are about to call. Avoid a formal announcement if you can.

## 5.6 Calling Guests to the Meal

This procedure is well covered in this Manual but it is important to get the pre-amble correct:

*"Distinguished Guests, Ladies, Gentlemen and Brethren, will you kindly take your places at table, dinner is served"*

You exclude the President & his lady, as they will enter the room in formal entry a little later, so you are not addressing them.

## 5.7 Formal Entry

The President and his Lady will then come in as a formal entry on their own.

In most cases with Ladies' Festivals the guests will remain standing behind their chairs. If not Gavel.



*"Ladies and Gentlemen will you please stand"*

*"Distinguished guests, Ladies, Gentlemen and Brethren, you are invited to receive your President, Worshipful Brother John Smith and his Lady Mrs. Sylvia Smith"*

Applause should automatically follow as The President and his Lady enter the room, if the guests do not applaud spontaneously, then encourage it yourself by gesturing to guests by clapping your own hands and waving your gavel.

## 5.8 Grace

The spoken Grace will usually be offered by the President or Lodge Chaplain.

## 5.9 During the Meal

Remember there will be Informal Toasts (takings of wine) in accordance with the President's wishes. Do alert the head of the waiting staff that these will be taken and ensure that the first course is lifted (cleared) before going into a session of informal toasts. They should also be asked not to serve the next course until you give the signal that that session of informal toasts has finished. You will need to make sure that both the President and his Lady are in their seats and that the people with whom they are taking wine, are also present.

You may also need to promote the Raffle and here is a good opportunity after the first wine takings, this may include the process being used to sell raffle tickets.





## 5.10 Sung Grace

*For these and all Thy mercies given,  
We bless and praise Thy name O Lord,  
May we receive them, with thanksgiving,  
Ever trusting in Thy Word,  
To Thee alone, be Honour, Glory  
Now and henceforth, for evermore  
Amen*

- As soon as the dessert course is lifted, if the Sung Grace is to be offered, here is the point it is introduced.
- Establish if the words for Sung Grace are on the guest Menu Card, and whether it will be accompanied by the Band/DJ
- Announce Sung Grace complete with the appropriate pre-ambls, and all guests to stand
- The Loyal Toast immediately follows, the Response ('The King') is usually given by The President
- Announce Loyal Toast complete with the appropriate pre-ambls, and all guests to continue to stand
- Guests then advised to be seated, Coffee/Tea can now be served, and a Comfort Break (if appropriate) taken

## 5.11 Loyal Toast

Usually proposed, by The President, straight after the Sung Grace.

## 5.12 Coffee

Coffee would then usually be served. A suitable gap should be given, to enable people to drink their coffee.

Ladies' Gifts may take place after a short comfort break. This will prevent people leaving the table during speeches. Take care over whether a "Comfort Break" should be called, you may have trouble getting people back.



## 5.13 Distribution of Ladies' Gifts

Sometimes the gifts for the Ladies are on the tables, in advance of guests entering the dining room. However, it is more usual to have them handed out. An announcement along the following lines would be appropriate:



*"Ladies, Gentlemen, Brethren, may I ask each table steward to join me at the gift table to collect gifts for the appropriate number of ladies on your table"*

## 5.14 The Ladies Song

If The Ladies' Song is to be performed, it is essential that before you commence the speeches, that you know that the singer is present and that the accompanist, if appropriate, is in place. Once you begin the speeches, you are not able to leave the top table to find them.

Check that those Brethren who will play their respective role in the Ladies' Song are aware of their need to be in place at the appropriate time before the singer commences. The "Floor work" of the Freemasons taking part in the Ladies' Song is given later in this section.

There are a number of versions of The Ladies' Song and different music. The following is one example of the words and this one is sung to the music of The Master's Song sung in Masonic Lodges.

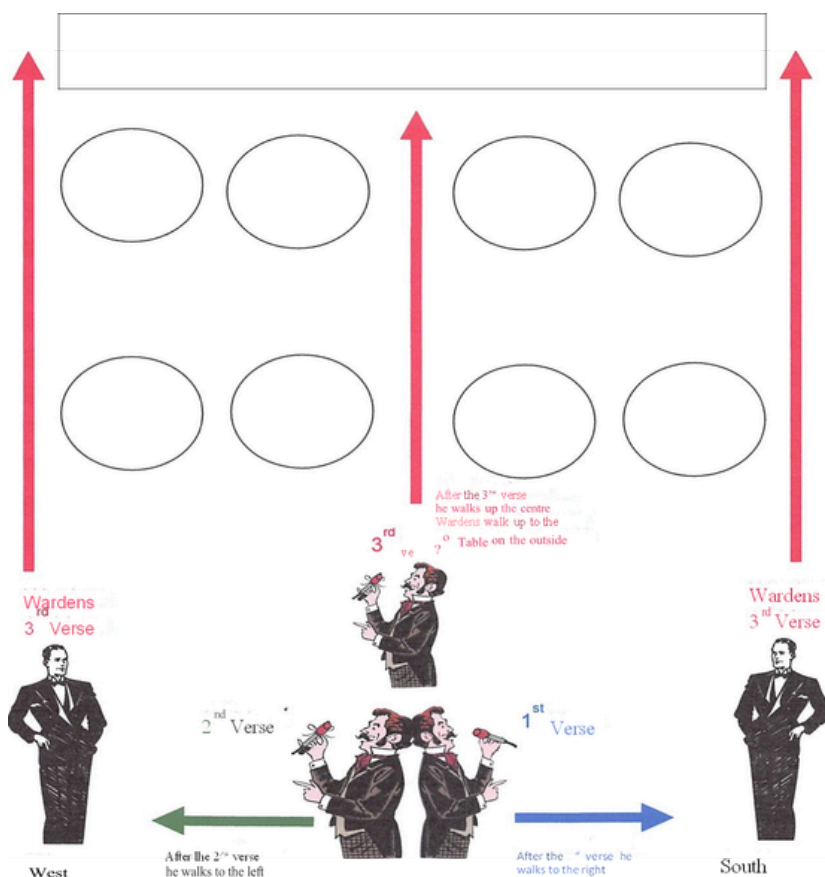
When the singer performs the Ladies' Song, they should be facing the President and his Lady on the top table and have a glass of wine in their hand.

After the first verse, they walk to their right towards where a Brother from the Lodge should be standing, and chinks glasses.

At the end of the second verse they walk to their left to where another Brother should be standing and chinks glasses.

After the third and last verse, the singer walks up the middle of the room towards the President and his Lady, as the two other Brethren taking part, walk around the outside of the room and behind the top table. All three of them surround the President's Lady (sometimes they are assisted to stand on their chair, although many think this is undignified), while the final toast is given, the Singer will raise his glass and give the toast *"The President's Lady"* and all Gentlemen guests should repeat *"The President's Lady"* The graphic shown overleaf shows the "floorwork".

## THE FLOORWORK



## SOME TIPS ON DELIVERING THE LADIES' SONG

If you are taking the brave step of singing the Ladies' Song at a Masonic Ladies Festival, here are some tips. The song should only be delivered by a man.

### BRIEFING THE WARDENS

Earlier in the evening, find out who is to play the roles of Junior and Senior Wardens, to co-ordinate the floor work. These may be the actual Wardens or other Brethren standing in. Whoever plays the Junior Warden has to stand to your right to play his part and the Senior Warden stands to your left. All of you must face the President's Lady.

At the end of the first verse you will chink glasses with the Junior Warden and after the second verse you will chink glasses with the Senior Warden. Tell them they must hold their glasses still and that you will do the moves in the chinking process, or you may smash each others glasses. Ensure that they know that at the end of the third verse, they will walk to the "East" (the President's Lady) up the side of the room and then round behind the Top Table to raise a glass to The President's Lady.

### BRIEFING THE KEYBOARD PLAYER OR DJ

This is fairly simple. All you need to do is to ensure that they are in place before the speeches begin and that they do not start the music until you give the signal.



## THE HEALTH OF THE LADIES

Tonight we are met to do Honour,  
To those who in sickness and health  
Are Angels who minister to us,  
The Ladies our Empires wealth  
To Mothers, Wives, Sisters and Sweethearts,  
True Masons can never do wrong  
We all love the Ladies, God bless them,  
And here's to their health in a song

### Chorus

Here's to their health,  
Here's to their health,  
And here's to their health in a song.  
(BRETHREN REPEAT)

The Brethren all bid you a welcome,  
The night is only for you  
We thank you for all you do for us,  
May we always be faithful and true  
The Brethren a Toast to our Ladies,  
For our joy in having you here  
We wish you good health and much pleasure,  
And happiness all through the year

### Chorus

Here's to their health,  
Here's to their health,  
And here's to their health in a song.  
(BRETHREN REPEAT)

To the wife of our Worshipful Master,  
Our dutiful homage we pay  
May her joys be as wide as the ocean,  
Her sorrows as light as its spray  
The ground that she treads on shall blossom,  
Till blessings around her shall throng  
Long life to the Lady we honour,  
And here's to her health in a song

### Chorus

Here's to their health,  
Here's to their health,  
And here's to their health in a song.  
(BRETHREN REPEAT)



## THE TOAST TO THE LADIES

This is usually the First Speech of the evening. The Brother who makes this speech should always finish up with proposing the Toast to The Ladies. All the Gentlemen should be asked to stand to drink the Toast, before you begin singing the song. Ensure that the Wardens are standing in their places.

## THE SONG

Allow all other Gentlemen time to re-seat (chatter and scraping of chairs stops), then give the signal for the music to begin. As you finish the first verse and start the Chorus (and here's to their health, here's to their health and here's to their health in a song, and here's to their health, here's to their health and here's to their health in a song), step off with the left foot to your right, towards the Junior Warden. When you reach him, you chink the top of your glass onto the bottom of his glass, then you chink the bottom of your glass onto the top of his and then chink the side of your glass onto the side of his. If you can manage it, each chink should be made on the word "health". After you have sung the second verse, repeat the process only this time stepping off with your left foot to your left towards the Senior Warden. When you reach them, repeat the three chinks in a similar manner, preferably each chink on the word "health".

After having sung the third verse and as you start the Chorus, signal to the Wardens to advance to the "East" down the sides of the room and behind the top table to the President's Lady whilst you advance through the centre of the room to the Top Table.

The Chorus changes after the third verse to "and here's to HER health...." As you are now singing to the President's Lady and not to all the ladies. As you start the second part of the Chorus call out *"All Gentlemen please stand"*. All the Gentlemen should stand and join with you in singing the second part of the chorus. You chink glasses with the President's Lady and then at the end, you raise your glass to the Lady and say *"The President's Lady"*.

That's you finished, unless you wish to get a round of applause for the keyboard player, if so, make sure you know his name. Hopefully they will give you a round of applause.

## 5.15 Speeches

There will usually be four speeches:

- Toast to The Ladies and the Ladies Song
- Response from The President's Lady
- Toast to The President
- Response from the President

## PRE-AMBLE EXAMPLES FOR SPEECHES

### Toast to The Ladies Brother by Barry Brown

*"Mr. President, M'darme, Distinguished Guests, Ladies, Gentlemen and Brethren, Pray Silence for Brother Barry Brown."*

### Ladies' Song Sung by Worshipful Brother George Dray

*"Ladies, Gentlemen and Brethren, please welcome Worshipful Brother George Dray"*

### Response from the President's Lady, Mrs. Sylvia Smith

*"Mr. President, Brother Brown, Distinguished Guests, Ladies, Gentlemen and Brethren, Pray Silence for your President's Lady, Mrs. Sylvia Smith"*

### Toast to The President by Worshipful Brother Gary Coombes

*"Mr. President, M'darme, Distinguished Guests, Ladies, Gentlemen and Brethren, Pray Silence for Worshipful Brother Gary Coombes"*

### Response from The President, Worshipful Brother John Smith

*"M'darme, Worshipful Brother Coombes, Distinguished Guests, Ladies, Gentlemen and Brethren, Pray Silence for your President, Worshipful Brother John Smith, Worshipful Master of Enfield Lodge, number one thousand seven hundred and seventy-three"*

## 5.16 Entertainment

### FIRST DANCE

It is always wise to ensure that you know where the band will be during the speeches. If the room does not need re-arranging for the dancing, it is good to commence the dancing directly from the last speech and so you need the band on stage. As soon as you introduce the last speaker, have the band waiting and ready, before the



President's speech ends. Check with The President and his Lady if they are ready to open the dancing. You could then announce something along the lines of:

*"Well Ladies and Gentlemen that brings to an end the formality of the speeches and presentations and as you can see our band Nite Music are now back on stage, so Ladies and Gentlemen would you please give your President and his Lady, John and Sylvia a huge round of applause as they take to the floor to open the dancing to that Commodores classic; Once, Twice, Three Times a Lady"*

As soon as you have introduced the first dance, check with the band how long their first set will be but if the function is in a hotel and you have a hotel room to change in, there is nothing now to stop you going off to take a break. If there is a cabaret and they have not arrived, you may need to remain in evidence until they turn up so that you can get all the information you need.

## CABARET

Make sure you know everything there is to know about the cabaret, what they have done recently, where they have been, who they have appeared with. All this helps to give them a good "build up". Find out what they want in terms of lighting and other facilities. Know all of this before taking the band off.

## TAKING OFF THE BAND

Give the band the signal to finish the last number before their break and then make the announcement taking them off, along the lines of:

*"Ladies and Gentlemen, providing the music for dancing so far this evening has been some very talented musicians, they're going to take a short break now, but they will be back later to provide more music for dancing, but in the meantime, I am sure that you would like to show your appreciation".*

## PUTTING ON THE CABARET

Make an announcement along the lines

*"Well Ladies and Gentlemen it's now cabaret time and we have a tremendous act lined up for you here this evening. Last year he spent nine months touring the UK and Europe with Adele and Ed Sheeran, this year he has just returned from a season on board the Cunard cruise liner*

*the Queen Mary 2. I know you're going to love him, he's a very funny man. Ladies and Gentlemen, please give a big Winchester Lodge welcome to Mr. Maxy Mitchell."*

## TAKING OFF THE CABARET

Make an announcement along the lines of:

*"Hey, what about that Ladies and Gentlemen, didn't I tell you, he's a very funny man, Ladies and Gentlemen, let's hear it again for Mr. Maxy Mitchell"*

Sometimes the cabaret will have left time for a short encore so adding the words:

*"Would you like to hear some more" will probably be enough to bring him back for a couple more jokes. Then a final "Ladies and Gentlemen, Maxy Mitchell" will bring the cabaret to a close.*

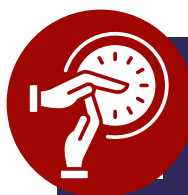
## RAFFLE DRAW

The Raffle Draw would normally follow. See Fund-Raising Section for details.

## PUTTING THE BAND BACK ON

Having completed the Raffle Draw, the band should be returning for their last 45 minutes to one hour. An announcement along the following lines is called for:

*"Ladies and Gentlemen, it's dance time again and just clambering back onto the stage are the people that are going to entertain us for the last hour tonight, welcome back Nite Music"*



## Another Break

It could be time for you personally to take another break. However, this time you cannot afford to be away for too long. The last 15 minutes of the evening will need your co-ordination. Check with the Band/DJ that they will be playing the traditional finishing numbers - Auld Lang Syne, For He's a Jolly Good Fellow, National Anthem.

## 5.17 Bringing the function to a close

In the last 15 minutes the band will usually bring the crowd to a frenzy with increasingly fast numbers. With ten minutes to go, they should be starting the Last Waltz and you can play a role in encouraging everyone onto the floor for the last dance.

The usual thing would then be for the band or you to get the crowd into a large circle for Auld Lang Syne, followed by For He's a Jolly Good Fellow. At this point it is not unusual for Lodge Members to hoist The President onto their shoulders and carry him around the room. There should then be three cheers for the President and His Lady which you should lead.

Get a round of applause for the band:

*"Ladies and Gentlemen, let's hear it for our really class band this evening they are Barry, Kevin, John and Sharon, they are Nite Music"*

*"And now Ladies and Gentlemen some final words from Your President"*

Hand the microphone to The President who will usually give a short speech along the lines of

*"Hope you've had a good evening, come back next year, safe journey home".*

Microphone back to you. You announce:

*"Ladies and Gentlemen, 'The King'- The band play the National Anthem."*

If the anthem was played earlier in the evening with the Loyal Toast, "The King" would not be played at the end of the evening. The best place for the anthem is at the end of the evening so discourage it at The Loyal Toast.

Say your usual thank you's and good-byes.

Another good function finished.



# 06

## FUND RAISING ACTIVITIES





At many functions covered by Toastmasters, there will be a Raffle Draw or Auction, and the Toastmaster is expected to play a leading role. The proceeds may be going towards a selected charity, or it may be that the proceeds are to offset some of the costs of staging the event. Let us take Raffles first.

## 6.1 Raffles

There are several questions which you will need answered if a Raffle is to be held. These are questions for the Function Organiser, Festival Secretary or often the Treasurer of the organisation. Here are some suggestions, you may be able to think of some of your own. Always get the answers before the function begins:

- Is there going to be a raffle?
- How are the tickets to be sold?
- When are the tickets to be sold?
- How much are they?
- Who will be selling them?
- How is the money to be collected?
- How many prizes are there?
- What are the prizes?
- Do you want the donors of any prizes mentioned
- Where are the proceeds going?
- If Charity, do you want it mentioned?
- When is the draw to be made?
- Who will make the draw?

We can often give a "plug" to the Raffle, usually after the first course by making an announcement (maybe after first takings of wine) about the price of tickets, prizes, donors and recipient of proceeds (if a charity).

If the sale of tickets is to be conducted around the tables, whatever you do, try to deter this from happening until after the main course has been served. You will not be popular with the banqueting staff if ticket vendors are wandering round the tables selling tickets, when they are trying to serve. This is a Golden Rule - no wandering round the room during main course service due to hot food service.

If tickets are to be sold in strips of five tickets, this should mean five chances. Sometimes guests buy a strip of five tickets and when it comes to pulling counterfoils in the drum, they are put in as a full strip. Thus, this is only one chance, when the guest thought they were buying five chances. You cannot insist on this, but you can try to influence the organisers.

## METHODS ADOPTED FOR SELLING TICKETS

### Traditional

Several officials go round the tables with books of tickets, tear out the required number of tickets and take the money. Usually they will use books of 500 tickets and sell them in strips of five. The counterfoils then have to be torn up and folded later and placed in draw drum.

### Enveloped

Well in advance of the function, five strips of mixed tickets (colours, numbers etc.) are placed in an envelope. The counterfoils of those strips are stapled to the outside of the envelope. A number of envelopes (corresponding to the number of guests on the table) are left on each table. Guests are invited to purchase the envelope of mixed tickets at say £5 per envelope. The Treasurer or Raffle organiser then visits each table to collect £5 for each envelope and collects the counterfoils relating to the tickets purchased by the guests. Sometimes, the guests retain the tickets on the outside of the envelope and put their £5 in the envelope, returned with the counterfoils inside. Discover which way round this is to be done.

### Selling the Lot

In some cases, organisers are confident that all the tickets are going to be sold and so the enveloped method above is adopted, except that the counterfoils have already been torn and folded and are in the drum. This saves work later and eases the situation at the table because there are only envelopes of tickets on the tables which guests retain. With this system, there is a need to reconcile the tickets with money. The organiser will want either money or envelopes of unsold tickets returned to him. He will reconcile his takings against the number of envelopes originally left on each table. If this reconciliation is not carried out, guests may steal envelopes (shock, horror) but as the counterfoils are already in the drum, they may still win prizes. This is the organiser's problem, not a problem for the Toastmaster.

## TABLE STEWARD

With the enveloped methods, a steward can be appointed for each table to collect the money (and counterfoils where appropriate) for handing to the organiser in one lot, when he visits the table.

## HELPING WITH FOLDING

The Toastmaster can often lend a helping hand with the folding of the counterfoils and placing them in a drum.

## OTHER TYPES OF DRAW

### Place Card Draw

This type of draw is usually for a cash prize. A large envelope is placed on each table. Guests may be invited to put their place card in the envelope, together with a £1 coin (or £5 note). Place cards and cash are collected in the usual way by the organiser and the place cards are used as the draw ticket. There is usually only one cash prize, the size of which is decided according to the number of people taking part. There is usually a portion of the money retained for the charity or other cause.

### Bank Note Draw

Once again for a cash prize. Guests write their names on £5 or £10 notes which are collected by the organiser. The actual bank notes are placed in the drum. The person whose name is on the note drawn wins the cash prize. Size of prize once again decided according to the number of people taking part. There is usually a retention for the charity or other cause. With this type of draw, recommend to the organiser that he has a large "float" of £5 or £10 notes. People may need to change up larger denomination notes and you do not want to let them off the hook because they do not have the right change. Writing on our plastic notes is not as easy as writing on the old paper notes but the plastic notes will retain the writing if a ballpoint pen is used.



## Toastmasters Beware

With something like the Bank Note Draw, as Toastmaster, you may be asked to go around the tables collecting the money. Do please decline this one. If you do collect notes, always keep the bundle of notes in your hand, held high up in the air, as you are going around. Let the guests and organiser see that the notes are always in sight. Tucking the notes in your pocket to be produced later, may be misconstrued. A Toastmaster must be beyond reproach. That is why it is better to decline in the first place.

A Toastmaster purchasing raffle tickets is also not to be advised. Organisers do not mind you buying tickets, they just do not like you winning. To win a prize as the Toastmaster can be embarrassing. There will almost certainly be cries of "Fiddle" or "Put it Back", even though you have won the prize perfectly legitimately.

## TIMING OF THE DRAW

If a Place Card or Bank Note draw are being carried out in addition to a ticket draw, you may wish to arrange the draws before the end of the meal, rather than wait until the any entertainment. After the Loyal Toast may be a good time.

## CONDUCTING THE DRAW

Try to discourage organisers from the type of draw, where a winning ticket is pulled out and the winner has to draw a ticket from another drum to discover what he has won. This is not only complicated and time-consuming but can mean that the first drawn wins a booby prize. If not the booby prize, several winners will always finish up with prizes they do not want. This is not really a raffle but a Tombola. The best method is for winners to be given the choice of the table in the order of their tickets being drawn. You can only try to influence this, the final choice is for the organisers.

## WHO DRAWS THE TICKETS

Many methods can be used. Two that are popular are either (a) The Guest of Honour can be invited to draw all the tickets or (b) The Guest of Honour draws the first ticket and retires. The winner then draws the next ticket before selecting their prize and so on with the winner of each prize until all prizes have been won. (a) works more smoothly but if the organiser insists on (b), do ensure that the winner draws the next ticket before proceeding to select their prize, otherwise, you will be there all night.

## INTRODUCING THE DRAW

Remember that for a Raffle Draw a Toastmaster moves from formal mode into the role of a Master of Ceremonies. The approach needs to be much "chattier" and giving a "build up" to the person making the draw is important to make an event of it. Always ensure that whoever is making the draw is ready and standing by. Each Toastmaster develops his or her own style but a suitable announcement would be along the lines of:

*"Ladies and Gentlemen, it's raffle draw time, the opportunity for you to go home tonight with this magnificent 54-inch television or this wonderful Christmas Hamper. Have your tickets ready as we are very pleased to ask this evening's guest of honour to draw the winners (or first winner)"*

## KEEPING THE FLOW GOING

Take the first ticket from the Guest of Honour and you read it out. Repeat it several times.

You should always wait for the first prize to be claimed before moving on, as it gives you the opportunity to get a round of applause for the winner who will no doubt select the star prize. A suitable line may be something like:

*"Yes, ladies and gentlemen we have our first lucky winner this evening, come along, don't be shy, let's have a big round of applause for them".*

From that point on, you will need to keep rattling through. Still repeat the colour and number of the ticket several times. Many people do not concentrate and if you announce it only once the likelihood is that it will be overlooked. Repeating it three or four times in slightly different ways is appropriate but then move on. The drawn tickets can be placed on a table beside you in the order they were drawn. Please, do not wait for each prize to be claimed before drawing the next, you will be there all night.

From time to time, while tickets are being drawn you can make the occasional comment about another lucky winner or that Table 5 seems to be the lucky table tonight. Comments about the prizes still left can help things along as can any information you have about how much has been raised or the merits of the charity receiving the proceeds. Keep things moving but you can make an entertaining event of something that can otherwise be dreadfully dull.

## GET A HELPING HAND

Very often the draw will be made in the middle of the Dance Floor, but the prize table will be to the side of the room. It is useful to enlist the assistance of the Treasurer or one of the committee members to help winners at the prize table, in the selection of their prizes. The winner should come to you first to ensure that the ticket does match and then go to the prize table to select. Announce how winners should claim their prizes.

## THANKING EVERYONE

At the end of the draw do not forget to thank the person drawing the tickets and get them a round of applause. Thank everyone for their generosity in the buying the tickets. You may be able to announce just how much was raised.

## 6.2 Auctions

Auctions are held less frequently than raffles, but it is important for a Toastmaster to be able to perform the role of Auctioneer, should the need arise. Auctions are almost exclusively conducted in aid of charities rather than to offset some of the cost of running the function and a Charity Ball would not really be fulfilling its purpose if it did not have an Auction.

Auction items are donated, often by companies, which means that their name is promoted whilst at the same time it is associated with a charity. Wealthy individuals who have reputations as philanthropists are also a source of Auction items. At large Charity Balls the items will often be of high value, whereas local groups will have items more akin to the value of raffle prizes.

## GETTING STARTED

It is important to have the names of donors of auction lots and be able to advise the audience which lots have been donated by which person/organisation. Unless you have been given any reserve price (under which the item should not be sold), you ought to make an assessment yourself of what sale prices the items should attract. You will need some help from one of the organisers to bring forward the auction items and to take the money from the final bidder and deliver the goods.

Introduce the Auction with a "Build Up" similar to that of a raffle and perhaps mention some of the items available and the donors. Mention the Charity which will benefit from the proceeds and if you have been able to obtain details, what excellent work they do.

## STARTING THE BIDDING

Always set a figure to invite the audience to start the bidding. This figure should always be below the retail value of the item and well below the price you have previously assessed it should bring. However, it is unwise to set it too low as you really do want to sell the item for much more than its retail value, otherwise it defeats the object of the auction.

Let us say we have a Magnum of Champagne which retails at £80, we might start the bidding at say £50, which might prompt someone to offer £51. You might take one or two £1 increases, before you push it up to £2 steps and so on. Once you get to £60, you may wish to invite someone to offer £65 and you may then be able



to increase the steps to £5 a time. Depending on your audience, an £80 Magnum of Champagne may bring £120 - £140.

### DO NOT "SQUEEZE THE PIPS"

An Auctioneer should guard against delays between receiving bids. Towards the end of bidding, it may be that just two or three people remain in "the race". It is not wise then to drag out the bidding. People will get bored and lose interest. If the bid has reached a reasonable price begin your "wind down" with the words *"are you all done? Going Once, Going Twice"* if one of the remaining bidders is really interested this will prompt them to make a higher bid, otherwise bring down the gavel with  "SOLD" and indicate to your helper, who the successful bidder is.

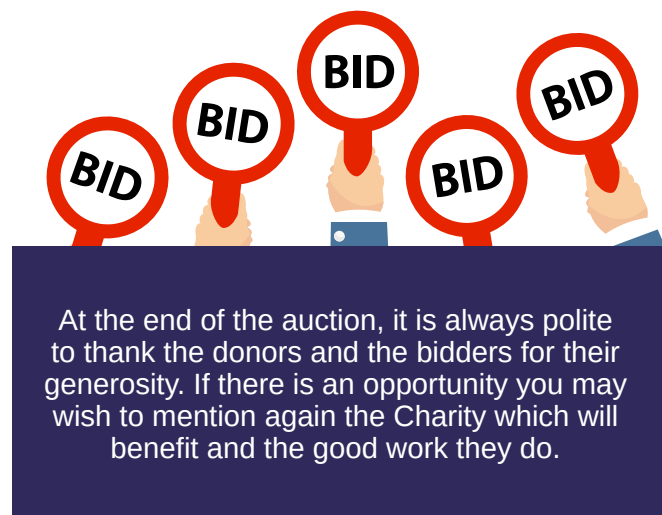
### KEEPING YOUR EYE ON BIDDERS

Remember you are not a professional Auctioneer, you are helping with what should be a bit of fun. Also remember that your audience are also not professional bidders, so forget what you may have seen on T.V. with people scratching their noses or others tugging their ears. These people you can ignore at these "fun" auctions. People should be expected to indicate their bid by raising their hand and calling out the price they are offering. You should keep track of the bidders from the direction of the sound.

People may need to be encouraged to speak up, otherwise they may lose the item they wanted. Try to maintain your attention on those who are regularly bidding so that you always catch their next bid but be alert for new bidders, it is these people that make auctions interesting. Ask the organisers to appoint some helpers from the organisation. These people can assist you by drawing your attention to new bidders.

### OFFERING ADVICE TO ORGANISERS

If the Auction is only to provide an interlude to dancing or it is staged after a cabaret act etc. then organisers could be advised, in advance of the event, to restrict the number of auction items to six to ten. If the auction is not the main thrust of the evening and it goes on for more than thirty minutes, people will begin to get bored and lose interest. They will be wanting to dance or go to the bar etc. However, if the auction is a major part of the evening and there are many items to dispose of, it may be possible to extend a session to forty-five minutes or alternatively the organisers could decide in advance of the day, to allocate two slots to auctioning items, so that there is not too much to take in one sitting.



## 6.3 Heads & Tails

Heads and Tails is another game that you may be asked to conduct at dinners and similar events. It can be a money raiser for charity etc. or it could be just a game for a prize donated by the organisers or sponsors.

If it is a money raiser, the organisers would collect £1 - £2 from everyone taking part. When all monies have been collected. The President, President's Lady or some other person (could even be the Toastmaster) has an ordinary coin. It could also be a special type of coin, a Victorian Bun Penny or something similar.

The Toastmaster and "Coin Person" stand in a prominent position in the room. When the game is about to start, the Toastmaster asks everyone taking part to stand. They then ask them all to decide whether they think the result of the first toss of the coin will be heads or tails.

If they opt for heads, they place their hands on their head. If they opt for tails, they place the flats of their hands on their buttocks. The coin is tossed and the result announced. Those who guessed correctly remain standing those who got it wrong sit down. This usually gets rid of about half the audience. The procedure is repeated as many times as it takes to reduce those standing down to two guests. The final toss of the coin decides the winner.

If, for example there are several people standing towards the end of the game and they all opt for the same (all heads or all tails), you just keep playing the game until you get down to two. The organisers decide what the prize should be, it may be a cash prize which could be half of the total take, with the other half going to charity or it could be another kind of prize, donated by the organisers, with the full cash take going to charity.

## 6.4 Reverse Bingo

This is another type of fund raiser that you may be asked to conduct. The organiser sells Bingo cards to the guests. Usually, these Bingo cards come in strips and so they may sell say 5 cards for £5. More often or not these are in paper form these days. Equally, they may just sell guests one card each (it could still be £5).

The Toastmaster, or one of the organisers, will have a bag of Bingo balls and a frame in which to deposit them after they have drawn. These days, there are also electronic Bingo devices which draw random numbers and at the same time record which numbers have been drawn, for easy checking at the end.

The operative word in this game is “REVERSE” Bingo. The Toastmaster asks everyone with a card to stand. The person drawing the numbers or operating the electronic device calls the first number. Anyone who has that number on their card sits down immediately, they are then out of the game. As each number is called, the procedure is repeated. So, in REVERSE Bingo, the aim is not to get a full house, it is the guest's hope that no number on their card is ever called - hence REVERSE Bingo!

Gradually, the number of guests standing reduces as numbers that are called appear on their card. Finally, the winner is the holder of the Bingo card, on which none of the numbers have been called. This needs to be checked against the frame or device but if that is confirmed, then they receive a cash prize or donated prize.

If a small number of people are standing and with a certain number, they all sit down, a note has to be made of the number that caused them all to sit down. They are asked to stand up again and the draw continues until just one person is standing, who is the winner. Naturally a note has to be made of any number/s called that caused everyone to sit down, as when the winner's card is checked back, the “offending” number/s must be accepted





# 07

## THE WEDDING





When you begin your career as a Toastmaster, you will find that most of your functions will fall into the category of the standard English Wedding Reception. The Wedding Reception is virtually the same, whether the marriage service is Protestant (Church of England, Baptist, Methodist etc.), Catholic or indeed where the service is a civil ceremony held in a Registry Office or in one of the many other licensed venues (many of which are hotels).

## 7.1 Style of Reception

Procedures will vary slightly depending on the type of reception being organised. In particular, the time of day of the ceremony (e.g. is it 11.00 am or 3.30 pm), the food/drink provided and the method of service, will determine the order of events and the service normally required of the Toastmaster. For much of this chapter, let us assume that the details of the Wedding Reception are as follows:

- Couple: Jane Jones & John Smith
- Wedding Day: Saturday 15<sup>th</sup> July 2026
- Wedding Service: Church of England Service
- Time of Ceremony: 2.30 pm (10mins from Church to Reception Venue)
- Photographs: Some at Church, remainder at Reception Venue
- Reception Venue: The Post House Hotel, Westbury, Hampshire
- Wedding Breakfast: Full sit-down 3 course meal, Silver Service
- Estimated sitting down time: 5.15pm
- Guest Numbers: 110 covers
- Evening Guests: Another 80 for 7.30pm
- Evening Entertainment: DJ
- Carriages: Midnight

## 7.2 The importance of the Toastmaster's role

At any function, the Toastmaster is NOT an important person and any Toastmaster who believes they are, has no place in the Guild of

Professional Toastmasters. The Toastmaster must not assume airs and graces. The most important people at a Wedding are the Bride and Bridegroom.

Having said that a Toastmaster is not an important person, the role is very important and your care, preparation and professionalism in the execution of your duties on the day, will make the difference between an ordinary wedding and a Very Special Occasion, the memories of which the happy couple will treasure for years to come. Remember that a Wedding, more than any other function, is one to which we apply the expression: "This is not a rehearsal". Your lack of attention can spoil the Wedding Day for the Bride and Bridegroom. That is Lesson 1 for Weddings. Here is Lesson 2. You will note that they are Bride and Bridegroom NOT Bride and Groom. A Groom is a person who looks after horses and so it would be totally inappropriate to use the expression "Groom" for a young man, on the happiest day of his life.

## 7.3 Things to find out in advance

You have secured this booking for yourself and if you have used our standard booking form/contract, you will have all the usual information e.g. client's name and address, telephone number, dates, times, venue, names of the principal "players" (Bride, Bridegroom, Best Man, Parents) etc. Here are a few things that it is also important to know before you arrive on the Wedding Day and why they are good to know:

### RELIGION OF THE SERVICE

A standard Protestant service is 40-45 minutes. After the ceremony, there may be some photographs at the church and provided that the church is no more than 10-15 minutes journey time from the reception venue, it is advisable to allow approximately one hour thirty minutes from time of ceremony to time of arrival of bridal party at reception. A Catholic service with the full nuptial mass will take much longer - add another thirty minutes.

### JOURNEY TIME - CHURCH TO RECEPTION

This helps your "arrival time" calculation

### PHOTOS AT THE CHURCH OR RECEPTION

A church with a poor back-drop will encourage the photographer to take most photos back at the venue. Just in case all photos are to be taken at

the venue, expect the bridal party to arrive thirty minutes earlier and ensure that you look for suitable spots for photos at the venue. If the weather is bad, you will need to find somewhere inside the venue, where photos can be taken (this is not always easy).

### **RECEIVING LINE ON ARRIVAL OR INTO THE WEDDING BREAKFAST?**

Correct by etiquette, is for the official party to receive their guests first. If the bridal party arrives first, then the guests can be announced, received and then get themselves a reception drink. However, far more frequently these days, guests arrive before the bridal party. Holding them outside in hot, cold or rainy weather, waiting for the bridal party, so that a receiving line can be set up, is not an option. This means allow them in, let them get themselves a drink. In these circumstances, if there is to be a receiving line, it will be conducted at the time the guests go through for their meal.

### **ADVICE ON AMOUNT OF TIME FOR DRINKS RECEPTION**

Well in advance of the wedding, you may need to advise the clients of the importance of the allocation of sufficient and appropriate time to the various aspects of their big day and how keeping to time will be crucial to success. We suggest they allow at least one hour from the time of arrival at the reception venue until the time to sit down for the wedding breakfast. There will be latecomers, photographs taking longer than expected, bride requiring use of the cloakroom and setting up the receiving line arrangements are some of key things that will take place whilst drinks reception is underway. You should provide clients with a running order based on your experience and from the advice given on the Guild Training Course.

### **WILL THERE BE A GRACE BEFORE THE MEAL?**

This is a very personal issue but if a clergyman or clergywoman is to be present or some of the guests are devout churchgoers, a Grace should be offered. You are unlikely to offend non-believers by having a Grace but will almost certainly offend religious people by not having a Grace. The Toastmaster may be asked to say the Grace and you should be ready to oblige but it is nice to ask if there is someone, a family member maybe an elderly aunt or uncle who may be members of their church who would consider it an honour to be invited to offer a Grace.

Someone like this who has not played any other part in the wedding will probably compose a special Grace for the happy couple.

### **LOYAL TOAST (TOAST TO THE KING/HEAD OF STATE)**

It is unusual to have a Loyal Toast at a traditional wedding but this used to give the Toastmaster the opportunity to ask the hosts their views on smoking at the table. It was against the rules of etiquette, for anyone to smoke before the Loyal Toast was proposed. Since the changes in the law, prohibiting smoking in public places, the hosts views on smoking will matter. They may still want a Loyal Toast though, so do ask.

### **SPEECHES**

It is good to find out if there will be the traditional three speeches, Bride's Father, Bridegroom, Best Man in that order. Increasingly Brides are now making a short speech and there may also be a speech by the Bridegroom's Father.

### **PRESENTATIONS**

Always find out if there are to be any presentations. If there are flowers for the Mothers then try to get the name and telephone number of the Florists. If, on your arrival, the flowers have not been delivered or there is one bouquet short, it may not be too late to call the Florist. This is another additional service which a Toastmaster can provide.

### **ANY SURPRISES?**

There must not be any surprises from the Toastmaster. If a seven year old bridesmaid is going to recite a poem, you need to know. You will need to brief the Videographer and Photographer if he is still there, otherwise the opportunity to capture something like this on film will be lost.

### **END OF TOASTMASTER SERVICE**

It is unusual these days for the Toastmaster to introduce the first dance. The D.J. or Band Leader often prefers to do this and so the Toastmaster often leaves at the end of the meal and speeches. If the client wishes you to remain, you will need to know. Some Toastmasters choose to include a "First Dance" service, this is up to you but often the first dance is delayed for an hour or so, waiting for evening guests.



## 7.4 In advance of the big day

Having secured the engagement and received back the contract and Booking Fee (non-refundable deposit), there then may be a long gap from being booked to the actual wedding day. This could be a year or more. It is always good to telephone the clients a couple of weeks before the wedding. In the weeks leading up to the event, things will enter the minds of members of the family that they want to include in the proceedings and you may be able to play a role. You will need to confirm the time of the ceremony and projected arrival time back at the reception venue. Also make sure that the name you had for the Best Man is still the same (Best Men do sometimes get cold feet). Check through all the details, ask if there is anything else you can do to help and tell them that you are looking forward to the wedding yourself.

Previous sections of the manual deal with the things to do on arrival in general but there are always some specific issues relating to each type of function, here are a few things to check at weddings:

- Have the flowers for the mothers arrived and how many are there?
- Where are the other gifts, for bridesmaids etc?
- Is there a table for guests to deposit wedding presents and cards?
- Is there a table plan - Does it match the way that place cards have been laid?
- Where would the venue normally have the receiving line?
- No windows without curtains behind the receiving line please, not if there is to be a videographer present, as light behind the line will make them silhouettes.
- Is the location of the Cake table ideal?
- Is the cake "safe"? Not sagging or leaning dangerously.
- Is there a cake knife on the cake table?
- Is the route to the Top Table clear?
- Is there enough space behind the Top Table?
- Where will harpist or string quartet to be situated?
- Are there bridal favours? An opportunity to tell the story.
- Is there a guest book for those attending to write greetings?

## 7.5 Getting ready for bridal party's arrival

Be ready and waiting for the bride's arrival. If the weather is doubtful, and rain is anticipated, do have umbrella handy to protect the bride and her dress (and you) from getting wet.

## 7.6 Arrival of Guests and Bridal Party

The way that you will deal with guests and the bridal party on their arrival very much depends on circumstances and venues. Correct by etiquette is:

- Guests remain at church until Bridal Party leave
- Bride & Bridegroom arrive at reception venue first
- Bridesmaids etc. arrive next with Parents shortly after
- Bridal Party get themselves settled, get themselves a drink
- Toastmaster sets up receiving line
- Guests arrive and are introduced and greeted
- Guests are served a reception drink

However, more often happens these days:

- Guests leave church whilst photographs are still being taken
- Guests arrive at reception venue first
- Guests allowed in and given reception drink
- Bridal Party arrive get themselves a drink and have more photos
- Bride & Bridegroom circulate with their guests
- Receiving line organised just before meal is served
- Guests are announced and received into the banqueting room

## 7.7 The Role of Toastmaster during Arrival

Let us assume that the procedure is as set out as above. This order of events gives the Toastmaster the time to provide that little extra "Value Added" service. You can greet guests as they arrive and direct them towards their reception drinks. You can guide/escort them to cloakrooms, toilets, payphone etc. as they enquire. You can relieve them of wedding presents and cards and point out the table plan.



Make a special point of greeting all members of the bridal party as they arrive. Approach the bridal car and congratulate the happy couple as they disembark. Make small talk about the weather and how lucky they have been. Ask if the bride was on time and did not keep the bridegroom waiting. Escort them for their photographs beside the cake, remain with them, take lucky charms from the bride and arrange around the cake. Look for other tasks you can take on to help everyone.

## 7.8 Assisting Photographer

There will be occasions when all the photographs will be taken in the grounds of the reception venue, in most cases this is because the venue has a better backdrop than the church. The Toastmaster can always offer to play a role in getting the groups together, so ask the photographer to let you know, two or three photographs in advance who he will be needing and you can circulate around the groups of guests asking the required people to join the photograph party. Assisting the photographer in this way will hopefully reduce the time taken, as photographers are usually the least appreciated people at a wedding and notorious for taking forever.

If the weather is bad, always be ready for an early arrival of the whole party and be prepared for the fact that no photographs will have been taken. You will then have to discuss with the Banqueting Manager where photographs may be taken indoors. This can sometimes be a difficult task and one where you will have to organise the guests.

## 7.9 Sit-Down time is drawing close

A Toastmaster must always have an eye on the time and ensure that he is constantly liaising with the Banqueting Manager or Head Waiter. If you assess that at current rate, an additional 15 minutes will be needed, you will need to "flag" this up with the banqueting staff well in time so that the meal can be slowed down. Here are a few things you will need to do before calling people to the meal:

### BRIEF THE BEST MAN

As there is a Toastmaster, the duties of the Best Man are considerably reduced, but you need to keep him briefed with what you are going to do.

## SPEAK TO THE PERSON OFFERING GRACE

If there is such a person, and they are not seated at the Top Table, you will need to ask them if they will offer Grace from their own table or come to the Top Table. Explain the formal entry of the Bride and Bridegroom and the fact that Grace will follow immediately, so they will need to be ready for the introduction when you make it.

## DOES THE BRIDE NEED TO FRESHEN UP?

Always speak to the Bride at this time. The last thing you want is the Bride going off to the Ladies after you have called the guests to the meal. Ask her if she is likely to need to use the Ladies if so now would be a good time. Do not forget that a Bride often has many layers in her dress and visiting the Ladies can take 15-20 minutes or more if you take into account make-up adjustments as well.

## 7.10 The Wedding Breakfast is served

It is always a Wedding Breakfast, whatever time of day it is served. The word Breakfast is derived from two words to Break ones Fast. You go without food from your evening meal last night until the first meal of the day and so you break your fast. And so it is that the first meal, following the wedding ceremony is a Wedding Breakfast. You will often get comments when you announce it that way and you may wish to explain to guests why it is that a meal at 5.00 pm is a breakfast.

There are still a few things to check out: Check with the Banqueting Manager that he is ready

- Check with the Hosts and the Bride and Bridegroom to ensure they are ready
- Advise the Videographer and indicate where the receiving line will be
- Seek out members of the Bridal Party who will form the Receiving Line<sup>1</sup>
- Assemble the members of the Receiving Line in place
- Ensure that the Videographer is ready
- Explain "The Rules" to the members of the Receiving Line

Return to the main body of guests to make your announcement (pre-amblés will vary depending on whether a clergyman or other VIP's are present)



*"Reverend Sir, Distinguished Guests, Ladies and Gentlemen, you are invited to come forward to be received by your Bride & Bridegroom, The Wedding Breakfast is served"*

an additional lower volume remark of *"Thank you very much"* comes over as very courteous.

Please remember this is an announcement, not a conversation with a few people around you. Silence and the attention of all the guests must be achieved before you begin to speak.

## 7.11 The Receiving Line

Conduct the introductions at the Receiving Line in accordance with the guidelines in of this Manual. When all guests have been received, all but the Bride and Bridegroom can be invited to take their places at table. Sometimes you may be asked to perform a formal entry of the parents and so they need to remain behind for the first formal entry, followed by a separate formal entry of the Bride and Bridegroom.

## 7.12 Formal Entry

For a wedding, it is certainly usual to have a formal entry of the Bride and Bridegroom. You may also feel that the parents of the Bride and Bridegroom should be treated in a special way on the day and that they too should be escorted to the table. Check with the Hosts and the Bride and Bridegroom for their preferred option. Follow the guidelines in Section 4 of this Manual, covering Formal Entries, for such tasks as checking that the route from the door to top table is clear.

- Ensure that the other members of top table are in place.
- Ensure that any musicians are in place



*"Ladies & Gentlemen, will you please stand" Ladies and Gentlemen will you please welcome the parents of the Bride and Bridegroom"*

- Escort them to the top table - Ask Guests to remain standing
- Return to the door, ask Bride and Bridegroom to remain together and follow you



*" Distinguished Guests, Ladies and Gentlemen, you are invited to receive your Bride and Bridegroom, Jane and John, the new Mr. and Mrs. Smith"*

- Escort them slowly to the top table
- At the top table, if there is to be a Grace, the Bride and Bridegroom remain standing
- Introduce Grace if appropriate
- Following the Grace, announce *"Ladies and Gentlemen please be seated"*
- Always assist the Bride and Bridegroom with their chairs
- Ensure the entire top table is happy and have everything they want
- If the Bride still has her bouquet, offer to take it to place on cake table



## 7.13 During the Wedding Breakfast

By all means enjoy your own meal, if you are dining with them. However, you should never take too long over eating your own meal. Toastmaster is the classic profession to develop indigestion. You should always be seated alone so conversation should not distract you. In other cases, you may be dining outside the main suite and in these circumstances it is even more important to finish each course quickly. You must be in evidence the whole time. Walk around the dining area to ensure that the top table guests can always see you. Be alert the whole time for one of the top table guests who may wish to attract your attention.

Other guests may ask you for more wine or for condiments etc. Always be helpful, but never be a waiter yourself. Always tell the guest that you will ask the Head of the Waiting staff to arrange whatever they want and pass on the request. Always deal with the senior person in the room, never give instructions to any of their staff. It is not your place and this will make you unpopular.

If the meal is a knife and fork buffet meal where guests will be invited to visit the buffet table/s to select their meals, you should offer to play a role in this, by visiting a couple of tables at a time and inviting them to go to select their meal. This will save everyone rushing together and causing a long queue. Please, always visit the tables to talk to guests, don't keep rapping the gavel to call up the next table.

- Check regularly with top table guests to ensure all is well
- Talk to young children, compliment them on their attire or good behaviour
- Assist top table guests with their chairs when they leave or re-join the table
- Talk to the Speakers about the order of events and what you will do
- Ask the Speakers if they need any further help (they may have props)
- Check that presentations (flowers and gifts are still in place)
- Check with videographer over timings and order of events
- Maintain the dialogue with Banqueting Manager/Head Waiter

## 7.14 Drawing close to the end of the meal

This is only drawing the meal to a close, there are still formalities to conduct and you will need to prepare for them. The dessert course if being lifted, there are then two ways that formalities may be organised:

- Champagne/Toasting Wine served
- Coffee Served
- Waiting staff leave the room
- Cake Cutting
- Speeches

Or

- Champagne/Toasting Wine served
- Waiting staff leave the room
- Cake Cutting Speeches
- Coffee served with Wedding Cake

Much will depend on the venue's normal procedures, but if you can influence the order of events option (a) is preferable, for the following reasons:

- Everything, coffee, "bubbly" etc. is all on and staff are released for a good while
- Formalities; cake cutting and speeches can be carried out during coffee
- By the end of the formalities people will have finished coffee
- People seldom want wedding cake with coffee, they have had a full meal
- Coffee before formalities means as soon as meal and speeches end, everyone
- can be invited to vacate the room. There will be no hanging about.
- Coffee after formalities encourages people to wander around the room, then it is necessary for you to get them all back to their seats to draw the meal to an end. Coffee after formalities does not provide you with a clean end to this part of the day.

Adopting option (a) means that the cake cutting ceremony can be conducted first, the catering people can take the cake away to be cut up and it can be served later in the day, often with the evening buffet if there is one.

- Check with Head Waiter (has everything been served? Waiting staff out of the room?)
- Check with Top Table
- Alert Videographer/Photographer

## 7.15 Cake Cutting Ceremony

There are various introduction styles which you can adopt for the formal ceremony of cutting the cake. "The Inseparables" is provided in this Manual. It should be emphasised that you do not need to adopt it. Each Toastmaster should be encouraged to develop their own style.

- Escort the Bride and Bridegroom to the cake table and set them up in a photographic pose.
- Announce to the guests that if anyone has cameras they should come forward now, as the Bride and Bridegroom will pose for them for a while.
- Advise the happy couple not to actually cut the cake, until all the guests have taken their photographs. The videographer will want to have those last few seconds to himself as the knife actually goes into the cake.
- When the cut has been made to simply announce "*Ladies and Gentlemen, Jane and John.*" This will be enough to get you plenty of applause as you escort them back to their seats or do formal exit.



## 7.16 Speeches

With a standard English wedding it is usual to have just three speeches. They are usually The Bride's Father, Bridegroom and Best Man in that order. There may be others who wish to speak and there are some guidelines for slotting these in. For example if the Bridegroom's Father is making a speech, he would follow the Bride's Father and if the Bride is speaking, she would follow the Bridegroom. Basically all the good wishes from the generation above should be delivered before the Bridegroom (and possibly the Bride) respond. The Best Man's speech should be last and includes reading any greetings which have been sent from people who could not attend. If the bride is speaking, occasionally, she may speak last to have "The last word" so to speak.

### BRIDE'S FATHER

The Bride's Father's speech is one of welcome, thanking everyone for coming and sharing a happy day for all the parents and the Bride and Bridegroom. It is usual to mention anyone who has made a special effort to be there - long journey, those who may have been ill recently and now recovered, elderly grandparents etc.

The Bride's Father would usually talk about their daughter and how proud they are of her. There should always be a few words of welcome to the Bridegroom into the Bride's family. Their advice to the newlyweds should be brief but always included, finishing up with good wishes to them both in the future and the Toast.

If the Bride's Father can be encouraged to say *"So Ladies and Gentlemen will you please stand and drink a toast with me, to the health and happiness of the Bride and Bridegroom, Jane and John"*, this will give you as Toastmaster the opportunity to repeat the toast after him (check with him in advance whether he would like this). As people are standing, you can announce *"Ladies and Gentlemen the Toast is The Health and Happiness of the Bride and Bridegroom, Jane and John"* With this everyone's glass should be raised at the same time with the words *"Jane and John"* This repeating of the Toast we refer to as "Over-calling" but not every proposer of a toast will want this, so please do check.

### BRIDEGROOMS SPEECH

If the Bridegroom is going to make the presentations during his speech, you will need to

introduce him and then go immediately to where flowers are being kept in a cool place perhaps. You need to bring them into the room so that when he gets to that point in his speech of making these presentations, you will be there ready to hand him the gifts.

The Bridegroom's speech is essentially one of thanks to:

- the Bride's Father for their good wishes
- everyone for their presents
- the hosts for staging the wedding reception (and meeting costs perhaps)
- both sets of parents for a loving upbringing
- anyone who helped with the wedding (cake, dresses, flowers, reading in church)
- the ushers for a good job done
- the Best Man

There must always be an expression of delight from the Bridegroom about how beautiful their Bride is today and how lucky they are.

The speech should end with a thanks to the Bridesmaids for the help which they have given the Bride and *"So Ladies and Gentlemen, will you please stand and drink a Toast with me to The Bridesmaids"*.

Once again if he can be encouraged to deliver the toast in this way, you will be able to repeat the toast after him *"The Toast is The Bridesmaids"* (always check if this is in order with the speaker).

### BEST MAN'S SPEECH

The Best Man is traditionally the brother, cousin or best friend of the Bridegroom. Their role is to respond on behalf of the Bridesmaids to the Bridegroom's toast and to thank the Bride and Bridegroom for inviting them to play a small part in their big day. It is usual for the Best Man to try to embarrass the Bridegroom by recalling stories of their antics during their bachelor days. The mention of previous partners is forbidden territory and if you have the opportunity to talk to them in advance, they should be advised on this point.

Although the speech may cover much about the Bridegroom, the Best Man should always finish by offering good wishes to both Bride and Bridegroom. The Best Man has no Toast to propose but this will not stop many Best Men wanting to Toast the happy couple yet again. This should be discouraged but you could suggest a Toast to the Parents of the Bride and Bridegroom, this often goes down well.



The reading of cards or messages should be restricted to those from people who could not attend the wedding. The Best Man may give you the messages which he proposes to read out. Any messages using bad language or that may offend guests, particularly elderly family members must be avoided.

### BRINGING SPEECHES TO A CLOSE

When a speaker comes to the end of the speech whether with a Toast or a parting line and sits down, it is usual for the guests to give a round of applause. It can be embarrassing if people do not applaud and so the Toastmaster can make this happen. It is usually enough to say in an encouraging tone *"Ladies and Gentlemen, Mr. John Smith"* that usually prompts the audience to commence the applause.

## 7.17 Formal Exit

By the end of the speeches, people will have been sitting down for a couple of hours and will want to stretch their legs. To send out the signal that the formal meal is over, it is nice to take the Bride and Bridegroom out of the room first. Put together a form of words that tells everyone that they are free to stretch their legs. Tell them what will happen next - bar will be open, dancing will commence etc. (these we call "the Parish Notices") ask them to join in the dancing later but before they do, ask them to stand and applaud the Bride and Bridegroom as they leave the room. Help the Bride and Bridegroom with their chairs and escort them out. Lastly, when you get to the exit door *"Ladies and Gentlemen, Jane and John"* will ensure that the applause continues and even develops into whistles and cheers.

## 7.18 Saying Farewell

The formal exit allows you as Toastmaster to get the Bride and Bridegroom's undivided attention once you are out of the room. You can take the opportunity to say your good-byes, thanking them for inviting you to play a small part in their day. It is always good to say something nice about the guests and how much you enjoyed being there with them. You can also ask about a honeymoon and show your envy of them when they say they are going to the Maldives. Having wished them a happy honeymoon and a long and happy life together, take your leave. It is then appropriate to go back into the room to say your good-byes to parents and Best Man and finally with Banqueting Manager/Head of the Waiting staff, thanking them for their help *"Hope to work with you and your team again"* may attract future bookings.

## 7.19 First Dance

Less frequently these days are Toastmasters asked to announce the first dance. More often the D.J. or Band Leader will have his own routine and will prefer to announce the first dance. However, if you do introduce the first dance, it is good to put together a few lines of introduction to welcome the Bride and Bridegroom onto the dance floor to a big round of applause. Make sure you know what the opening song is and during the dance encourage parents, Best Man, Bridesmaids etc. to join them on the dance floor. Bring the dance to a close, introduce the D.J. or Band with a suitable "link" and then offer your farewells as above.

## 7.20 Bridal Favours

At many weddings, Brides will hand out Bridal Favours towards the end of the Wedding Breakfast, or even to leave them on the tables next to the place card of each lady. Regrettably, any little gift from the couple; chocolates, miniature bottles of spirits etc. are often referred to as "Bridal Favours". True Bridal Favours are sugared almonds. There are always five in a box or fancy net and they are a good luck gift (given only to the ladies). There is a wish on each one of them:

- Long Life
- Fertility
- Happiness
- Wealth and
- Health

Sometimes the little nets of almonds are placed in a basket and the bride and her bridesmaids may go around the tables (usually during the dessert course) and give out these gifts. If a wedding has bridal favours, you may be able provide another service by telling the story of the bridal favours. If you wish to read it out, we repeat it below. Naturally not be read unless the Favours are the True Bridal Favours.

## 7.21 Pre-ambls and Announcements

### HOST AND HOSTESS

Note, the term "Our Hosts and Hostesses" does on occasion get used in preambles and was very common years ago when the brides parents would pay for the entire cost of the wedding. As this is no longer the case in most weddings today, it can be seen as an outdated, but you may still be called upon to use this by certain clients.

It is always worth checking with the Bride & Bridegroom just how they would like their parents referred to in the pre-amble. It may be that even though the Bridegroom's parents have not made any contribution, the Bride & Bridegroom may want them to be given equal status to the Bride's parents i.e. by using the term "Our Hosts & Hostesses." Or "Parents of the bride and bridegroom". Many don't want them referred to at all in your preambles.

### CALL TO RECEIVING LINE AND WEDDING BREAKFAST

*"Reverend Sir, Distinguished Guests, Ladies and Gentlemen, you are invited to come forward to be received by your Bride and Bridegroom, the Wedding Breakfast is served."*

### CALL TO WEDDING BREAKFAST WITH NO RECEIVING LINE.

*"Reverend Sir, Distinguished Guests, Ladies and Gentlemen, would you kindly your places at table, in the royal oak suite, the Wedding Breakfast is served."*

### FORMAL ENTRY

*"Ladies & Gentlemen, if you are able, will you please stand (if not on feet already) Parents of the Bride and Bridegroom, Reverend Sir, Distinguished Guests, Ladies and Gentlemen, you are invited to receive your Bride &*

*Bridegroom, Claire and John, the new Mr. & Mrs. Williams"*

### GRACE

*"Ladies and Gentlemen, PS4 Grace by the Reverend Roy Rogers" (nobody better than God or the King remember)*

### BRIDE'S FATHER'S SPEECH (TOAST TO THE HAPPY COUPLE)

*"Bride & Bridegroom, Parents of the Bridegroom, Reverend Sir, Distinguished Guests, Ladies and Gentlemen, PS4, the proudest man here today, the father of the Bride; Mr. James Jenkins"*

### RESPONSE BY THE BRIDEGROOM (TOAST TO THE BRIDESMAIDS)

*"Parents of the bride and bridegroom, Reverend Sir, Distinguished Guests, Ladies and Gentlemen, you've heard from the proudest man, now let's hear from the happiest man, PS4 your Bridegroom, Mr. John Williams"*

### SPEECH BY THE BEST MAN

*"Bride & Bridegroom, Parents of the bride and bridegroom, Reverend Sir, Distinguished Guests, Ladies and Gentlemen, you've heard from the proudest man, you've heard from the happiest man, now let's hear from the Best Man, PS4, Mr. Kevin Stevens."*



Example of a running order for a standard wedding overleaf



# WEDDING OF CATHERINE WALKER & LUKE WENHAM

COOLING CASTLE BARN  
FRIDAY 11TH DECEMBER 2020 AT 1PM

## *Schedule of Events*



**Craig Haslam FGPT**  
Toastmaster & Master of Ceremonies

### *Overview*

- Bride : Catherine Walker
- Groom : Luke Wenham
- Parents of Bride : Dora Webb and Tyrone Walker
- Parents of Groom : Chris (Christine) and John Wenham
- Best Man : Lawrence Smith and Andrew Deer
- VIP Guests : Luke's Nan, Joyce West and Cat's Grandma, Saida Walker
- Time of ceremony : 1pm
- Church wedding then 45min to wedding reception venue.
- Number of guests : Approx. 110 including children
- Guests cab check into their rooms from 1pm until end of the night.

### *Contact Details*

- Venue details : Cooling Castle Barn, Main Road, Rochester, ME3 8DT
- Venue contact details :01634 222244  
office@coolingcastlebarn.com
- Contacts:
- Alan Webb - 07884 264793
- Email address : webbie121@me.com
- Catherine Walker- 07800831835
- Email address- catherine\_elizabeth@hotmail.co.uk
- Luke Wenham- 07861436058
- Email address- lukewenham@icloud.com

#### RUNNING ORDER

#### ACTIVITY

**8am**

Catherine will arrive at venue and be in dressing room if required.

**11am**

- Toastmaster arrives at venue and gets changed into livery (2hrs before ceremony)
- Liaise with venue managers upon arrival
- Familiarise self with venue Health and Safety procedures inc evacuation RVP.
- Familiarise self with venue Facilities, Rest Rooms, Smoking Area, Cloakroom.
- Ensure everything is prepared and ready in line with the wishes of Bride & Bridegroom.

| RUNNING ORDER                                                | ACTIVITY                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|--------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 11:30am                                                      | Luke will arrive at venue                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|                                                              | <p>PLAN FOR THE DAY:</p> <ul style="list-style-type: none"> <li>11am - 12noon: Guests arrive and directed to Heritage Barn</li> <li>1245pm - All guests to be seated in Fathom Barn</li> <li>1pm: Ceremony in Fathom Barn</li> <li>1.45pm: Canapés and drinks reception (photographs) - Heritage Barn</li> <li>3.30pm: Wedding breakfast and speeches - Tithe Barn</li> <li>6.30pm: Evening receptions guests arrive - Tithe Barn</li> <li>7pm: Cutting of the cake and first dance - Tithe Barn</li> <li>8pm: Buffet served</li> <li>11pm: Last dance and carriages</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| Arrival expected 12pm onwards but venue accessible from 11am | <p>Guests expected to start arriving around midday. There is plenty of parking on site. Some guests are staying at accommodation at the venue so will be checking in but most rooms wont be available until after 1pm. They can check in anytime up until the very end of the night.</p> <p>On arrival guests can go to the Heritage Barn which has plenty of table seating and a bar. The Heritage Barn is open from 11am, early guests can access the bar from this time and also use the garden, weather permitting. Due to licensing the bar can only sell alcohol from 1pm onwards.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| 12:30pm                                                      | <ul style="list-style-type: none"> <li>Luke to meet registrars in private room above Fathom Barn.</li> <li>Make sure Luke is back in Heritage Barn before Catherine comes over.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| 12:40pm                                                      | <p>Catherine will move from dressing room, via outside route to the room above the Fathom Barn for her private meeting with registrars. Catherine's mum Dora will be with her upstairs.</p> <p>Make sure Catherine is in the room and hidden from view before calling guests to take their seats for the ceremony.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| 12:45pm                                                      | <ul style="list-style-type: none"> <li>Ask all guests to take their seats in the ceremony room - The Fathom Barn</li> <li>Have guests seated by 1250pm.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| Ceremony 1pm                                                 | <ul style="list-style-type: none"> <li>The ceremony room is called Fathom Barn which is located next door to the Heritage Barn.</li> <li>Front two rows on both sides will have reserved seating signs.</li> <li>Orders of Service, tissues and confetti to be on each seat.</li> <li>Luke and Best Men to be at front of ceremony room.</li> <li>Catherine's mother, Dora Webb will be giving her away.</li> <li>Her bridal party consists of: <ul style="list-style-type: none"> <li>Amy Matthias (Maid of honor)</li> <li>Maria Dunn</li> <li>Susie McCarthy</li> <li>Hannah Perry</li> <li>Becky Mauger</li> <li>Georgia Green</li> <li>Page Boy - Harrison</li> <li>Plus HARRY.</li> </ul> </li> <li>Harry and then the 6 bridesmaids and the Page Boy Harrison enter the ceremony first from behind the curtain on the ground floor, moving down the aisle and taking their seats.</li> <li>Dora will then move from the 1st floor, down the stairs and wait at the bottom of the stairs for Catherine.</li> <li>Catherine will then come down the stairs on her own, meet mum at bottom of stairs and then they both walk down the aisle together.</li> <li>Ceremony music: to be played by the venue.</li> <li>Entrance music: Hayley Reinhart- Falling in love with you</li> <li>Signing of the register</li> <li>Exit Music: Natalie Cole</li> </ul> |

| GUIDELINE TIME                                         | ACTIVITY                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|--------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>1:30pm</b>                                          | <ul style="list-style-type: none"> <li>At end of Ceremony, Luke and Catherine will walk back down the aisle, through the curtain and have 10mins to themselves with a glass of champagne whilst other guests are moving through to drinks reception.</li> <li>Opportunity for official photographs at this point. I will work with photographer on this aspect to ensure it doesn't take too long.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>Drinks Reception<br/>Approx. 1:45pm</b>             | <ul style="list-style-type: none"> <li>To be held in the Heritage Barn. Canapés will be 3 varieties- mini beef Yorkshires, Cesar filo crowns (v) and mushroom arancini (v).</li> <li>Background music to be discussed but either to be played via sound system or friends will be playing acoustic music on guitar.</li> <li>Photographs will be taking during this time and will be managed by photographers, Sarah and Poppy.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>Seating plan and place cards</b>                    | <ul style="list-style-type: none"> <li>Seating plan will be arranged in due course but the venue will display the final seating plan.</li> <li>Place cards to be put out by the venue which will include menu choices on the back with dietary requirements.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Post box, guestbook, sweetie and presents table</b> | <ul style="list-style-type: none"> <li>Post box for cards to be placed in Fathom Barn for day guests then moved to the Tithe Barn where the wedding breakfast, speeches and evening reception/band will take place. Luke's Dad John will empty the post box if necessary</li> <li>Before the evening reception and put cards in a safe place.</li> <li>There will be space for any presents on the same table that the post box will be displayed on.</li> <li>We plan to decorate a table to display the guestbook which will be surrounded by sweets and chocolate. There will be a small theme of Easter on the table as it is so close to Easter Sunday.</li> <li>We are also hiring a photo booth, which is supplied by the venue. The package includes a photo guest book which we hope everyone will manage to use.</li> <li>Bridal Favours will be on tables.</li> </ul> |
| <b>Wedding breakfast<br/>3.30pm</b>                    | <ul style="list-style-type: none"> <li>Wedding breakfast will be held in Tithe Barn. This is next door to the ceremony room and can be access via the garden or Fathom Barn. There is also a bar in here. Food choices have been selected in advance and will be on the back of each person's place card. 3 course meal with wine and toasting wine which will be served by waiting staff. We will ask for wine to be left on tables as when we had our supper evening at the venue we found that they were quite slow to top up wine glasses. Speeches will be after the meal.</li> <li>Top table at head of room to be in place with other round tables for remainder of guests.</li> <li>No receiving line.</li> <li>Formal Entry - I will announce you in as the new Mr &amp; Mrs Wenham</li> <li>No grace to be given</li> <li>Wedding breakfast food service.</li> </ul>   |
| <b>Speeches after meal</b>                             | <ul style="list-style-type: none"> <li>Speeches – the current agreed order- <ol style="list-style-type: none"> <li>John Wenham (Luke's Dad),</li> <li>Amy Matthias (Maid of Honor),</li> <li>Luke Wenham (and possibly a joint speech with Catherine)</li> <li>Andrew Deer and Lawrence Smith (Best Men)</li> </ol> </li> <li>No gifts during speeches</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>Conclude formalities of wedding breakfast.</b>      | <ul style="list-style-type: none"> <li>Toastmaster will conclude formalities of wedding breakfast and escort</li> <li>Catherine &amp; Luke to Heritage Barn asking all guests to join them.</li> <li>This allows the venue to turn the room around for the evening and the band to set up</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Toastmaster duties conclude</b>                     | <ul style="list-style-type: none"> <li>I will liaise with the band and DJ to ensure they are aware they will announce cutting of the cake and introduce first dance in the Tithe Barn.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |



| GUIDELINE TIME                                       | ACTIVITY                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Cutting cake                                         | <ul style="list-style-type: none"><li>Formal cutting of the cake - DJ or Band Leader to announce - circa 7pm</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| First Dance                                          | <ul style="list-style-type: none"><li>DJ or Band to play circa 7pm</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| Evening reception-<br>guests arriving<br>from 6.30pm | <ul style="list-style-type: none"><li>We have hired a band called Musical Orphans. They will be arriving at 5.30pm, setting up in Tithe Barn to start playing at 6.30pm. They have been booked for 3x 45-minute sessions and consists of a 7 piece band.</li><li>Adam Chandler is the manager and lead Male vocalist.</li><li>There is also a DJ supplied by the venue who will play between breaks and once the band finish.</li><li>An evening buffet will be served which includes roasted hog rolls, vegetable lasagna, cheese selection and cake.</li></ul> |
| Additional<br>Information and<br>questions           | <ul style="list-style-type: none"><li>We have a wedding website with FAQs as well as a breakdown of the day for guests if that's helpful. <a href="http://www.catandluke.zankyou.com">www.catandluke.zankyou.com</a></li><li>If you're happy with this, will arrange for the venue to supply you with a meal.</li><li>Do you have any allergy or dietary requirements -</li><li>None, I am very happy with the breast of chicken, with tarragon cream and new potatoes.</li></ul>                                                                                |



# 08

## JEWISH WEDDINGS, BAR MITZVAHS AND BAT MITZVAHS





Jewish Weddings are extremely varied in the way they are organised and conducted. The differences between one Jewish wedding and another largely depends on the particular Jewish sect to which the family belongs and the degree of orthodoxy which the family observes. For this reason we would always recommend a visit to see the family before the day. Remember that with a Jewish Wedding, you will be expected to be in attendance from the start, (on their return from the religious ceremony to the reception venue) right through to the bitter end of the evening and so this and your house visit, should be reflected in the size of your fee.

## 8.1 Jewish Weddings

### CHARACTERISTICS

There are certain characteristics of a Jewish wedding which are worth noting:

- Held on Sundays - Never on the Sabbath (Saturday)
- Tend to be large occasions - many guests
- Sometimes Kosher meal sometimes not
- There is much for the Toastmaster to do - quite demanding
- A timetable is essential
- Photographer will usually stay until the end
- Almost always a long period of drinks reception with canapes served
- Speeches in a different order from English wedding
- Very often, dancing takes place between the courses of the meal

### POTENTIAL CHALLENGES FOR THE TOASTMASTER

#### Preparation

Distribution of Place cards and table gifts taking much longer than anticipated. Toastmaster must assist Jewish caterers heavily involved - sometimes too much

#### Photographers

Delaying proceedings (as with standard English weddings)

#### Not all guests are Jewish

Rabbi objects to mixed dancing (same sex dancing-okay), and it's a cultural tradition to haggle over fee (you can increase it then give a discount)

## HOME VISIT

Absolutely essential! You may wish to take some pre-formed questions with you along to your home visit so that you can make a note of all the family's requirements.

### 8.2 On Arrival

Apart from the usual "Arrival" duties as set out in section 4 of this Manual always make sure that you "make friends" with the Jewish Caterers. Particularly if you are not Jewish, these people often want to run the whole event and you must get them on your side. Prove to them that you know what you are doing.

There is likely to be a "Supervising Rabbi". They will probably be dressed in a white coat and will be spending time in the kitchen, ensuring that the food is being prepared strictly to Kosher requirements. This person may be known as a 'Shomer' or a Mashgiach. We do not repeat this in the section of the manual on Bar and Bat Mitzvahs but their presence also applies.

### 8.3 Distribution

Unlike your duties with a standard English wedding, you will normally be expected to assist with the arrangement of place cards and table gifts. Packs of place cards for a table usually start with the most important person and he would be facing the Top Table, the others are then seated in the order you received the cards, laid out in a clockwise direction. Gifts for the ladies and Cupples (skull caps) for the gentlemen are usually provided. Children are often sat at separate tables from the parents.

### 8.4 Pre-Wedding Breakfast Reception

There will almost certainly be no receiving line immediately. This is the time when drinks and canapes are served to the guests and photographs are taken. This reception period can last a long time. All the other helpful duties outlined in the English format weddings in this section of the Manual can be carried out by the Toastmaster.

### 8.5 Receiving Line

When everyone is ready for the Wedding Breakfast a Receiving Line should be formed, into the dining area. With Jewish Weddings, this is often, but not always, just the Bride and Bridegroom.



## 8.6 Formal Entry of The Bride and Bridegroom

Sometimes guests will not sit down straight away but will commence the meal with dancing. If this is to be the case, there are a few things to check:

- Is the Band in position and ready?
- Are the guests going to form an archway?
- Do they have party poppers?
- Ensure Bride and Bridegroom are ready

You are then ready for your announcement:

*"Ladies and Gentlemen, please welcome onto the dance floor, to commence the initial dancing, your Bride and Bridegroom, Esther & Benjamin, the new Mr. and Mrs. Solomons"*

Then lead the Bride and Bridegroom to the dance floor.

This would normally be Israeli style dancing (the band may play the song "Mazel Tov" which means congratulations) or more traditional English style depending on the degree of orthodoxy. After approximately 15 minutes, you would ask the guests to take their places at table. If there is no pre-meal dancing, the standard formal entry applies.

Where a Rabbi is present pre-ambls should always include "Reverend Sir", "Reverend Sirs" (if more than one) or "Rabbi [surname]". Always check whether the guests are to stand to receive the Bride and Bridegroom, it is not always the case.

## 8.7 Welcoming Speech by Bride's Father

This would normally be delivered immediately after the formal entry and before Hamotzi (Grace before meals). It is important to check. Standard pre-ambles as set out in previous section of this manual. It is not usual for the Bride's Father to propose a Toast. The Toast to the Bride and Bridegroom should be proposed later, by the Best Man.

## 8.8 The Grace Before Meals (Hamotzi)

This Grace will be offered by the Rabbi or other guest and will be preceded by a ceremonial "wash". You will need to ensure that the bowl of water and towel are available for the Rabbi. After the Grace the Rabbi will break/cut bread and so

this too must be in place for him. Liaise with caterers well in advance on this point, before the guests arrive. You will need bread, knife and salt.

## 8.9 Dancing During the Meal

At Jewish weddings, it is quite usual for the guests to dance between courses. Check in advance if this is to take place and ensure that the band is in place. You will need to introduce the band and also make a suitable announcement when they leave the stage after each session. The dance sessions between courses would not normally be more than ten minutes (two numbers).

## 8.10 Loyal Toasts

Always check with the hosts to confirm the point at which the Loyal Toasts are to be proposed. Ensure that the two (usually men) who are proposing the Toasts come behind the Top Table with their wine glasses. See Section 4 on Loyal Toasts for the appropriate pre-ambles.

Often the proposers will ask the guests to stand and then the band will play the National Anthem, you will need to check in advance whether this is to happen. As soon as the band finishes playing, the proposer should simply say *"The King"*.

The Toastmaster then needs to ask the guests to remain standing and introduce the proposer of the 2<sup>nd</sup> Loyal Toast.

If the band is playing the anthems, they will now play Hatikvah (the national anthem of Israel) and the proposer will say *"Ladies and Gentlemen the Toast is 'The President AND the State of Israel' or 'The President OF the State of Israel' the former is becoming more popular."*

At many Jewish functions, the hosts may want you to give an extensive pre-ambles before the Loyal Toast to include the Bride & Bridegroom, Host and Hostess, Rabbis, Grandparents etc. It is incorrect by etiquette, but it is often asked for, as the proposer of the toast may turn it into a little speech. It is not correct but if asked to do this it is difficult to refuse.



## 8.11 Grace After Meals (Benching)

This may be offered after the Loyal Toasts and coffee, before the speeches but sometimes even after the speeches. One thing is for sure that Benching is offered after all food and drink has been served. Check with the hosts. For the purposes of the Manual, we have described it as before the speeches.

After the Loyal Toasts and coffee, a reasonable period may then follow before the Grace After Meals (Benching). Kosher wine and two glasses for the Bride and Bridegroom need to be in place with the person Benching.

When it gets to that stage ensure that the Rabbi or other offering the Grace is ready. Sometimes the Seven Blessings (Sheva Brachot)\* will follow the Grace.

They may be offered by the person leading Benching or may be by seven other people. If this is the case, ensure that the people offering the blessings are behind the Bride and Bridegroom. There are then a couple of announcements to make before the Grace is said.

*"Gentlemen, may I respectfully remind you to ensure that your heads are covered"*  
(Ensure that your own head is covered unless a female Toastmaster).

Then introduce the Rabbi or person offering Grace. This Grace is a rhythmic Grace and is sung. Its pace varies from slow to fast and is of course all in Hebrew. It is a quite lengthy Grace and lasts several minutes. The Grace finishes with "Amen" but the Toastmaster may not hear this. Best to watch the person offering Benching, probably closing the prayer book, to indicate that Benching has ended. The Benching may be led by a Cantor (Jewish Singer).

## 8.12 Speeches

### THE BEST MAN

The Best Man usually speaks before the Bridegroom, and their toast is to The Bride and Bridegroom. Check with the hosts in advance, who they would like included in the pre-ambles - they usually require everybody who is anybody.

### THE BRIDEGROOM

The Bridegroom follows and would be introduced with a suitable pre-ambles. The Bridegroom will finish up with a Toast to The Bridesmaids and maybe also to The Bride.



## 8.13 Cutting of the Cake

The cutting of the cake at a Jewish Wedding is much the same as at a standard English format wedding. However, the cake is usually cut after the Grace After Meals (Benching) or even much later. Another difference is that the cake is often wheeled into the centre of the dance floor before the ceremony commences.

The Toastmaster should always make an event of the cake cutting by using a build up before inviting the Bride and Bridegroom to come forward to actually cut the cake. Using a story like "The Inseparables" (shown in a later section of this manual) is a good introduction. Always check with the hosts whether this kind of story would be well received.

Always remember to ensure that the official photographer gets all the shots he needs before you invite guests with cameras to come forward and ensure that the happy couple pose there for as long as it takes for everyone to get the photographs they want. Ensure that the videographer is happy with his position. As soon as all cameras stop flashing, the actual cut can be made. Always escort them back to their seats to a round of applause. To get that applause all you need to do is to say:

*"Ladies and Gentlemen, Rebecca and Jacob"*

### SERVING THE WEDDING CAKE

Cakes often have different layers. There may be a fruit cake layer, one of sponge cake, one of chocolate etc. Ensure that you know which is to be cut. At virtually all Jewish Weddings there is a break during the evening's dancing when tea and cakes are served. This is often at around 10.00pm and the Cake is served at this time.

## 8.14 First Dance

Ensure that the videographer is ready and then give an introduction to the happy couple as they take to the dance floor.

Dancing may begin the traditional Israeli dancing called "The Horah", where the bride dances with the ladies and the bridegroom dances with the men. This will usually be conducted by the band leader so it is good to give him a build up and introduction. The Horah usually involves the bride and bridegroom being carried on the shoulders of the guests. After The Horah and from this point on it is usually Non-Israeli music which is played, it is now usually mixed dancing and those who are strictly religious may leave at this time. Watch The Horah at a wedding on YouTube.



### Tea Break

The Tea Break is very much a Jewish tradition, taken at about 10.00pm and expected and enjoyed by everyone, particularly the elderly. After the tea break, you may find that a number of the guests, particularly the older ones, will begin to drift away home. This leaves the younger people to enjoy the modern dance music. It is usually during this time that the Band will take a break. It is as well to check with the caterers well in advance what the eating arrangements are for the Band.

## 8.15 Closing the Celebrations

As the Wedding celebrations draw to a close, there are a number of traditional steps, these are not particularly Jewish traditions but procedures that are usually observed.

- With 15 minutes to go the last dance should commence. Ask all guests to form large circle around dance floor - Immediate family in centre.
- Auld Lang Syne and For they are Jolly Good Fellows – sung
- Invite Host to say a few parting words (thanks everyone for coming etc.)
- The two National Anthems may be played. This time Hatikva comes first, then The King

- Bride may throw bouquet over shoulder

This order of events should be checked out with Bride and Bridegroom and with hosts in advance. The band must be advised of the Bride and Bridegroom's preferences so that they are ready.

Suggest that the Bride and Bridegroom stand near the exit to say their good-bye as guests leave. This "exit line" may also include parents of the Bride and Bridegroom. The adage of "Ask, Ask and Ask again" is not exclusive to Jewish functions but because of the widely varying traditions associated with the different factions of Judaism, it is particularly important.

## 8.16 Traditions of a Jewish Wedding

The world of Jewish weddings can be extremely confusing. Unfortunately, it's not just a matter of the differences between Reform, Conservative, and Orthodox Jewish weddings. The range of authentic Jewish traditions and customs that couples incorporate into their weddings is staggering, especially when you consider all of the variations.

Take, for instance, "circling", the custom of the Bride circling her Bridegroom under the chuppah. (a glossary of Jewish wedding terms is provided below and in the following pages). Some say seven times. Others say three times. A more recent, egalitarian modification is for the Bridegroom to circle his Bride. Or for the couple circle the chuppah together. With all of these permutations, it's easy to get lost in the world of Jewish weddings.

With that in mind, we hope this guide and glossary to Jewish weddings, will help as an introduction to Jewish wedding customs and traditions.

### PRE-WEDDING EVENTS

Even before the wedding, there are opportunities to incorporate Judaism into the wedding celebration.

#### Tenaim

Tenaim, which translates as "conditions," is an Ashkenazic tradition of engagement, a pre-Ketubah contract setting out the terms of the marriage, including the date and time of the wedding ceremony (chuppah). After the witnessed signing and reading of the Tenaim, a



plate is smashed, traditionally by the future mothers-in-law, symbolising the impending breaks in their relationships with their children, who will soon take responsibility for feeding each other.

In recent years, many Orthodox rabbis have encouraged the Tenaim to be scheduled very close in time before the wedding, if at all, out of concerns that it has a binding effect under Jewish law and requires a "get" (writ of divorce) if the engagement is called off. Some Conservative rabbis have also been less than encouraging about a couple's desire to have a Tenaim ceremony based on similar concerns. But these concerns and scheduling the Tenaim the same weekend of the wedding means missing out on one of the best things about a Tenaim ceremony - the party that traditionally follows. If planning an engagement party before the wedding, using the occasion to perform a Tenaim ceremony is a beautiful way to add meaningful Jewish content to the celebration as well as to focus attention on the spiritual component of entering into marriage. Even if done on the same weekend as the wedding, the Tenaim ceremony is still a great way to honour friends by having them act as witnesses or otherwise participate in the ceremony.

### **Aufruf**

The Aufruf refers to the calling up of the Bridegroom (or in egalitarian congregations, the Bride and Bridegroom) to the Torah on the Shabbat before the wedding. The Aufruf is an opportunity for the community to publicly recognise, congratulate, and share in the joy of the wedding to come. In some communities, it is customary to throw candy afterwards to send the Bride and Bridegroom wishes for a sweet marriage.

## **THE WEDDING DAY**

### **Kabbalat Panim**

A custom of greeting the Bride and Bridegroom before the wedding. At many traditional Jewish weddings, the beginning of the wedding day celebration is not the ceremony itself, but the pre-ceremonial events, the bedeken and the tish.

### **Bedeken and Tish**

The bedeken, which translates as "veiling," is the Bridegroom's veiling of his Bride immediately before the ceremony. The custom is said to be based upon the Biblical story in which Jacob, intending to marry Rachel, accidentally marries her older sister Leah, who wore a veil. In addition

to having the Bridegroom verify that he is marrying the right woman, the bedeken is often preceded by singing and dancing around the Bride, who sits on a throne-like chair. Traditionally, the men gather around the Bridegroom for the tish, or groom's "table."

At the tish, the nervous Bridegroom traditionally attempts to deliver some words about the Torah portion while his friends and family take the pressure off by constantly interrupting him with jokes, toasts, singing, and dancing. At the end of the tish, family and friends carry the Bridegroom into the bedeken for veiling and continue singing and dancing around the Bride. There are aspects of these customs that seem to be based on anachronistic values, such as the separation of men and women and the contrast of the Bride sitting to be admired for her beauty, while the Bridegroom tries to teach. These customs offer a way to start the celebration early and to get everyone in the right, festive frame of mind. If the gender separation is not something people feel comfortable with, the two ceremonies can be combined in one place. It has also been known for brides to try to teach something. Finally, even if people don't want to have a public bedeken, some couples do the veiling in a more private location, such as the rabbi's study at the synagogue.

### **Under the Chuppah**

The "chuppah" (pronounced "Hooper") is the most universally recognised symbol of a Jewish wedding, the structure under which the ceremony takes place, generally consisting of a cloth canopy, sometimes a tallit, beneath which the Bride and Bridegroom stand. The wedding ceremony itself is sometimes referred to as the "chuppah," often on invitations announcing the time for the ceremony. The ceremony itself is a conglomeration of legal recitations and customs. The wedding ceremony consists of two parts, erusin (also called kiddushin), which is the legal agreement by which the Bride and Bridegroom are betrothed to each other, and nissuin, the nuptials and the active beginning of the new union between the Bride and Bridegroom.

### **Circling**

As we note above, circling is a great example of a custom with multiple variations that is attributed to different sources. The numbers of circuits is usually either seven or three. According to one variation, the Bride circles alone, while in another, she is escorted on either side by a Bridesmaid with a candle. Sometimes, the Bride is accompanied by the singing of a traditional hymn or with nigun, a wordless melody. The custom of circling is attributed to multiple sources and given

multiple explanations. One source cited for the custom is a verse from Jeremiah: "for the Lord hath created a new thing in the Earth, a woman shall compass a man." (Jeremiah 31: 21).

One source for three circles is a verse from Hosea with three descriptions of God's betrothal to Israel: "Thus says the Lord, I will betroth you to me forever. I will betroth you with righteousness, with justice, with love, and with compassion. I will betroth you to me with faithfulness, and you shall love the Lord." (Hosea 2:21-22) The number seven is generally considered a number of good fortune in Judaism, and is attributed to various sources. One Kabbalistic explanation for the number seven is that it symbolises the removal of seven shells of solitude encrusting the Bridegroom's soul, so that it can be encompassed by the luminescence of his Bride. As we mention above, many couples opt to update the custom by having the Bride and Bridegroom walk around each other, or by having both walk around the chuppah together. No matter what variation feels most comfortable, people are encouraged to think about incorporating the custom of circling. It has endured as a custom for good reason; it can have a powerful effect on the Bride and Bridegroom and everyone present.

### The Ring Ceremony

According to tradition, the central act of erusin is the Bridegroom's giving and the Bride's acceptance of the ring, coupled with the recitation of the Hebrew formula known as haray aht, which translates as, "By this ring you are consecrated to me as my wife in accordance with the traditions of Moses and Israel."

The Bridegroom then completes the erusin ceremony by placing the ring on the Bride's hand, traditionally on her right index finger, which stems from the ancient belief that the index finger was directly connected to the heart. Today, many couples make the ring ceremony reciprocal by including the Bride's placement of a ring on the Bridegroom's finger, accompanied by the Bride's recitation of either the same formula as the Bridegroom (haray atah when corrected for gender) or with the recitation of another verse, such as the Hebrew verse that translates as, "I am my beloved's and my beloved is mine." Some Orthodox couples prefer to separate the Bride's placement of a ring on her Bridegroom's finger by doing it later in the day, such as during yichud.

Traditionally, in order to separate the erusin ceremony from the nissuin that follows, the ketubah (the written marriage contract) is read aloud and then handed by the Bridegroom to the



Bride. At some weddings, the Bridegroom hands the ketubah to the Bride at the time of the bedeken.

### Sheva Brachot

Nissuin begins with a second kiddush, followed by the sheva brachot (the seven blessings) and yichud. The sheva brachot begin with the blessing over wine, then praise God for creation, for human life, for the Bride and Bridegroom separately, for fertility and children, and finally in the sixth and seventh blessings, for the companionship and joy of the Bride and Bridegroom together. The ceremony concluded, the Bridegroom then breaks a glass, and the Bride and Bridegroom traditionally retreat to yichud, a moment of seclusion in which the Bride and Bridegroom can share their first meal as newlyweds.

### Breaking the Glass

Few Jewish wedding traditions are as well known as the Bridegroom's smashing of the glass at the conclusion of the ceremony. Different explanations for the act of breaking the glass abound: that it reminds us of the fragility of personal relationships so that the Bride and Bridegroom take care to keep theirs intact; that it ushers in the outbreak of celebration that should immediately follow, that the breaking recalls the destruction of the temple in Jerusalem, so that we remember sadness at the height of personal joy. Two older explanations are that the shattering scares off any demons attracted by the event; or that it symbolises the consummation of the marriage.

## Yichud

Yichud is a time for the Bride and Bridegroom to be alone together immediately after the ceremony. It is actually the final legal requirement of the wedding. (According to Jewish law, the requirements for a wedding are the birkat erusin, the recitation of the haray aht formula coupled with the Bridegroom's placement of a ring on the Bride's finger, the sheva brachot, and yichud.)

## Sheva Brachot

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## Seven Blessings

The Seven Blessings are sometimes delivered at a Jewish Wedding. Please note that these are never delivered at a Barmitzvah. In the chapter on Jewish Weddings in this manual, the blessings are not explained. This is deliberate as a Toastmaster doesn't announce what the blessings are. The Toastmaster simply gets together the 7 friends whom he has been told will deliver the blessings. Although each blessing can be delivered from the reader's own table, you will find that photographers and videographers will prefer to have them assembled behind the Bride & Bridegroom, in order to make a good frame for their shot.

For the sake of completeness however, the content of the Seven Blessings are provided below. This is the English translation of course but you may find that they are delivered in Hebrew. Be aware that this is one version, there are others.

- You are blessed, Lord our God, the ruler of the universe, who created everything for His glory. Blessed are you.
- You are blessed, Lord our God, the ruler of the universe, who created man, Blessed are You.
- Blessed are You, Lord our God, the ruler of

the universe, who created man in His image, in the form of His own likeness, and let Him perpetuate his kind. Blessed be the Lord who created man.

- Let the empty city be joyous and jubilant at the happy reunion with her children. Blessed is the Lord, who makes Zion rejoice with her children.
- Let the loving couple be very happy, just as You made Your creation happy in the garden of Eden, very long ago. You are blessed, Lord, who makes the bridegroom and the bride happy.
- Blessed is the Lord our God, the ruler of the universe, who created joy and celebration, bridegroom and bride, rejoicing happiness, pleasure and delight, love and brotherhood, peace and friendship. May we soon hear, Lord, our God, the sound of joy and celebration in the cities of Judea and in the streets of Jerusalem, the voice of a bridegroom and of a bride, the happy voice of bridegrooms from their weddings and of young men from their feasts of song. You are blessed, Lord, who makes the bridegroom and the bride rejoice together.
- Blessed are You, Lord our God, the ruler of the Universe, creator of the fruit of the wine.

## AFTER THE WEDDING

### Mitzvah

With the ceremony completed, it is a mitzvah — a religious obligation — of the guests present to bring joy to the heart of a new Bride and her new husband. You have to love that, a religious commandment to party.

### Sheva Brachot Dinners

Sheva Brachot dinners are a way to keep the wedding celebration going even after the wedding day. In the Orthodox world, these dinners are held for seven nights after the wedding, after which blessings for the Bride and Bridegroom are recited by someone present who was not at the wedding.

Example of a running order for a Jewish wedding overleaf



# WEDDING OF JOSH WELKA & LAURA STERNE

RENAISSANCE HOTEL, ST PANCRAS  
SUNDAY 22ND SEPTEMBER 2019 AT 3PM

## Schedule of Events



**Craig Haslam FGPT**  
Toastmaster & Master of Ceremonies

## Overview

Renaissance Contact : Laura

194 guests

Guests will arrive from 3pm and take their seats in The Gallery Room on the first floor. The Tisch Ceremony will take place in ancillary room on first floor ahead of the ceremony after which Josh and his party of men will move to The Gallery Room. Brides father will escort Laura and bridal party from her room down to The Gallery.

Music played for Josh, music for bridesmaids entry and music for Laura's entry.

Bedekan Ceremony will take place half way along the aisle.

Wedding Ceremony within the Chuppa from approx. 330pm-430pm in The Gallery Room

Laura and Josh will then run from the ceremony and go for photographs with family photos taken at this time.

A Drinks Reception will be held immediately after the ceremony, in the next door first floor "Ladies Smoking Room" for all guests.

The Hansom Room will be used for the dinner service.

From approx. 530pm we will have a 3 Course Dinner that includes Hamotzi, Benching, Sheva Brachot, Speeches, Loyal Toasts, Dancing

Exit line at the end of the evening for Josh and Laura to say a final farewell.

## Contact Details

- Bride : Laura Sterne
- Bridegroom : Josh Welka
- Brides Parents : Karen and Howard Sterne
- Bridegroom Parents : Ian and Alex Welka
- Best Men : Sam Gold & Dec Green
- Rabbi : Andrew Shaw + Barry Lerer
- Band : Jeremy & Band Muzika
- Caterers : Phillip Small (Kingsbury)
- Photographer : Jo Russell of Chiko photography
- Videographer : Denee Motion
- Production : WHPH (Jon Stone current contact but is guest at wedding)
- Florist : Alina of Flowers By Alina
- First meeting held at home.
- Second meeting at the venue : 18/4/19 915am

## RUNNING ORDER

## ACTIVITY

12:15pm

- Toastmaster arrives at venue.
- Liaise with Banqueting Manager (Laura), Caterers (Phillip), Rabbi Shaw and Rabbi Lerer who will be arriving in time for the Tisch Ceremony. Liaise with Jeremy from Band Muzica who are playing background music in The Gallery Room during the ceremony for when guests arrive to take their seats.
- Josh, his father, best men will be arriving shortly before the Tisch
- Meet Laura, parents and bridal party if possible in their room to reassure them all is going to plan.
- Familiarise self with venue Health and Safety procedures incl. evacuation RVP (which is on the front concourse).
- Familiarise self with venue Facilities, Rest Rooms,
- Smoking Area (front concourse).
- Liaise with security - 2 x security guards on duty, from the venue.
- Ensure all rooms being used are set up as required.
- Ensure Reserved Seating is set out in the Ceremony Room.
- Ensure "Personal Seating Cards" are in Reception Room & Place Cards are on Tables. There is no seating plan. Each guest will collect their card when they enter the reception drinks room. This will have their table number on it. Tables will then have individual place cards for each guest.
- Ensure all facilities to undertake the religious and solemn aspects of the ceremony are in place, bowl of water, knife, salt, bread – Philip Small (caterer) will arrange for these to be ready in Hansom Room.
- Ensure washing facilities are in place.
- Cupples will be available for all guests, these will be white and blue in colour and issued by ushers when guests enter the Hansom Room. Craig to have head covered by at least the start of the ceremony

2:10pm-2:30pm

- Josh/Father/ Best Men arrive – likely will be some pictures.

2:30-3:15pm

- **Tisch ceremony**, led by Rabbi Andrew Shaw - this will take place in one of the ancillary rooms on the first floor. Could be around 20 men at the Tish, maybe more.
- Ushers will not be leaving the Tisch, Philip Small will assign staff to do this

3pm

- Arrival of Guests - 194 guests will be joining for the ceremony.
- Waiting staff in place to hand out cupples.
- I will meet and greet guests as they arrive and direct them to The Ceremony Room, The Gallery Room on first floor. This is upstairs and there are lifts if required. Band will provide background music as guests sit and wait for the ceremony to begin.
- As male guests walk into ceremony room, will they be handed a Cupple.
- To be done by the Philip Small staff as discussed above.
- There will be Reserved Seats in front rows. Toastmaster will make sure these are in place.
- Women on left. Men on right
- Other guests are free to sit where they like but women still on left and men on right.
- Toastmaster to welcome all guests to your amazing wedding day and swiftly run through housekeeping, e.g. mobile phones, social media.
- Social media - not during the ceremony please.
- We are happy for guests to take photos and videos during the ceremony; we just would like everyone to refrain from using flash photography whilst we are walking down the aisle
- I will then formally hand over to Rabbi Andrew Shaw.

3:20pm

- Howard leaves Tish Room and goes to meet Laura in her room ahead of escorting to the ceremony.
- At conclusion of Tisch all guests to go to ceremony room (including best men and ushers) Josh will wait with his dad and meet his mum as they will be entering the Gallery together.
- Craig or Laura (from the venue) will go to collect Laura and the Bridal Party from her room and bring them to the Gallery.
- **Laura and Josh are not to see each other before the ceremony.**
- Josh is to walk in to the Chuppah before Laura is brought for her entrance.

| RUNNING ORDER                      | ACTIVITY                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>3:20pm<br/>continued</b></p> | <ul style="list-style-type: none"> <li>Josh has arranged with the band the music that he and his party are walking into the ceremony room.</li> <li>3.20pm – Announcement - Briefing to Guests</li> </ul> <p><b><i>Reverend Sir's, Dist. Guests, L&amp;G<br/>Welcome to Renaissance Hotel for wedding of Laura &amp; Josh<br/>My name is "Add Name" Your TM &amp; MC<br/>Mobile Phones, No Flash Photog, social media<br/>Gentlemen Heads - Cupples.<br/>Yichud (Declan &amp; Oliver),<br/>Reception drinks &amp; canapes NEXT DOOR<br/>Then to ground floor Hansom room for dinner<br/>Return soon Rabbi Andrew Shaw leads</i></b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <p><b>3:30pm</b></p>               | <ul style="list-style-type: none"> <li>Bridal party arrive outside The Gallery Room</li> <li>Chuppa Ceremony commences - Rabbi Shaw leads</li> <li>Music for Josh and parents entry</li> <li>Music for Grandma Jean, Talia (Josh Sister) and Alex (Usher) entry</li> <li>Music for Bridesmaids entry</li> <li>Music for Laura's entry with mum and dad</li> <li>All played by The Band, Musika.</li> <li>Bedeken Ceremony. When Laura is halfway along the aisle, Josh will come out of the Chuppah to unveil his bride to be. Rabbi Shaw will accompany Josh and will say a few words quietly to both. All then return to the Chuppah.</li> <li>The final act of the service is the breaking of glass. At this point the crowd will cheer (Mazel Tov!) and some guests (most likely ushers/bridesmaids/friends) will go up to the Chuppah and embrace the couple.</li> <li>Josh and Laura will now leave the ceremony, along with the parents and have time to themselves and with the photographer.</li> <li>Declan Green and Oliver Rumney will be required as they will be acting as witnesses for the signing of the wedding certificate.</li> </ul> |
| <p><b>4:15pm</b></p>               | <ul style="list-style-type: none"> <li>Ceremony concludes.</li> <li>Once Josh and Laura (et al) have left The Gallery, I will announce that Drinks Reception will be served - directing and escorting guests next door to the Ladies Smoking Room.</li> <li>Josh and Laura will not come into this drinks reception.</li> <li>415pm – Announcement – Guests to Reception Drinks</li> </ul> <p><b><i>Ladies and Gentlemen, you are now invited to take drinks, canapes and relax in the beautiful Reception Room next door during which time we will be taking some official photographs.</i></b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <p><b>4:15pm - 4:30pm</b></p>      | <ul style="list-style-type: none"> <li>Josh and Laura be required to undertake The Yichud immediately after the ceremony for a few minutes, in a private room that the hotel will make available. We will confirm with the hotel which room will be available. The signing of the wedding certificate will take place in this room. With Declan &amp; Oliver required as witnesses for the certificate.</li> <li>Craig to discuss with Philip Small the detail of this on the day.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <p><b>4:15pm - 5:30pm</b></p>      | <ul style="list-style-type: none"> <li>Drinks Reception - First Floor Reception Room.</li> <li>Canapes served.</li> <li>Laura &amp; Josh are elsewhere having Official Photographs taken during this time. Various family members will be required during this time. It would be helpful if you can check in to see if we are missing/waiting for anyone. Josh will also try to get help from the Ushers with this.</li> <li>Craig has photograph list and will assist photographer with this.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |



| RUNNING ORDER                                   | ACTIVITY                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|-------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>4:15pm -<br/>5:30pm<br/>Continued</b></p> | <ol style="list-style-type: none"> <li>1. B&amp;G with bride parents - Karen and Howard Sterne</li> <li>2. B&amp;G with groom parents - Alex and Ian Welka</li> <li>3. B&amp;G with groom's parents, sibling, grandmother - Alex and Ian Welka, Talia Welka, Jean Cohen</li> <li>4. B&amp;G with groom's siblings with their partners- Talia Welka, Alex Podrabinok</li> <li>5. B&amp;G with groom's grandparents mum side - Jean Cohen</li> <li>6. B&amp;G with grooms family mums side – Ian and Alex Welka, Angela Blumenow, Adrian Levitt</li> <li>7. B&amp;G with both set of parents - Karen and Howard Sterne, Ian and Alex Welka</li> <li>8. B&amp;G with groom's family dads side – Ian and Alex Welka, Talia Welka, William, Naama, Maya, Ellia Welka</li> <li>9. B&amp;G with brides family dads side – Karen and Howard Sterne, Marion, Geoff, Jason, Scott, Michael Grant</li> <li>10. B&amp;G with brides family mums side – Karen and Howard Sterne/ Juliet, Seamus, Zoe, Ella Morris/Pauline and Neil De Reybekill</li> <li>11. B&amp;G with ushers and bridesmaids - Declan Green, Dan Tenzer, Sam Gold, Ben Horn, Alex Podrabinok, Eliot Cohen, Lianne Hunter, Talia Welka, Ella Morris, Hannah Fagelson</li> </ol> <ul style="list-style-type: none"> <li>• A saxophonist will be playing background music whilst guests are in the reception room on first floor.</li> <li>• During this time I will be working with Caterers, The Band and Banqueting Manager to ensure the dining room, The Hansom Room, is ready.</li> <li>• No seating plan.</li> <li>• We will have place cards set out at the reception.</li> </ul> |
|                                                 | <ul style="list-style-type: none"> <li>• Washing facilities will be made available and arranged by Philip Small</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <p><b>5:30pm</b></p>                            | <ul style="list-style-type: none"> <li>• Toastmaster calls guests to dinner. Time allowed for guests to get from first floor reception down to the Hansom Room.</li> <li>• Guests form an archway onto the dance floor eagerly awaiting the arrival of the happy couple.</li> <li>• 5.30pm – Announcement – Call to Dinner</li> </ul> <p><b><i>Reverend Sirs, Distinguished Guests, Ladies and Gentlemen, would you kindly take your places at table, downstairs in The Hansom Room, Dinner is served</i></b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <p><b>5:45pm</b></p>                            | <ul style="list-style-type: none"> <li>• Formal Entry of Bride and Bridegroom.</li> <li>• Make sure band are ready, arch is formed &amp; route to the dance floor is clear</li> <li>• I will welcome you and announce you as “The new Mr &amp; Mrs Welka”</li> <li>• 5.45pm – Announcement – Formal Entry</li> </ul> <p><b><i>Reverend Sirs, Distinguished Guests, Ladies and Gentlemen, you are invited to receive your new Bride and Bridegroom, Laura and Josh, the new Mr and Mrs Welka</i></b></p> <ul style="list-style-type: none"> <li>• No confetti. Israeli Dancing commences, for about 20mins</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <p><b>6pm</b></p>                               | <ul style="list-style-type: none"> <li>• Toastmaster will ask all guests to now take their seats and I will escort you to your seats at the Top Table.</li> <li>• 6pm - Return to seats - Thank Band</li> </ul> <p><b><i>Ladies &amp; Gentlemen, could I ask you to show your appreciation for our Band, Muzika. Much more from them as our amazing evening unfolds. Could I ask you all return to your seats ahead of speeches and formalities.</i></b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |

| RUNNING ORDER | ACTIVITY                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|---------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 6:05pm        | <ul style="list-style-type: none"> <li>• Speech of welcome - Brides Father - Mr Howard Sterne</li> <li>• Toastmaster will formally introduce the father of the bride to give the speech of welcome.</li> <li>• 6:05pm – Announcement - Speech of welcome</li> </ul> <p><b><i>Our Bride and Bridegroom, Reverend Sirs, Distinguished Guests, Ladies and Gentlemen, pray silence for the proud Father of the Bride, Mr Howard Sterne</i></b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| 6:15pm        | <ul style="list-style-type: none"> <li>• <b>HAMOTZI</b></li> <li>• Give gentlemen the opportunity to use washing facilities before announcing Hamotzi. Make sure washing facilities are in place.</li> <li>• 6:15pm – Announcement - Washing facilities</li> </ul> <p><b><i>Gentlemen, washing facilities are available should you wish to make use of this ahead of Hamotzi &amp; dinner service.</i></b></p> <ul style="list-style-type: none"> <li>• Ensure Bread, Knife and salt are all available for the breaking or cutting of the bread by the Ian. I will announce that gentlemen are to make sure their heads are covered.</li> </ul> <p><b><i>Gentlemen, may I respectfully remind you to ensure that your heads are covered.</i></b></p> <ul style="list-style-type: none"> <li>• Hamotzi will be given by Ian Welka, father of the Bridegroom followed by a short speech as well. Toastmaster will formally introduce Ian to say Hamotzi.</li> <li>• 6:20pm – Announcement - Hamotzi</li> </ul> <p><b><i>Ladies and Gentlemen, pray silence for Hamotzi, grace before meals, by the Father of the Bridegroom, Mr Ian Welka</i></b></p> |
| 6:25pm        | <ul style="list-style-type: none"> <li>• Toastmaster will announce that dinner is now served, Bon Appetite.</li> <li>• I will work with Phillip Small and his caterers and the venue on this.</li> <li>• This is a table service format for the service of food.</li> </ul> <p><b><i>Ladies and Gentlemen, I will now place you in the very capable hands of Mr Phillip Small and our caterers as the Dinner is served, Bon appetite</i></b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| 6:25-30pm     | <ul style="list-style-type: none"> <li>• First Course is Served</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| 6:25-30pm     | <ul style="list-style-type: none"> <li>• <b>LOYAL TOASTS</b></li> <li>• Loyal Toast to the King.</li> <li>• Toastmaster will introduce Jason, Scott and Michael Grant to propose the Loyal Toast to The Queen. They will say a few words about Josh &amp; Laura, they will then ask everyone to stand and propose the loyal toast after which the National Anthem is played. Everyone will then take their seats.</li> </ul> <p><b><i>Ladies and Gentlemen, pray silence for Jason, Scott and Michael Grant who will be proposing the Loyal Toast to The King.</i></b></p> <ul style="list-style-type: none"> <li>• Loyal Toast to the State and President of Israel.</li> <li>• Toastmaster will introduce Talia Welka and Alex Podrabinok to propose the loyal toast to the state and president of Israel. They will say a few words about Josh &amp; Laura, they will then ask everyone to stand and propose the loyal toast. Talia will sing the Hatikva</li> </ul> <p><b><i>Ladies and Gentlemen, pray silence for Talia Welka &amp; Alex Podrabinok who will be proposing the Loyal Toast to The State and President of Israel</i></b></p>    |

| RUNNING ORDER      | ACTIVITY                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|--------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 7:00pm             | <ul style="list-style-type: none"> <li>Dancing in-between courses.</li> <li>I will formally introduce the band again to lead more dancing.</li> </ul> <p><i>Ladies and Gentlemen, it's time for you to take to the dance floor again, so let's hear it for our amazing band, Muzika</i></p> <ul style="list-style-type: none"> <li>2 or 3 numbers with a total duration of 15-20 mins.</li> </ul>                                                                                                                                                                                                                       |
| 7:18pm             | <ul style="list-style-type: none"> <li>Guests asked to return to their seats as Main course is announced</li> </ul> <p><i>Ladies and Gentlemen, if I could ask you to return to your seats, our main course is served.</i></p>                                                                                                                                                                                                                                                                                                                                                                                          |
| 7:18pm             | <ul style="list-style-type: none"> <li>Main Course served</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| 8:10pm             | <ul style="list-style-type: none"> <li><b>BEST MEN SPEECH</b></li> <li>Toastmaster will formally introduce Sam Gold &amp; Dec Green</li> </ul> <p><i>Bride and Bridegroom, Reverend Sirs, Distinguished Guests, Ladies and Gentlemen, pray silence for our Best Men today, Mr Sam Gold and Mr Dec Green.</i></p>                                                                                                                                                                                                                                                                                                        |
| 8:20pm             | <ul style="list-style-type: none"> <li><b>BRIDEGROOM SPEECH</b></li> <li>Toastmaster will formally introduce Josh Welka</li> </ul> <p><i>Reverend Sirs, Distinguished Guests, Ladies and Gentlemen, pray silence for the happiest man here today, our Bridegroom, Mr Josh Welka</i></p> <ul style="list-style-type: none"> <li>No gifts to present. Josh to invite Laura to dance floor for first dance.</li> </ul> <p><i>Ladies and Gentlemen, as you can see, Josh has moved to the dance floor and asks Laura to join him as the new Mr &amp; Mrs Welka have their first dance together as a married couple.</i></p> |
| 8:35pm –<br>8:55pm | <ul style="list-style-type: none"> <li>Josh and Laura first dance 2-3 mins</li> <li>Rest of guests to be invited to dance floor for 15-20 mins of more dancing.</li> </ul> <p><i>Ladies and Gentlemen, Laura and Josh ask that you now join them for more dancing.</i></p> <ul style="list-style-type: none"> <li>Guests to return to seats at 8:55 as dessert is to be served</li> </ul>                                                                                                                                                                                                                               |
| 8:55pm             | <ul style="list-style-type: none"> <li>Dessert Served</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| 9:25pm             | <ul style="list-style-type: none"> <li>Dessert Lifted</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| 9:30pm             | <ul style="list-style-type: none"> <li>Coffee served at tables</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| 9:45pm             | <ul style="list-style-type: none"> <li><b>SHEVA BRACHOT AND GRACE AFTER MEALS</b></li> <li>Men required to cover their heads.</li> </ul> <p><i>Gentlemen, may I respectfully remind you to ensure that your heads are covered.</i></p>                                                                                                                                                                                                                                                                                                                                                                                  |



| RUNNING ORDER       | ACTIVITY                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|---------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 9:45pm<br>Continued | <ul style="list-style-type: none"> <li>• Ensure 2 glasses of Kosher wine are with Rabbi Shaw for Benching.</li> <li>• Toastmaster will introduce Benching &amp; Sheva Brachot in the same Short and simple announcement.</li> </ul> <p><b><i>Ladies and Gentlemen, pray silence for Benching, grace after meals and Sheva Brachot, by Rabbi Andrew Shaw</i></b></p> <ul style="list-style-type: none"> <li>• Rabbi Shaw then leads, supported by Jon Stone and friends.</li> <li>• There is no cake to cut</li> </ul>                                                                              |
| 10pm                | <ul style="list-style-type: none"> <li>• Dancing through to end of evening</li> </ul> <p><b><i>Ladies and Gentlemen, our band will play some more great music for your entertainment now. Welcome back: MUSIKA</i></b></p>                                                                                                                                                                                                                                                                                                                                                                         |
|                     | <p>There is no formal Tea Break ceremony, instead tea and coffee station will be available throughout the evening for guests to help themselves as and when.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| 11:20pm             | <ul style="list-style-type: none"> <li>• Band will wind down with final songs – Josh and Laura will be on stage – Laura to say a few words of thanks and goodbye</li> </ul> <p><b><i>Reverend Sirs, Distinguished Guests, Ladies and Gentlemen, pray silence for our beautiful bride Mrs Laura Welka</i></b></p> <ul style="list-style-type: none"> <li>• Speech - Bride - Laura Welka</li> </ul>                                                                                                                                                                                                  |
| 11:30pm             | <ul style="list-style-type: none"> <li>• Final song to be confirmed</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|                     | <ul style="list-style-type: none"> <li>• Laura will not be throwing her Bouquet</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| 11:35pm             | <ul style="list-style-type: none"> <li>• <b>Carriages/EXIT LINE</b></li> <li>• Laura and Josh will stand by the exit doors with parents. Toastmaster will announce the end of the evening and ask people to say goodbye to our happy couple as they leave the venue.</li> </ul> <p><b><i>Ladies and gentlemen, it has been an absolute privilege to be your Toastmaster &amp; Master of Ceremonies today. I wish Laura and Josh a long and happy married life together and they would now like to say farewell to you all as you leave, a safe journey home, Thank you and good night.</i></b></p> |
|                     | <p>To be confirmed – official end time of wedding is 11:30 but band have confirmed we are able to carry on as we like (as have the hotel). We may carry on for another 30mins-1hour. Guests likely to stay later will be informed of this prior to the evening, and band will also confirm this</p>                                                                                                                                                                                                                                                                                                |

## 8.17 Bar mitzvahs/Bat mitzvahs

A party to celebrate the completion of the 13<sup>th</sup> birthday of a Jewish boy (barmitzvah) or Jewish girl (batmitzvah).

### IN ADVANCE OF THE DAY

As with most Jewish functions, it is as well to visit the family in advance in order to take full instructions. The degree of orthodoxy in the religion varies so much from one family to another.

## 8.18 On Arrival

Sometimes the party is held in rooms adjacent to the Synagogue. The Barmitzvah ceremony in the Synagogue will have taken place probably the day before on the sabbath (Saturday) and the party will be held on the Sunday. On the arrival of the principal people, be active and welcoming. The family will always arrive in good time i.e. at least one hour before the reception is due to commence and sometimes two hours. Ensure that you are there well before they arrive.

### EARLY LIAISON

On arrival introduce yourself to the Head Caterer and supervising Rabbi. If the meal is Kosher, there will be a supervising Rabbi to ensure that everything that is being prepared in the kitchen, is being kept Kosher. An immediate understanding and rapport with them is essential. Speak to Band Leader, Photographers etc. and gain their co-operation. You will need their help and co-operation later. Get changed early. You must be dressed and ready when the Barmitzvah's parents arrive.

### ASSISTANCE

Calm the parents and assist with place cards, distribution of cupples, ladies table gifts and menus as required.

### THINGS TO CHECK

- Where the Receiving Line will be
- Have a table nearby for presents
- Where Family Photographs will be taken
- Check Menu Card with Barmitzvah's Father to ensure speaker details etc. are correct

- Are there presentations (ask the 5 questions)
- Ceremonial washing facilities for men - check where things will be placed

## 8.19 Receiving Line

Set up the Receiving Line and announce all guests on arrival. Keep track on your ratchet/digital counter. When all the guests are through there is likely to be a 30 minute to one hour reception with drinks and canapes.

**LIASON:** Keep in touch, check with caterers, band running times, photographer and videographer etc. Keep them all informed of progress. Update with any changes.

## 8.20 Calling to Dinner

When you have checked with the Family, Caterers, Band etc. you can announce dinner.



*"Our Barmitzvah, Our Host and Hostess, Grandparents, Reverend Sir (or Rabbi [Surname]), Ladies and Gentlemen Dinner is Served"*

## 8.21 Gentlemen's Washing Facilities

As the guests pass through, if washing facilities are provided announce

*"Gentlemen, washing facilities are provided [state where]"*

## 8.22 Formal Entry

The announcement can vary depending on whether they are being introduced individually or as one:

*"Ladies and Gentlemen, you are invited to receive your Barmitzvah and his brothers and sisters and your Host and Hostess"*

OR

*"Ladies and Gentlemen, you are invited to receive your Barmitzvah's Brother Benjamin, Sister Esther and the Barmitzvah's parents, your Host and Hostess Jacob and Rebecca" "Ladies and Gentlemen your very special guest of honour, Your Barmitzvah - Lionel"*



## 8.23 The Welcome

When all are in their places stand behind the Host



*"Our Barmitzvah, Grandparents, Reverend Sirs Rabbi [Name], Distinguished Guests, Ladies and Gentlemen, pray silence for your host, Mr. Jacob Silver"*

The host will make a speech of welcome. Immediately after the speech, there will be a Grace Before Meals

## 8.24 Grace

Hamotzi, Grace Before Meals. See earlier in this Section of the Manual for Jewish Graces.

## 8.25 During the Meal

Keep in touch with all other service providers during the meal. Ensure they know what progress is being made so that they can ensure that their services are coordinated. Keep returning to the Hosts to maintain attention.

## 8.26 Loyal Toast

Towards the end of the meal the Loyal Toasts will be proposed. This will require prior liaison with the caterer and band. It is a good idea to place two chairs behind the top table for the proposers of the Loyal Toasts, as there will be two:-

1. The King
2. The President of (or President and) The State of Israel

Escort the proposers to the top table with their glasses.

See earlier in this Section of the Manual for Jewish Loyal Toasts and a full pre-amble may be required if so this would mention everybody who is anybody:

*"Our Barmitzvah, Host and Hostess, Grandparents, Reverend Sir, Ladies & Gentlemen, pray silence for Mr. Manny Gold who will propose the Loyal Toast"* .

The pre-amble for the second Loyal Toast would be

*"Our Barmitzvah, Host and Hostess, Grandparents, Reverend Sir, Mr. Manny Gold, Ladies & Gentlemen, pray silence for Miss Esther Rose who will propose the toast to The President of (or "and") the State of Israel"*

## 8.25 Benching or Grace After Meals

You may find that Benching is not offered, as it is more appropriate for Jewish Weddings, but Always ask. After the Grace has been delivered, the caterers will clear away. Wait for their "Go Ahead" before proceeding with speeches. Use this time to ensure that bouquets or any other presentations are near to hand but out of view so that they can be retrieved easily but are still a surprise.

## 8.26 Speeches

The Father's speech of welcome will have already been delivered before the meal commenced. Usually just two more:

The Toast to The Barmitzvah and The Barmitzvah's Reply. Ensure proposer is ready with glass of wine on table.



*"Barmitzvah, Our Host and Hostess, Grandparents, Reverend Sir, Ladies and Gentlemen, pray silence for Mr. Jonathan Silver, the Barmitzvah's Brother."*



*"Our Host and Hostess, Grandparents, Reverend Sir, Jonathan, Ladies and Gentlemen, pray silence for your very special guest of honour, Your Barmitzvah, Lionel."*

During Barmitzvah's Speech, he will make presentations.



## 8.27 Commencement of Dancing

Dancing usually begins straight away, so as you remove the microphone ensure that the Host and Hostess are ready to begin. They will be expecting it and the band leader will be in place waiting for your announcement. The following is not a formal announcement, you are now in Master of Ceremonies mode, so a gavel is not appropriate.

*"Ladies and Gentlemen please welcome your Barmitzvah and his Mother, your hostess on to the dance floor for the opening dance, also your Host and Lionel's sister, Hannah."*

As they begin encourage the Grandparents if they wish to join them. The Band will now take over.

## 8.28 Tea Interval/Cake Cutting

Usually at about 10.00 pm there will be an interval when tea and sandwiches, cakes etc. will be served. The time will be agreed with the caterers and liaise with the band.

## 8.29 Birthday Cake Cutting

Normally with co-operation of the band (e.g. using their microphone) you will announce

*"Ladies and Gentlemen, our Barmitzvah will now have pleasure in cutting his birthday cake".*

The caterers will have brought the cake to a prominent position, sometimes even on to the dance floor with the candles already lit and the knife present.

Barmitzvah, parents, grandparents, brothers and sisters will gather round the cake.

Barmitzvah blows out candles and then cuts the cake.

Photographer, videographer will usually take prime position around this ceremony.

Toastmaster steps back and leaves them to it.

Caterers remove the cake for serving with tea and the band will usually strike up to the Hora (or Horah) and then call the tea interval.

## 8.30 Ceremony of the Lights / Candles

If this ceremony has been arranged, the cake will have been brought in but the candles will not be lit. For the Ceremony of the Lights, you should be in possession of a list of 13 participants, obtained before the evening or early on the evening.

Each of the thirteen people will light a candle on the cake in a specific order. The 11<sup>th</sup>, 12<sup>th</sup> and 13<sup>th</sup> will be lit by the parents and finally the Barmitzvah himself.

Your announcement should be:

*"Ladies and Gentlemen before Our Barmitzvah cuts his birthday cake, we are going to celebrate with the Ceremony of the Lights. For those guests who have not seen this before, please allow me to explain what will take place. I have 13 names on this list and as I call each name, that person will light a candle on the cake. Always the candle furthest away so that the final candles will remain unlit at the front. The final three will be lit by your Host, your Hostess and then the last one by our Barmitzvah Lionel. When all the candles are lit, our Barmitzvah will blow them out and cut his cake. May I please invite Mrs..... to come forward to light the first candle which is the Light of Peace....."*

This carries on until all candles are lit.



**The significance of the Thirteen Lights:**

1. Peace
2. Prayer
3. Knowledge
4. Truth
5. Mercy
6. Charity
7. Mitzvah
8. Faith
9. Friendship
10. Torah
11. Devotion (lit by Mother)
12. Parental Love (lit by Father)
13. The Future (lit by Barmitzvah)

The Barmitzvah then blows out the candles and cuts the cake as he would if the ceremony of the lights had not been conducted.

**8.31 Re-start Dancing**

After the Tea Break the band will strike up and take over for the rest of the dancing. Nice if the Toastmaster gives them an introduction as they return to the stage.

**8.32 Novelties**

If novelty gifts such as hats, umbrellas, flowers, streamers etc. have been provided, the Toastmaster would usually assist in distribution.

**8.33 Closing Wind Up**

Liaison with band essential, this may not be needed)

The band may organise the wind up but it is more usual to be required of the Toastmaster. The usual order of events:

- Auld Lang Syne
- Jolly Good Fellows (Barmitzvah & Whole Family, including Grandparents in middle)
- Three Cheers
- Hatikvah (Israeli National Anthem)
- The King

Announcements are required simply

*"Ladies & Gentlemen - HATIKVAH"*

and then

*"Ladies & Gentlemen - THE KING"*

Hand Microphone to host for parting words and then microphone back to band.

**8.34 Traditions of a Bar or Bat Mitzvah**

Translated literally, Barmitzvah means "son" (bar) of the Commandments or Batmitzvah "daughter" (bat) of the Commandments. The Bar/Batmitzvah is recognised as the coming of age ceremony wherein boys and girls enter adulthood in the Jewish community. After their bar and Batmitzvah's, boys and girls can now be counted in a Minyan and are personally responsible for religious obligations.

Traditionally, the ages for Bar/Batmitzvah are 13 for boys and 12 for girls (recognising girls' faster maturity), although many people perform the Batmitzvah ceremony at age 13.

The essence of the ceremony is to recognise the Bar/Batmitzvah's new status by calling them up for an Aliyah before the Torah to recite the blessings before the reading of the Torah portion. The ceremony is the first time that boys, and increasingly girls, don Tefillin (a set of small black leather boxes containing scrolls of parchment inscribed with verses from the Torah).

The Bar/Batmitzvah ceremony usually takes place on the first Shabbat (Sabbath) after the appropriate birthday. Traditionally, the



Bar/Batmitzvah is not only called to the Torah for an aliyah, but also to recite part of the Torah portion or the Haftorah for the week or to lead part or all of the prayer service. The Bar/Batmitzvah ceremony has become a rite of passage for many boys and girls, linking the event to the giving of gifts and a festive party after the ceremony to congratulate the Bar/Batmitzvah for their accomplishment.

The primary symbols associated with the Bar/Batmitzvah are the tallit, which the Bar/Batmitzvah wears on the day of the ceremony, the kiddush cup, and candlesticks, all of which point to the celebrants' new personal responsibilities of observing the mitzvot.

There is no written or oral command that a Bar/Batmitzvah ceremony take place, or for that matter that the Bar/Batmitzvah even say the prayers before a Torah reading. In fact, a boy or girl becomes Bar/Batmitzvah whether they are in synagogue or at home in bed, just as long as they attain the proper age. The initiation of a child to the observance of the commandments is a modern day ritual. However, two commandments have been associated with the Bar/Batmitzvah - donning Tefillin and being called to the Torah for an Aliyah.

## 8.35 Glossary of Terms

### **Aufruf - (OOF-roof)**

calling up of a couple to the Torah on the Shabbat before their wedding.

### **B'deken - (b'DEKEN)**

The ritual veiling of the bride by the groom. This custom developed from the biblical story of Jacob, who married Leah by mistake, instead of Rachel, the woman he loved.

### **Breaking of the Glass**

The symbolism of the smashing of the glass by the Chatan at the conclusion of the ceremony has a variety of explanations. One is that the shattering ushers in the outbreak of merriment that should immediately follow the pronouncement. Guests usually respond with "Mazel Tov!" ("Congratulations!") Another explanation is that the breaking recalls the destruction of the temple in Jerusalem. Even at height of personal joy, sadness is remembered. The breaking also reminds us of the fragility of personal relationships. The glass is shattered with the implication that the marriage should always remain intact. Finally, the breaking of the glass is sometimes explained as symbolic of the breaking of the bride's hymen. In Jewish

marriage, sexual union is expected and required. Today, some couples chose to break the glass together.

### **Chupah - (hoo-PAH) The wedding canopy.**

It is usually a fabric whose with four corners attached to four poles and stretched over the couple. Like many couples, we used a tallis. It is a sign of God's presence and symbolises the couple's new home.

### **Cupple or Kippot**

A skullcap worn by gentlemen

### **Groom's Tish - The groom's table.**

This is where the Chatan, his groomsmen, and male family members gather for song and dance before the wedding ceremony. Traditionally, the groom attempts to deliver a learned discourse about that week's Torah portion. However, the assembled throng do everything possible to ensure that the groom's discourse is not delivered.

### **Kallah - (KAH-lah)**

The Bride.

### **Ketubah - (k'too-BAH)**

Marriage contract or sometimes referred to as a license. Sometimes signed by all the guests at the wedding.

### **Mizinke - (meh-ZINK-a)**

A joyous dance towards the end of the simcha (reception), which honours parents who have brought their last daughter or son to the wedding canopy. The parents are seated on the dance floor, and the guests encircle them - lavishing them with flowers and kisses. Sometimes the parents are crowned with a wreath of flowers, which is called the "Krenzl." The dance is to "Die Mezinke Oysgegeben" ("The Youngest Daughter is Given").

### **Sephardim**

Those Jews whose traditions and culture originate from the Mediterranean, including Spain and Portugal. Compare to Askenazic.

### **Shabbat - (shah-BAHT)**

The Hebrew word for "Sabbath."

### **Simcha - (seem-CHAH)**

The celebration of joy and a joyous occasion. At a Jewish wedding, it is a post-ceremony party whose purpose is to heighten the jubilation of the Bride and Bridegroom.

### **Tallis - (tal-lis)**

The prayer shawl. It is worn by married Jewish men in Orthodox synagogues and all adult men



(and some women) in Conservative, Reform, and Reconstructionist synagogues. It is a rectangular garment with four tzitzit (fringes) on each corner.

**Torah - (to-RAH)**

The first five books of the Hebrew bible (Genesis, Exodus, Leviticus, Numbers, Deuteronomy) portions of which are read every Shabbat. Traditionally, a reading of the entire Torah is complete in one year.

**Yichud - (YEE-hood)**

A short time of seclusion immediately following the marriage when the Chatan & Kallah spend a period alone together. Because of this, receiving lines are not a traditional part of Jewish weddings.

**Tzedakah - (tz'dah-KAH)**

The obligatory Jewish requirement of righteous giving and just behaviour that ensures the basic well-being of fellow human beings.





# 09

## WEDDINGS OF OTHER FAITHS, CULTURES AND LIFESTYLES



## 9.1 Italian Weddings

Similar to standard English wedding receptions with some differences. Keep in touch with the official party throughout, as some traditions from different regions of Italy may apply.

### CEREMONY (NOT THAT A TOASTMASTER ATTENDS)

- Usually Catholic
- Conducted in Italian (except for English civil part, when held in UK)
- Usual to have Full Nuptial Mass (full service about 1.5 hours long)

### RECEPTION

- Often have live bands throughout
- Band Leader often acts as M.C. (needs to be handled carefully)
- Expect many calls from the guests of “Salut” (Cheers or Good Health)
- Chinking of Glasses - Guests calling “Bacio” meaning “Kiss” (see paragraph below)
- Custom that men kiss each other on both cheeks - be aware
- Dancing between courses is popular
- Often have many courses to the meal
- Removal of Bride’s Garter (see paragraph below)
- Bridal Favours virtually always offered (tradition started in Italy)

### CHINKING OF GLASSES

One of the most distinctive features of an Italian wedding is the guests tapping spoons or knives on their wine glasses to make a chinking sound. This happens many times during the meal and is often accompanied by them calling the word “Bacio, Bacio” (pronounced Bah-cho) over and over again. This is the guests’ way of calling on the Bride and Bridegroom to stand and kiss each other. The custom sometimes extends to a call for the Bride’s Parents to do the same and then maybe the Bridegroom’s Parents. The guests are usually not satisfied until whoever they have called upon have completed the kiss.

### REMOVAL OF BRIDE’S GARTER

A custom sometimes upheld is that the Bridegroom removes the Bride’s garter using only his teeth. He then throws it over his shoulder for one of the bachelors to catch.

## DANCING

Don’t be surprised to see “Hava Nagila” type dances included.

## 9.2 Greek Weddings

There are very few purely Greek weddings in this country. Most Greeks who live in the UK originate from the western part of Cyprus and many marry an English person and so some of the real traditions of Greek weddings are lost. St. Sophia’s Cathedral in Moscow Road, Bayswater is a prime Greek Orthodox Church in the UK. Greek Weddings are usually held on Sundays.

### CHURCH CEREMONY (AS BACKGROUND INFORMATION ONLY YOU WILL NOT BE AT CEREMONY)

- Priest invites Bride & Bridegroom to kiss ornate Bible
- Civil Ceremony part of the service is conducted in English
- Two crowns attached to a ribbon are placed on Bride & Bridegroom’s head
- Couple walk around the altar
- All Best Men and Bridesmaids sign the ribbon

### A FEW GENERAL POINTS

- Bridegroom given equal “star” status on the day as the Bride
- May be up to ten Best Men and ten Bridesmaids (or Best Ladies)
- Best Men known as Khoo-mare-iss
- Best Ladies known as Khoo-bar-iss
- Head Best Man shaves Bridegroom and dresses him

### RECEPTION

- Band Leader often acts as M.C. (Toastmaster must handle this carefully)
- Formal Entry: Bride & Bridegroom walk around dance floor three times
- Sometimes entry is led by violin soloist (reflects family status/wealth)
- Seldom a Grace - Priest does not attend
- If a purely Greek wedding, there may be no speeches (rare, there usually are speeches)
- If purely Greek there may be presents for Mums with no formal intros etc.
- If guests enjoy the Band, they throw money on to the stage (client pays band less)



## FIRST DANCE

Traditional Greek music accompaniment. Bride & Bridegroom dance, holding a handkerchief/table napkin between them. The Bridegroom dances with the Head Best Man and the other best men in order of rank, holding handkerchiefs/table napkins between them. Bride dances with Best Ladies in a circle

## MONEY DANCE

Guests do not bring gifts but they do give large sums of money. One of the guests holds a pin cushion and guests come along and pin bank notes on the couple. Guests take it in turns, in order of their seniority in the family. In Turkish tradition this is not done as a dance, but guests queue round the dance floor in seniority to pin money to the happy couple. This may be pinned to long white ribbon worn round their neck. At the end of the line the bridesmaids may have gifts of sweets (from the Bride & Bridegroom) to give to the guests to say "thank you" for the gift of money. They often finish up with a few thousand pounds pinned to them.



## 9.3 West Indian Weddings

The presence of a Toastmaster at a West Indian Wedding Reception is a much less common occurrence. It may come as a total surprise to the rest of the guests. The natural tendency is towards a totally casual approach by all, and a Toastmaster is regarded as a curiosity. Great tact and an open display of smiling, happiness and friendliness are required, to get the guests to respond to the Toastmaster's directions.

There are some key points with Caribbean weddings which differ from the English traditions. Not by any means all West Indian Weddings follow these customs but most do:

- There are often truly hundreds of guests.
- Large numbers do not necessarily mean large venues.
- Timekeeping is less important than having an enjoyable day
- Catering is often provided by friends or relatives
- Formal Table Plans are not always provided with guests being invited to sit alongside friends and family they know.
- With no Table Plan, you may experience some challenges when asking guests to take their places at table.
- The Grace is often long, frequently turning into a speech
- Wedding Cakes are often elaborate with tiers spread out, joined by ladders
- Anyone who wants to speak does, including young children

## THE SPEECHES

The Toastmaster will have discussed the reception and speeches etc. with the Host and Hostess before the day and although at that time they may have agreed with suggestions and advice given, there is no guarantee that the same will apply on the day.

The Toastmaster should be aware that there are likely to be several people who will wish to stand up and express greetings and best wishes to the Bride and Bridegroom and their families. These speakers may not make their intentions known to the Toastmaster in advance and may just stand up on the spur of the moment. The Toastmaster can have a quiet word and ask their names, so that they can be introduced. Be aware that these spontaneous speeches can disrupt the order of speeches and make events run late.

The Toastmaster should keep in constant touch with the Host and Hostess and only if they decide that enough is enough, should the Toastmaster call a halt to the unannounced speakers standing up. The Host and Hostess are more likely to be honoured and flattered by guests observing their old home customs by unannounced speakers offering good wishes.

## 9.4 Jehovah's Witness Weddings

The thing that easily gives away that a Wedding is a Jehovah's Witness wedding is that the service will be held at "The Kingdom Hall", the name given to the Church used by Jehovah's Witnesses. There are a few issues that need to be noted with Jehovah's Witness Weddings, not least of all that guests are unlikely to drink alcohol.

This does not necessarily mean that there will be no alcohol served, as the hosts may not wish to deny the "non-Witness" guests a glass of wine. However, there are not likely to be any toasts, not even with fruit juice. Any suggestion of a drink (glasses by the wedding cake for example) are usually removed so that the Bride & Bridegroom will not even be photographed raising a glass, not even a glass of fruit juice.

JW's believe in modesty in all things. That means conservative dress, few if any jokes with venues being modestly decorated, no expensive floral decorations. Simplicity is the watch word of the day.

### BLESSING BEFORE WEDDING BREAKFAST

There will, almost certainly, be a prayer before the Wedding Breakfast but this is not referred to as a "Grace", it is a "Blessing". Do not make the mistake of referring to it as a "Blessing of the food" as it is not, it is simply a "Blessing", it is usually delivered by a close relative and can go on for many minutes.

The Blessing is sought not just for the food, "Lord God Jehovah" variously referred to as "Jehovah God" or "Father" is mentioned frequently during the Blessing and is called upon to bless a number of different things.

A simple pre-amble to the introduction of the person giving the Blessing would be:

*"Ladies and Gentlemen, Pray Silence for the Blessing offered by Mr. Reginald Simpson"*

## NO STORIES OR REFERENCES TO TOASTS

Any stories which you might be tempted to offer as part of your service e.g. "The Inseparable" (mixing of wines), The Story of the Bridal Favours (not likely to be provided anyway), or the "Origins of the Wedding Cake", should be omitted.

The speeches may otherwise be fairly traditional except that there are unlikely to be any Toasts. These speeches will be referred to as Speeches of Thanks or Speeches of Good Wishes. Glasses are unlikely to be raised.

Throwing rice or confetti, bouquet tossing, garter-removal, tying tin-cans to the car etc. are unwelcome. The couple may have selected music for the evening. Such things as impromptu music requests need to be approved by the bride or bridegroom. Guests must not try to coerce the band/DJ to play something without talking with the bride or bridegroom. Married JW's generally slow-dance only with their spouse and other relatives.

## 9.5 Asian Weddings

Asian weddings differ from standard English weddings in a number of ways. For a start, under the heading of "Asian Weddings" can be included weddings of several religions, such as Hindu, Muslim, Sikh etc. Each religion has its own liturgy, and indeed, its own language. Without doubt a home visit should be arranged to check on what exactly the couple are going to do. The number of guests at Asian weddings can vary but they will be large, up to 750.

Toastmasters are not used in Asian culture, but Asians are quick at adapting to the customs and practices of the countries in which they have settled. Members of the Asian community have attended English weddings and seen Toastmasters at work and realised the advantages of having a Toastmaster. Now Toastmasters are widely used for Asian weddings.

### THE WEDDING CEREMONY

Let us assume the wedding ceremony takes place at the venue of what we call the "wedding breakfast" and that the wedding is in the morning, (couples occasionally marry a day or days before the wedding breakfast, if this is the case, you will not be present for the ceremony and therefore should ignore this section).

The wedding ceremony will take place in a large hall. At one end of the hall will be erected a mandap. This is a structure of four pillars supporting an overhead canopy. The wedding ceremony is performed under the mandap. (Mandap is pronounced mun-dup - rhymes with sun up). The Mandap will be strewn with flowers and draped in rich cloth.

Before the arrival of the Bride and Bridegroom the Toastmaster makes himself known to the minister who is performing the marriage ceremony. The Toastmaster finds out the minister's name and title. (The title will probably be Pundit.) Check with the Pundit what part, if any, he would like you as the Toastmaster to play. If you are playing a role, request the Pundit to give you a signal before the start, and also the end, of the wedding ceremony so that you can make the appropriate announcement. Apart from the announcements the Toastmaster takes no part in the proceedings.

If the Toastmaster is present for the Ceremony, it may begin with the arrival of all the guests who will be witnessing the ceremony. (There may be many more who will arrive after the ceremony for drinks and meal). The arrival of the guests may then be followed by the Bridegroom and his party (usually male members of the family and male friends). This procession is called "The Baraat".

The Bridegroom and his party will probably form the Baraat procession to the ceremony room escorted by drummers (tambours). The Bridegroom may arrive on a large white horse, richly decorated. On arrival, they may then conduct what is known as The Milini Ceremony.

## THE MILINI CEREMONY

If you are meeting with the Bride, Bridegroom and/or Host and Hostess prior to the "big day" enquire if there is going to be a Milini ceremony. If so this is what usually happens:

This ceremony can be described as an Introduction Ceremony. The male members of the bridegroom's family (Father, brothers, uncles, cousins) are greeted by male members of the bride's family. This ceremony takes place before the wedding ceremony. There could be about six members from each family. The Toastmaster may be given a list of names of all the men taking part in the Milini.

When all the male members are ready, the Toastmaster gavels and announces:



*"Ladies and Gentlemen, the Milini ceremony will now commence. May we please have [first name] and [first name] the fathers of the Bride and Bridegroom".*

The two fathers come forward. They will exchange gifts and/or place garlands on each other. They will embrace. The ceremony is good humoured with individuals often trying to lift each other off their feet, whilst they embrace.

The Toastmaster may also announce the brothers, uncles and cousins. Alternatively, the Toastmaster may not be asked to actually name the individuals but simply announce that The Milini Ceremony is about to begin. After this the Bridegroom will move towards the Mandap to await his Bride. The Bride will arrive, escorted under a canopy by members of her family and will arrive at The Mandap. The guests stand and applaud.

When given the signal by the Pundit that he is ready to start, the Toastmaster may be required to gavel and announce:



*"Ladies and Gentlemen, the marriage ceremony of [first name] and [first name] is about to commence. The marriage ceremony will be conducted by Pundit [first name and surname]. On his behalf I wish to make two requests. The first request is to please switch off your mobile phones, Thank you. The second request is that you kindly observe silence during this very sacred, beautiful and richly symbolic wedding ceremony. Thank you."*

In addition to this announcement, you may be asked by the Pundit to read the words of The Jaimala. If you are so requested the words are:



*"On arrival at the Mandap (pronounce: Mundup), the bridegroom welcomes the bride and both garland each other, signifying that they accept each other willingly without any pressure or force".*

When the Pundit gives the signal indicating the end of the marriage ceremony, the Toastmaster may gavel and announce:



*"Ladies and Gentlemen that concludes the wedding ceremony. Please join me in offering Mr. and Mrs. [surname] our heartiest congratulations and all good wishes for the future."*

When the families of the Bride and Bridegroom have congratulated the newlyweds, the Toastmaster will announce as appropriate something along the lines of:





*"Ladies and Gentlemen, we have come to the end of the marriage ceremony. You are kindly requested to make your way to (wherever the reception drinks are being served) where drinks and canapes are being served. Thank you".*

If the wedding is in the afternoon/evening, then following the Milini and wedding ceremony, drinks and canapes will be served in the reception area just prior to the "Wedding Breakfast". More guests may arrive for the meal.

## THE VIDAI

Vidai doesn't always take place but if the wedding ceremony is in the morning, then by about noon, the Bride and Bridegroom will probably leave the venue to return home to rest, relax and prepare for the evening "Wedding Breakfast".

The final ceremony. This is a sad occasion as the Bride's family bid her farewell as they leave their parent's home to begin a new life with her husband. They leave with tears of joy and sorrow, carrying the very best of wishes of all that witnessed the marriage ceremony.

As they depart, the Bride's sisters (indeed all lady guests) try to stop the car from leaving by placing their hands on the bonnet so that their new brother-in-law asks their permission to take the Bride away. With their permission, they offer money or gifts a token. However, before the wedding car departs, the priest (Pundit) places a coconut under the front wheel and waits for it to be broken under the weight of the car. This is to ensure a safe journey and to bless the start of their newly married life. This ceremony dates back to the times when horse drawn carriages needed to prove that they were roadworthy.

Once the Bride and Bridegroom have gone, all the other guests will also leave. The guests and the Bride and Bridegroom will return later for the "wedding breakfast" part of their big day. The Toastmaster will not normally play any part in the Vidai - This is for information only.



## 9.6 Hindu Wedding

This guidance note has been prepared to relate the events that took place at one particular Hindu wedding in 2006. This should not be seen as replacing the previous pages on Asian weddings as not only will a Toastmaster seldom experience the events of this particular wedding but will not be asked to play any part in a number of the ceremonies and activities described in this note. This should therefore be seen as background information on what might happen. Remember too that this is a Hindu wedding and should not be confused with the weddings of other Asian religions.

Hindu Ceremonies tend to take place in the early morning as they can last up to 3 hours, with lunch being served afterwards. Everyone then retires before a wedding breakfast taking place around 7.00pm.

This text was taken from one particular couple's website ....According to Hindu religion, marriage is a sacrament and as such solemnised in accordance with the Vedas, the canonical scriptures of Hindus. Two individuals participate in a ceremony, signifying the start of a lifelong partnership, witnessed by their families and friends.

### GANESH PUJA

The wedding ceremony begins with a prayer to Lord Ganesh in the form of invocations and offerings to remove all obstacles and bless the wedding ceremony.

### MILINI

Welcoming and greeting the Groom's party. The Bridegroom and his family and friends (Baraat), arrive at the wedding venue, in a procession. The Bride's family and friends receive and welcome them with formal introductions and the exchange of garlands. Respective members embrace each other to mark the start of a relationship between the two families.

### MADHU PARKA

The Bridegroom is led to a specially decorated altar, known as the Mandap, and offered a seat and a welcoming drink - a mixture of milk, ghee, yoghurt, honey and sugar.

## JAIMALA

The Bride is escorted to the Mandap by her family and friends. The Bride and Bridegroom exchange garlands to symbolise that they happily embark on this journey together.

## PANI-GRAHAN OR KANVADAAN

**Giving away of the Bride** This is the most important part of the marriage ceremony. The Bride's mother places the Bride's hands on the Bridegroom's hands, by the act of covering their hands with their own, declares to the assembled gathering that they have willingly given permission for their daughter to marry the Bridegroom. They also declare: I give my daughter to you in marriage with my blessings. I pray that the Almighty may guide you both in the righteous path to lead a happy life together.

## PANI-GRAHAN HAVAN

A sacred fire is lit and the priest recites the sacred verses in Sanskrit. They help the Bride and Bridegroom to celebrate havan together by reciting Vedic hymns before the sacred fire. By participating in this havan they pledge to lead a virtuous life.

## EPARIKRAMA - ENCIRCLING THE SACRED FIRE

The priest ties a knot between the chunnis on the shoulders of The Bride and Bridegroom symbolizing an unbreakable bond between them and the union of their families. They circle the sacred fire four times. Each round signifies their journey together as they perform the four primary duties of life.

- **Dharma:** To lead a life pursuing the values and duties of married life.
- **Artha:** To earn their livelihood with honesty and integrity
- **Kama:** To cherish their love for each other.
- **Moksha:** To pursue a goal of contentment and peacefulness

The Bride's bhaiyas put phulian into their hands which is then offered to the sacred fire on all the four rounds. It is their way of wishing them health, happiness, prosperity and a long life together. The Bride leads the Bridegroom around the fire and at the end of each circle they both place their foot on a stone, signifying the strength of their marriage through any hardship and that they will remain true to each other (as firm as a rock) throughout all ups and downs of life.

## SAOTA - PADI - SEVEN STEPS

In this part of the ceremony The Bride and Bridegroom take seven steps together. With each step, they make one of the following marriage vows:

- To love and be faithful to each other and be life long friends.
- To love, respect and embrace each other's family as their own.
- To develop together the physical, mental and spiritual strengths required for a happy married life.
- To create wealth and prosperity, ethically and honourably.
- To love and care for their children, instilling in them moral values.
- To share each other's ideals and enjoy equal rights in all walks of life.
- To gain knowledge and wisdom in order to make life more fruitful and satisfying.

## SINDOOR CEREMONY

The Bridegroom places a pinch of sindoor in the Bride's hair and welcomes them into their life as an eternal partner. According to Hindu tradition, sindoor in hair is a symbol of a married woman.

## MANGAL SUTRA

The Bridegroom places the mangal sutra (a necklace) around the Bride's neck whilst the priest recites mantras praying to God for purity and enrichment of their thoughts. The mangal sutra symbolises the Bridegroom's undertaking to protect and look after his bride at all times.

## RANI HAR

The Bridegroom's mother places the Rani Har (a necklace) around the Bride's neck to symbolise their welcome into the family.

## ASHIRVAD (BLESSINGS)

The newly weds are blessed by the priest and the elders for a long and prosperous married life by showering them with flowers. Some people may even give them money as their blessings. The Bridegroom and The Bride leave the Mandap as one and begin life together.

## 9.7 Islamic Weddings

You may be asked to cover an Islamic Wedding which may take place at the hotel or reception venue. There are of course many countries where the residents are mainly followers of Islam or otherwise called Muslims. We have included this short chapter after Asian Weddings as this type of Islamic Wedding will relate mainly to those Muslims from Pakistan or Bangladesh.

The first piece of advice to offer is to undertake a house visit well in advance. Like other Asian weddings, they seldom run to time and so the more information that you can get in advance will help you to smooth (as far as possible) the events of the day. There are likely to be large numbers of guests perhaps 750 or more. The events may differ from one family to another and so this chapter is just to draw attention to things to be aware of.

### NIKKAH CEREMONY

The Nikkah (pronounced “Neekar”) Ceremony is a kind of Islamic Civil Ceremony and is most likely the one that will be held at the venue. The setting for the ceremony is usually very lavish and probably a stage with background scenery of the roofs of mosques in bright satin or silk cloths is to be expected. There may well be rich sofas and chairs on the stage which will be the setting for the ceremony. The ceremony will be conducted by a leading light in the local Islamic Community. This may be an Imam (Muslim priest). You will need to announce them just before the ceremony begins.

### ASSEMBLY ON THE DAY

The Bride’s family and friends will assemble where the main ceremony is to be held. The Bridegroom’s family and friends will assemble either in another room or even another venue for a separate piece of ritual (you will not be involved). Some 15 or 20 minutes before the Bridegroom is expected to arrive, you will make a simple announcement inviting the guests present to make their way through to the ceremony room (this room could also be the room in which they are to dine after the ceremony and so guests will take their seats at tables). It is possible that sweet dishes of fruit and chocolate will be served to guests as they go through. By this time some of the Bridegroom’s family and friends may also have arrived from the Bridegroom’s ceremony and they too can go through.



### BRIDEGROOM'S ARRIVAL

When the Bridegroom arrives, they will be accompanied by his parents and brothers and sisters, close family and a number of his “Brothers in Islam” These may include male cousins and close male friends. There is no one Best Man. The Brothers in Islam will act as his henchmen. Just before their arrival, the Bride’s “Sisters in Islam” together with parents of the Bride and other close family members will form a corridor going towards the ceremony room. As the Bridegroom’s procession approaches, both sets of parents will embrace each other and greet, then they will embrace the Bridegroom and other family members. The Bride’s side will give small trinkets/gifts to the members of this procession. Some of the Bride’s “Sisters in Islam” will effectively be bridesmaids but not all.

### BRIDEGROOM'S ENTRANCE

Caution should be exercised as the Bridegroom’s procession sets off towards the ceremony room. The Toastmaster should not announce the Bridegroom’s entrance just yet. It is likely that as the Sisters in Islam reach the door first, they will stop and bar the Bridegroom’s entry to the ceremony room.

Be ready for the fact that there may then be a protracted period of up to 15 minutes when the Sisters in Islam and the Bridegroom are speaking in their own language and effectively negotiating. This little ritual may involve stealing the bridegroom’s shoes and is played out by the Sisters in Islam. They are saying that the Bridegroom is not going to be allowed in to marry their sister until he has paid them large sums of money, this will involve him buying his shoes



back from these ladies. This goes on for some time and eventually he will settle with the Sisters in Islam. When you are sure that he is actually about to enter, your announcement is along the lines:

*"Ladies and gentlemen, will you please stand – thank you. Distinguished Guests, Ladies and Gentlemen, you are invited to receive your Bridegroom Mr. [first name] [surname]"*

They will proceed to the stage. You are advised to get the phonetic pronunciation of names clear in your mind.

## ENTRANCE OF THE BRIDE

The Sisters in Islam, having drained the Bridegroom of all his money, will then wait for the arrival of the Bride. They will be flanked by two men (brothers usually) and the Sisters in Islam will accompany them. A similar announcement is made for their arrival:

*"Ladies and gentlemen, will you please stand - thank you. Distinguished Guests, Ladies and Gentlemen, you are invited to receive your Bride Miss, [first name] [surname]."*

They will proceed to the stage. When they reach the stage, the ceremony can commence. Don't rush to make your announcement, there will be certain parts of the ritual going on as the bride arrives on stage. Wait for the person conducting the ceremony to come forward and then announce:

*"Ladies and gentlemen, the Nikkah Ceremony is about to commence, conducted by [first name] [surname]"*

## END OF CEREMONY

The Nikkah Ceremony lasts about 15 minutes, at the end of which the guests may spontaneously form a queue to congratulate the Bride & Bridegroom. There is no receiving line for you to conduct (too many people). Photographs may then follow.

## REST OF THE MEAL/DAY

This may proceed like any other wedding. Be aware there may be several speeches and perhaps not in the traditional order of an English wedding. There will be a cake to cut. There will be no alcohol. The event will run very late and you will earn your fee!

## 9.8 Civil Partnerships & Same Sex Marriages

In 2005, it became legal in the United Kingdom for two people of the same sex to enter into a partnership agreement. In 2014 the law changed again to permit a full marriage between two people of the same sex. This gives gay couples the same legal rights.

Many people in these categories will take the opportunity to have the ceremony and follow up with a traditional wedding reception and Toastmasters are sometimes invited to play a part in these events, in the same way that we conduct clients through any other wedding. Fellows of the Guild have worked at a number of these events.

## THE ROLE OF THE TOASTMASTER

It is only natural that if a couple are going to take part in a civil partnership ceremony or a same sex marriage, they would want to follow up the ceremony with a meal for friends and family and maybe a party later.

In general, the duties of a Toastmaster are exactly the same as they are for a typical standard English format wedding. However, to provide an exceptional and professional service, a Toastmaster needs to take into account some key differences.

## DIFFERENCES IN CIVIL PARTNERSHIPS OR SAME SEX WEDDINGS

As Toastmasters, we are professionals, managing and conducting events at a social function. The couple are our clients, and one's sexual orientation has nothing to do with the job that we carry out. However, there is a need to consider the content of pre-ambls e.g. reference would need to be made to *"The Happy Couple"* or even refer to the couple by their first names rather than Bride & Bridegroom. Some couples may wish to be referred to as Bride & Bride or Bridegroom & Bridegroom. In the case of a same sex marriage, referring to a Wedding Breakfast, would be fine because it is a Wedding but a "Celebration Dinner" may be a more appropriate term to use at Civil Partnerships. Similarly if there is a cake, it can be a Wedding Cake at Weddings but a "Celebration Cake" if the event is a Civil Partnership.

"The Inseparables" (the story of mixing of the wines) where there are references to male traits and female traits would not be appropriate in its

usual format, but it can easily be adapted for such occasions. The Guild suggests that the couple be consulted for any guidance to what they are expecting from the Toastmaster and particularly how they would like the various aspects of the day to be referred to.

There is no difference in the care that needs to be exercised over any announcements a Toastmaster is asked to make. As always, providing these are respectful and appropriate then we will be guided by the wishes of the client.

## 9.9 Scottish Weddings

Scottish Weddings follow a similar format to the traditional English Weddings, with some key cultural and traditional differences. One Scottish Wedding may differ widely to another, based on how traditional the couple wish to make the day. If only one of the Bride or Bridegroom is Scottish, there may be very few traditions.

### CHARACTERISTICS

There are certain characteristics of a Scottish Wedding, which are worth noting:

- Historic and remote venues, such as castles and manors, are popular choices. It is common for a marquee to be hired in the grounds of a castle or manor.
- The Bride will often be encouraged by many guests to walk “right foot forward”, when leaving rooms or moving between guests or places on the day. This relates to good luck.
- It is common for the Bride to have a sprig of white heather in the bouquet. This is also for good luck.
- Usually held over two days, with a dinner and drinks for core family and friends on the Friday evening before the wedding proper on the Saturday. Weddings in Orkney and Shetland will often have a lunch on the Sunday, where everyone can enjoy food and wine from the Wedding day.
- There will almost always be a bagpiper.
- The Bridegroom and gentlemen guests will usually be dressed in traditional Scottish attire.
- There may be a hand fastening ceremony.
- There may be a Quaich ceremony.
- There will be traditional dancing, known as “Ceilidh” (Kay-lee), after the meal. This music is often interspersed with modern/disco music. Most weddings have at least four traditional dances.

- Some male guests may change out of “morning dress” (potentially a light tweed jacket and waistcoat), after the tea/coffee has been served, into “evening dress” (black dinner jacket and waistcoat). This is becoming very uncommon nowadays.
- The evening will finish with the songs Loch Lomond or Auld Lang Syne or both. Bridegrooms are often hoisted onto the shoulders of their Best Man and Groomsmen towards the end of these dances.

### POTENTIAL CHALLENGES

- Be prepared for rain.
- From June onwards, midges can be an issue outside. Bring insect repellent as part of your equipment (Aloe Vera Skin-so-soft is best).
- The ribbons or tartan used in the hand fastening ceremony is often kept as a souvenir. Best men or bridal party can often forget this. Ensure it is kept safe with banqueting teams.
- Getting the bagpiper where and when they are required. The height of the instrument can often be a challenge when entering/exiting function rooms. He/she may need help
- The bagpiper will often lead the formal entry to the wedding breakfast - planning this route is essential.
- Guests unfamiliar with Scottish dancing will often need guidance. Most Scottish bands will have a “caller” to describe each dance.
- As there is often a DJ and a Ceilidh band, there may a lot of equipment of two setups within the evening.

### HOME VISIT

Use a check-list similar to that used for Jewish Weddings. Best to remove all Jewish-specific items but add in:

- Is there a place at the venue to tune their pipes? (this is often extremely loud) Who is the bagpiper? When are they playing? What route will they take into the wedding breakfast? Will the bride be presenting a Quaich of whisky to the piper? Is the piper joining the meal? If so, there a place to put their pipes/pipecase?
- Is there a hand fastening ceremony? Is this with ribbons, string or tartan?
- Does the Toastmaster need to assist with this?
- Is there a ceilidh? What dances are being played? Are these being called by the band?



## ON ARRIVAL AND ATTIRE

Conduct your usual “Arrival” duties as for a traditional English wedding. It is very common for the gentlemen guests to talk about their different tartans, jackets, clan affiliations when they first arrive and are mingling. Scotsmen don’t often get occasion to wear their full kilt ensemble and a wedding provides a rare opportunity. They will often be very proud of links to a clan.

Some guests will be wearing the full outfit for the first time, e.g. members of the bridal party, members of family visiting from overseas, friends who wanted to impress the Bride and Bridegroom. Some guests may simply have worn a small item of tartan, e.g. a bow tie, neck tie or cummerbund. Some male guests may have made errors with their outfit and you might need to diplomatically assist them.

## RECEIVING LINE

When everyone is ready for the Wedding Breakfast a Receiving Line should be formed. These are not always common at Scottish Weddings but are still a possibility.

## FORMAL ENTRY OF THE BRIDE AND BRIDEGROOM

The Bride and Bridegroom will normally be “piped” into the Wedding Breakfast. There are a number of things to consider:

- Does the piper know the route to the Top Table or Cake? (which is it to be?)

- Does the piper know what obstacles are in the way?
- Will the Bride be presenting a Quaich of whisky to the piper? (if they don’t want whisky, apple juice is very acceptable).
- Is the piper remaining at the top table after the couple are seated?
- Is the piper dining? If so, where can their pipes/pipecase be put safely?
- Toastmaster location when the piper makes their route to the top table? (needs to stay out of the way)

Guests will normally make a lot of noise when the Bride and Bridegroom enter. It is likely you will hear the Scottish “heuch”, a celebratory shout that sounds like “HE- OOOCHI”. Gavelling will be required after the Bride and Bridegroom are seated.

## GRACE BEFORE MEAL

There can often be a grace in Gaelic (the national language). This language is widely spoken on the West Coast and Highlands, but not in the major cities. The Selkirk Grace (written in Scots Dialect) is more widely used and understood. The Selkirk Grace is provided in the “Burns Night” pages of the manual.

## SPEECHES, TOASTS, CAKE CUTTING, FIRST DANCE

All of these follow the same lines as the standard English format



## THE CEILIDH/THE DANCE

This is a traditional style of Scottish dance and is a great way of getting everyone onto the dance floor and enjoying the music. Ceilidh helps even the shyest people to meet new faces and let their hair down. A Ceilidh band normally consists of two or three people, a fiddler, an accordionist and a “caller” to help everyone get into the swing of things and learn the dances. But, bands may also include guitarists, drums, keyboards and whistles amongst other instruments. Nowadays, the music isn't always traditional it can be very contemporary. If applicable, the Toastmaster should be aware of the DJ and the band both requiring a setup and when each are performing. Some couples will use a digital device for the ceilidh dancing or likewise for the disco/modern dance section of the evening, rather than engage a band.

All Scottish schools teach Ceilidh dancing as part of the curriculum. The most common dances are The Gay Gordons, Dashing White Sergeant, Military Two Step, Canadian Barn Dance and Strip the Willow.

- Kilts are tailored to finish at the middle of the wearer's knee. The pattern of the material normally represents the wearer's family, but could be that of the Bride or Bridegroom. If a person does not have a tartan, there are many “tartans for all” that anyone is permitted to wear, e.g. Pride of Scotland Tartan or Black Watch Tartan.
- A kilt pin is usually worn on the front apron of the kilt for decoration. This can often be the wearer's clan or family crest.
- A small knife is normally slipped into the top of the wearer's right leg, this is known as a Sgian Dhubh (Ss-gee-an-doo).
- The Sporran is the worn at the front of the kilt, to carry any items normally carried in pockets.
- Gentlemen and Ladies may opt for tartan trousers (Trews), instead of a kilt - no sporran is worn with these.
- The Bridegroom will often be wearing a tartan sash to differentiate himself from other people in the room.
- The traditional jacket and waistcoat is known as the Bonnie Prince Charlie Jacket. This design has its origins in military dress and often has epaulettes on the shoulders. It is becoming more common for gentlemen to wear tweed jackets of the Argyll style. Wearers will usually have a custom outfit created before the wedding, with many colours of tweed, kilt hose and tartans on offer, these modern outfits can be very stylised and will often cost around £1000.00 to create.

## THE CEREMONY

A traditional Scottish ceremony is often held in a Christian church, similar to that of English weddings. Many couples now opt for a fastening ritual, where the Bride and Bridegroom's hands are physically tied together by a celebrant. The material used can be coloured ribbon that symbolises something for the couple or even a combination of both their family tartans. As Toastmaster, it is important that you keep a watchful eye on the ribbons/tartan knot once the wedding itself is complete. This naturally holds huge significance for the Bride and Bridegroom and this item is often framed.

Delegate a member of the bridal party to look after this - usually the best man, otherwise a guest at the wedding may regard it as a trophy and seek to steal it.



## QUAICH CEREMONY

A Scottish bridal couple may also have a Quaich ceremony. A part of the tradition of Celtic hospitality was that of welcoming guests with a drink from a Quaich. Sharing a cup was traditionally seen as a sign of trust between the people drinking from it - because it is offered and taken with both hands, the drinker could not hold a weapon at the same time and the sharing of the drink was also a guarantee that it hadn't been poisoned.

The Bride and Bridegroom might each hold onto the cup for the other when you drink, symbolising their togetherness. It is traditional to drink whisky from the Quaich. Alternatively, they could have two different drinks to pour into the Quaich. The mixing of the two being symbolic of your union as a married couple. A soft drink could be chosen if children are involved and you are thinking about celebrating the coming together of two families. The Quaich could also be handed to the Bride by the Bridegroom's parent(s) and then to the Bridegroom by the Bride's parent(s) as a way of welcoming each into the others family. An alternative use might be a sand mixing, two small glass containers of different coloured sands could be poured into the Quaich symbolising your union as a married couple. It is important to ensure the guests involved are aware they are taking part and any equipment is in place before anyone is even seated for the ceremony.

## PRE-WEDDING BREAKFAST RECEPTION

This is the time when drinks and canapes are served and photographs are taken (no real difference from standard English format). If the venue is of an historic nature, the Bride and Bridegroom will often be taken away to the most scenic part of the building or grounds. Depending on the time of year, the rain and the presence of Scottish midges could present issues for guests. You will have identified indoor alternatives for guests during your pre-planning and morning checks.

## 9.10 Australian Wedding Reception

This chapter of the training manual was provided by a Fellow of the Guild, who covered an Australian Wedding. It is true to say that not all Australians would conduct their wedding receptions in the manner described. Many would opt for what we refer to as the typical "English Style" wedding. However, as with so many issues and functions covered in this manual, they have been included so that new Toastmasters may be aware of what might confront them when covering functions of different cultures. In this chapter, the names of the actual "players" and rooms allocated, are used.

One of the principal differences between the "English" Wedding Reception and this "Australian" version is that the Toastmaster introduces the Bridal Party to the wedding guests. We are used to having a Receiving Line at an English wedding, where we introduce the guests to the Bridal Party.

Another oddity is that the Bridal Party are kept quite separate from the guests prior to the Wedding Reception. They enter the venue by a separate door and convene in their own room. The "running order" together with layout drawing was provided for the Toastmaster. The Toastmaster was also provided with a video of a recent family wedding in Australia as a guide to the procedure.

The dining room was divided by a red carpet running its length from its entrance to the dance floor. On the dance floor were two pedestals with flower arrangements, between which, a white ribbon was stretched. Beyond the flower pedestals were two wedding cakes.

The tradition is that when all the guests have taken their places in the dining room, each pair from the Bridal Party is announced/introduced by the Toastmaster, after which they walk down the

red carpeted aisle, stop at the ribbon and turn to acknowledge the wedding guests. They have their photographs taken and then make their way to top table. Whilst making their entrances the DJ plays suitable "walking down the aisle" music.

The Bride and Bridegroom are the last to be announced/introduced and they make their way down the red carpet led or accompanied by the Toastmaster. At the flower pedestals, they split, walk to the outside of the flower pedestals, each promenading around the cake on their side of the dance floor. They then re-join on the other side of the white ribbon, remembering to swap sides - otherwise the Bridegroom will be on the wrong side of his Bride.

The Toastmaster produces a pair of scissors and explains to the guests that the Bride and Bridegroom will now cut the ribbon, to signify the start of their new life together etc. etc. The Toastmaster then escorts them to top table and the proceedings revert to the traditional process, e.g. Grace, housekeeping, cutting of cake and speeches.





## EXAMPLE RUNNING ORDER

### **Bride and Bridegroom: Mark & Shelley Bosanko**

- The Bridal Party to arrive at the West Door at 15.30 hrs and take drinks in the "Green Room"
- All the other guests (which included Grandparents and other senior family members) are to arrive at the Main Entrance and to be shown to the "Athena Room" for their reception drinks.
- Bride & Bride Groom to be escorted to the Ballroom for photography with the cake and return to the "Green Room".
- Toastmaster to invite guests to be seated at 16.20 hrs. When guests are seated
- Toastmaster introduces himself and welcomes the guests to Mark & Shelley's wedding reception
- Toastmaster explains the procedure to the guests and asks for warm applause as each pair is introduced to them. Guests remain seated for these introductions.
- Announce parents of the Bride, Larry & Elizabeth Quinlan
- Announce parents of the Bridegroom, Mr Adrian Bosanko and Mrs Vanessa Bosanko-Smart
- Announce Best Man, Alec Hales and Usher and brother of the Bridegroom, Nicholas Bosanko
- Announce Groomsman and cousin of the Bride, Charles Colman and Bridesmaid and cousin of the Bride, Bethany Gibbons
- Announce Groomsman and brother of the Bride, Lloyd Quinlan and Bridesmaid and cousin of the Bride, LaToyah James
- Announce Groomsman and cousin of the Bride, Kyle Colman and Chief Bridesmaid and sister of the Bride, Courtney Quinlan
- Toastmaster asks all guests to stand and announces the Bride and Bridegroom, Shelley & Mark, the new Mr & Mrs Bosanko
- Toastmaster leads Bride and Bridegroom to dance floor, ensures they perambulate the pedestals and cakes. Produces the scissors for ribbon cutting. Explains to the guests the significance of cutting the ribbon.
- Approx 17.00 hrs Lead Bride and Bridegroom to top table and invite the Rev. Paul Colman to offer Grace.
- The rest of the proceedings are as for a standard "English" style wedding.



# 10

## CIVIC, ROYAL AND OTHER FUNCTIONS



## 10.1 Civic Luncheons & Banquets

Many Boroughs hold a special banquet soon after the annual meeting to welcome the newly elected Mayor. In some Boroughs, an attendant is appointed who will act as Master of Ceremonies at any function in the Town Hall and will often perform the duties of Toastmaster there and elsewhere. For these notes, it will be assumed that an outside Toastmaster has been appointed.

### ADVANCE INFORMATION

As with any other function, all information that can be acquired prior to the day will make your work less arduous at the event in question. Obtaining a guest list is essential. There could be Mayors from other Boroughs present, almost certainly the Chief Officials of the Council and in some cases, prominent citizens in the town. The President of such bodies as the Chamber of Commerce and the Rotary Club could also be present.

The Mayor's Secretary will provide all necessary information, including a timetable of the day's events and a list of after dinner toasts and responses, together with all relevant names. For example, "Will Grace be said, and by whom?" as the Mayor will often have his own Chaplain present to officiate.

### STANDARD PROCEDURES

Certain basic rules apply at every function, civic or otherwise. These have been dealt with elsewhere in this manual and cover such things as personal appearance, punctuality, checking the layout of the building etc. The importance of these basic procedures cannot be over emphasised. Take nothing for granted.

### VENUES

Civic functions are usually held either at the Town Hall, or a local building such as the Civic Centre or Corn Exchange. In the City of London these may be at The Guildhall or Mansion House.

### THE MAYOR'S PRECEDENCE

The Mayor, within the boundary of their own Borough takes precedence over all others, but not as prejudicially to affect the exercise of the Royal Prerogative.

Thus, the Sovereign, all members of the Royal Family styled His or Her Royal Highness, the Lord Lieutenant of the County, and the High Sheriff, if in the exercise of the Royal Prerogative, take precedence over the Mayor. The only exception is in the Mayor's own Civic Buildings where only the Sovereign and HRH styled members of the Royal family out-rank the Mayor.

### FORMS OF ADDRESS

In London, York, Belfast, Cardiff, having been granted the dignity of a Lord Mayor, the correct form of introduction is:

- *"The Right Honorable, The Lord Mayor of The City of Cardiff"*
- Never use The Right Hon. with the holder's name e.g. The Rt. Hon. Richard White
- The form of address is *"My Lord Mayor"* or *"My Lady Mayor"*

For the Mayors of the five original Cinque Ports (Dover, Sandwich, Hastings, Hythe, New Romney), the correct form of introduction is: -

- *"The Right Worshipful the Mayor of Dover"*
- The form of address is *"Mr/Madam Mayor"*

For all other Borough Mayors and all Town Mayors, the correct form of introduction is:

- *"The Right Worshipful the Mayor of Islington"*
- The form of address is *"Mr/Madam Mayor"*

Note: where more than one mayor is present, a pre-amble of *"Your Worships"* is appropriate but when just one is present the pre-amble Mr. Mayor is correct.

### FEMALE MAYORS

Female Lord Mayors, Mayors and Chairmen have in the past used the male titles. However, some now express a desire to be referred to differently, an example being in 2025, the new incumbent is now The Lady Mayor in the City of London. Others may be referred to as *"Madam Mayor"* or *"Madam Chair"* always check with them or their secretaries

### MAYORESSES AND CONSORTS

Mayoresses and Consorts, whether male or female, are not recognised by statute, and as such do not hold office. The Mayoress of a Lord Mayor is entitled to the prefix *"Lady Mayoress."*

In most other cases "Madam Mayoress" would be correct. However, as local customs apply in many areas always ask before committing yourself. In the case of the first Lady Mayor of the City of London, their consort is titled 'Mayoral Consort', but again, always check this in advance.

## THE CIVIC BANQUET

The Mayor and Mayoress will arrive at least 90 minutes before the meal is due to commence. Ensure that you are on hand to greet them. They will be accompanied by their Chauffeur, who could also be the Mace Bearer. They will proceed at once to the robing room to prepare.

## THE RECEIVING LINE

The guests will be received by the Mayor and Mayoress usually with the Deputy Mayor and Deputy Mayoress all robed, with the Mace Bearer in attendance.

The complete entourage, including the Mace will process from the Robing Room to the reception area. It is customary for the Toastmaster to give a court bow as the Mace passes you as the Mace represents the Monarch.

When all are in position, the Toastmaster will announce the guests by name to the receiving line. When all guests have been received, the Toastmaster will inform the Mayor and the procession will return to the Robing Room to change. (They do not usually eat whilst in full robes, but this does sometimes happen, be prepared)

## CALLING TO THE MEAL

- Check that the Mayor is ready
- Check that the kitchen is ready
- Gavel if required with:



*"Ladies and Gentlemen, will you kindly take your places at table, Dinner is served."*

Or



*"My Lords, Honoured Guests, Ladies and Gentlemen, would you kindly take your places at table in the Banqueting Room. Dinner is served"*

(using appropriate pre-ambles)



## FORMAL ENTRY

When all guests are at their places, return to the Mayoral party. Having ensured that they are ready to enter, Gavel with:



*"Ladies and Gentlemen, will you please stand. Honoured Guests Ladies and Gentlemen, will you please receive your Chairman, The Worshipful the Mayor of Enfield, the Mayoress and their distinguished guests"*

The Toastmaster should lead the procession to the top table (it is probable that the Mace Bearer, with the Mace will follow then the Mayoral party). The Mace will be placed on the top table in front of the Mayor. Whilst all are still standing, the Toastmaster should announce Grace, if required, without any preamble.

## GRACE

*"Pray silence for Grace by the Chaplain to His Worshipful the Mayor, Reverend John Smith"*

Or

*"Pray silence for Grace by your Chairman"*

At some functions the Chairman/Mayor will hold a private reception for his personal and top table guests and may wish some or all of them to be processed into dinner. If this is the case, the Toastmaster will need to assemble the party in the correct order to arrive at the Top Table in the correct order, having consulted the table plan to ascertain seating positions. (See Section 3 of this Manual on Formal Entry)





## LOYAL TOAST

After the last food has been served and cleared, and after coffee cups have been placed, but before coffee is served, is the correct time for the Loyal Toast. It is usually given by the Mayor/Chairman and should be announced by the Toastmaster without preamble so that no other names precede His Majesty's. Gavel with:



*"Ladies and Gentlemen will you please stand, Pray silence for your Chairman, Mr David Smith, who will propose the Loyal Toast"*

The Mayor or Chairman should simply say *"The King"*. The response is *"The King"*.

If the first verse of the National Anthem is to be played/sung, it should be played before the proposer has the chance to say *"The King"*. Toastmaster needs to alert the musicians and get a signal to them in very quickly so that the proposer does not beat the musicians to it. Also alert the proposer to wait for the anthem.

It is possible that the Mayor from a Twin Town, possibly from France, may be the Guest of Honour, in which case a second Loyal Toast to *"The President of France"* may be required. In such a case, check with the Mayor's Secretary.

The traditional announcement, giving guests permission to smoke, following the Loyal Toast, since the changes in the laws on smoking, does not now take place. Coffee would now be served, and there may well be a comfort break of ten minutes or more, which will need a suitable announcement.

## OTHER SPEECHES/TOASTS

A suitable interval may then follow before the remaining Toasts. The order of Toasts is likely to be:

- "The Borough" or "The Corporation" and may be responded to by the Mayor.
- "The Ladies, proposed by....." and responded to by.....
- "The Guests, proposed by....." and responded to by.....

In announcing the speakers, the Toastmaster should use full titles and qualifications where appropriate to the Function.

As part of the Common Procedures covered in Section 3 of this Manual, it is expected that the Toastmaster will have checked the microphones before the meal and will ensure that all speakers have access to a conveniently sited microphone. Also check in advance as to whether there are to be any presentations. If there is a raffle, you may have to announce which charity will benefit.

## MAYOR RETIRES

When speeches are completed and the Mayor is ready to retire, inform Mace Bearer who will lift the Mace. Toastmaster will then gavel and announce.



*"Ladies and Gentlemen, will you please stand"*

Mace Bearer will lead off followed by Mayor and Procession in correct order to the Robing Room. Toastmaster will stand to one side and give Court Bow to the Mace in passing.

There may well be dancing for the rest of the evening, in which case you will probably need to request that the room be cleared to prepare for dancing and give details of bar facilities. If there is dancing, the Mayor and Mayoress will probably start the dancing and will need to be announced on to the floor. The Toastmaster's duties are usually at an end at this point. The Civic Banquet is the most common form of civic function at which you may be expected to officiate. Civic Luncheons will follow a similar pattern.

Do remember that at a Civic Function, local customs can call for variations in the above. Always check with the Mayor's Office as to the correct procedure.

## 10.2 The City of London: Guildhall & Mansion House Functions

For any function held in the one square mile of The City of London it is usual to wear a black tail-coat rather than red. This is not exclusively the case and you should always check with the host/organiser. If your client wants you in red, this would over-ride the normal City tradition. If a black tail-coat is to be worn, then a red and white sash is also worn. The sash should be about four to six inches wide, worn diagonally from right shoulder to left hip. The white stripe uppermost.

### SECURITY

At the entrance to the Guildhall or Mansion House you will almost certainly be subject to a security check. Metal detectors and bag screening equipment will be used, please allow additional time for you to get through security.

### DIFFERENCES IN PROCEDURES

There are several differences with events in The City which deviate from our normal procedures and announcements. Let us assume for the purposes of this example, that the event is the Luncheon of the Chamber of Commerce for the City of London, hosted by their President who has as guests, The Lady Mayor and a guest speaker from the banking sector, here are some of the differences:

- For the entry of President, Lord Mayor, Lady Mayoress and distinguished guests to the top table, no announcement is made. The Toastmaster walks a few paces in front of the procession and at the entrance of the banquet hall, gavels twice to get the attention of guests. With a state occasion of the Lord/Lady Mayors Banquet, the gavel is replaced by state trumpeters. The venue staff will begin to applaud the procession as it enters the function room, with the entry often to the music of 'Scipio' with guests slow hand clapping, a respectful tradition to welcome principal guests.
- The Grace: no difference from any other function, except that it may be offered by the The Lord/Lady Mayor's Chaplain
- After the dessert course and when the banquet manager gives the signal, the Loyal Toast would be proposed. For the Loyal Toast in The City of London, there is no announcement.
- Gavel twice. The

- Gavel twice, the President/Chairman will stand and say,



*"The King".*

- Everyone stands and repeats *"The King"*. If music is available, the first verse of the National Anthem would be played before the toast and then the proposer repeats *"The King"* and guests respond with *"The King"*.
- There will sometimes be a second Loyal Toast, again with no announcement. Gavel twice. The President will stand and say



*"Queen Camilla, The Prince and Princess of Wales and other members of the Royal Family"*

- Everyone stands and repeats *"The Royal Family"*. If accompanied by music, the first 6 bars of the National Anthem are played, before the toast has been proposed. The Proposer says, *"The Royal Family"* and the guests respond with *"The Royal Family"*. Coffee and brandy is then served.
- Speech 1. *"My Lord Mayor, Lady Mayoress, Sheriff, Honoured Guests, Pray Silence for the President of the Junior Chamber of Commerce for London, Mr James Riddle"*.
- Speech 2. *"Mr. President, My Lord Mayor, Lady Mayoress, Sheriff, Honoured Guests, Pray Silence for Mr. Bruce Gregg, Chief Executive Officer of Mid-Lloyd West Bank"*.

Please note at Lord/Lady Mayor Banquets or State Banquets, in The City of London, much of the pre-ambles are reduced and, after the state trumpeters have been cued, the toastmaster is likely to introduce speech makers with the following *"Pray silence for the Right Honorable, The Lady Mayor"* or *"Pray Silence for 'The Prime Minister' or 'Pray Silence for the Arch Bishop of York"*. You must be very much guided by the organisers to ensure you get the correct pre-ambles and introductions.

At the end of the Luncheon an announcement is called for along the lines of:

*"My Lords, Aldermen, Honoured Guests, please make way for The President, The Right Honorable the Lady Mayor and their distinguished guests as they retire to the Old Library for after dinner drinks and coffee"*

As the principal guests stand, you may be required to lead the procession out of the room unless this is being done by another official. At the exit door, the Toastmaster steps aside and gives the court bow to the Lady Mayor passes.

## 10.3 Royal Occasions

### PROTOCOL

Royal Personages have in latter years often expressed the wish that their visits should be regarded as informal. This affects the nature of the arrangements and utmost care must be taken in enquiring of the Private Secretary, or other official through whom the arrangements are made. Every detail needs to be confirmed, including a list of persons to be presented in the order of precedence.

Whatever the event, as a matter of course, you should receive explicit details as to your duties during the event. If in doubt, ask and ask again until you are satisfied that you have all the information you require.

Many of the features of a Royal Occasion will follow standard procedures included in all functions, i.e. Personal checklist, punctuality, personal appearance, familiarity with all aspects of the venue etc.

- Take nothing for granted!
- Check and double check!

### EVENTS WITH KING PRESENT

If the occasion is in a County, including Greater London one, the Lord Lieutenant will be present.

- If the occasion is a local one, the Mayor will preside with perhaps a Deputy Lieutenant.
- Presentation of local dignitaries will be handled by whichever one is presiding.

If the affair is a luncheon, the Toastmaster's duties will commence at the beginning of the meal, and the first task is likely to be in getting the guests to table. They will probably be assembled at a pre-lunch drinks reception and well in advance of the arrival of the Royal party.

Gavel if necessary.

 *"Honoured guests, Ladies and Gentlemen, will you kindly take your places at table, luncheon is served. "*

At this time, The King will probably have retired to a room or suite prepared for him and when everyone else is at table, he will appear, probably escorted by the Mayor.



The Toastmaster will have arranged for someone to signal to him that The King is coming, and, just prior to his entrance, gavel if necessary and announce:

 *"Distinguished Guests, Ladies and Gentlemen, will you please stand"*

When the King has reached his place, and while all are still standing, announce Grace, without preamble.

*"Pray silence for Grace by the Reverend John Smith, Chaplain to His Worship the Mayor"*

After the meal, the first and principal Loyal Toast, as approved by The King, is:

*"The King"*

To obtain the necessary silence, the Toastmaster may say, without preamble, e.g.

*"Pray silence for your President"*

The response to the toast is: *"The King"*

The second Loyal Toast, which if given, immediately follows the first, is likewise limited to:

*"Queen Camilla, The Prince and Princess of Wales and the other members of the Royal Family"*

The response is: *"Other members of the Royal Family"*

Should there be any speeches, the Toastmaster should be given the form, in writing, in which they are to make all announcements.



The King is always omitted from the preamble. Turning to The King, the Toastmaster would begin with the words:

*"May it please Your Majesty"*

The Toastmaster would then turn back to the audience to commence the pre-amble which might be

*"Mr. President, Your Royal Highnesses, Mr. Chairman..."*

There is a very subtle difference here and it could be said that one is including the King in the pre-ample. The essential thing is that you pause after "May it please your Majesty"

Any verbal address to The King should be:

*"Your Majesty" on the first occasion, and subsequently "Sir"*

With the Queen, the first address should be

*"Your Majesty" and subsequently "Ma-am" to rhyme with JAM*

On introduction and parting, a court bow is required, head only, not from the waist.

## EVENTS WITH OTHER ROYALS

The format for occasions with other members of the Royal Family differs little from the above. Verbal address should be in the form of:

*"Your Royal Highness" for the first time, and subsequently "Sir" or "Ma-am".*

Introductions should be in the form:

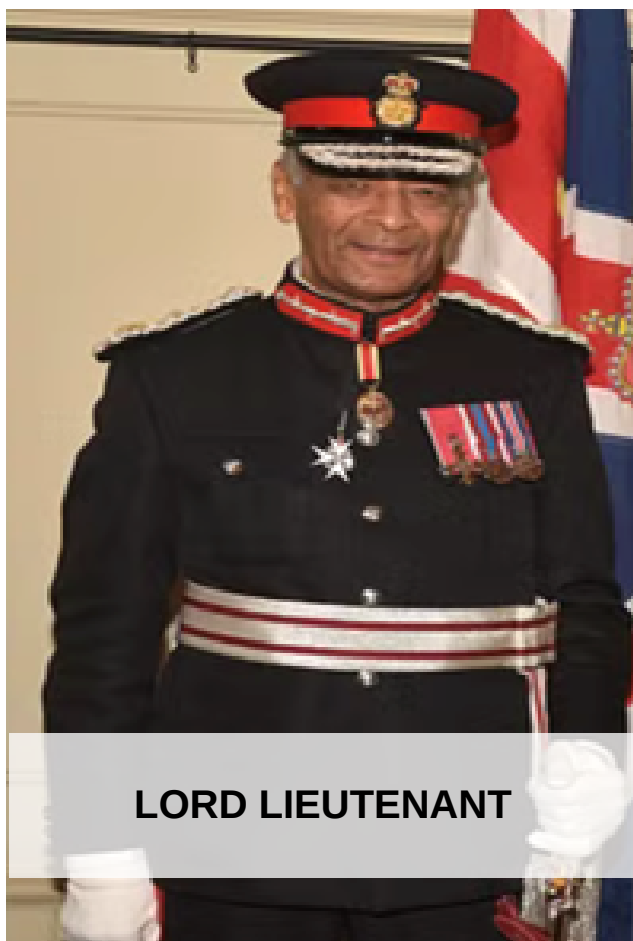
- *Her Royal Highness, The Princess of Wales*
- *His Royal Highness, The Duke of Gloucester*
- *Her Royal Highness Princess Michael of Kent*

Preambles to speeches should commence simply:

*"Your Royal Highness"*

"May it please....." is reserved for the King or Queen only





## THE LORD LIEUTENANT OR DEPUTY LIEUTENANT

In earlier pages, we referred to the fact that when Royalty attend any function, The Lord Lieutenant of the County or a Deputy Lieutenant will be present. It is the role of this person to take charge of the Royal and effect the introductions to the key people at this event.

The Lord Lieutenant or a Deputy Lieutenant is a uniformed office and is often occupied by former senior personnel of the armed services. It is important for a Toastmaster to know how to pre-amble and introduce The Lord Lieutenant (LL) or a Deputy Lieutenant (DL), so here is the way:

In a pre-amble (i.e., the LL is not speaking) he is

- “My Lord Lieutenant”
- or in the case of a DL “Mr. Deputy Lieutenant”
- or “Madam Deputy Lieutenant”

If the LL is making a speech and so you need to introduce them the correct form is:

*“Honoured Guests, PS4 Sir Kenneth Olisa, His Majesty’s Lord Lieutenant for and in the county of Greater London”*

If it is a DL who is making a speech the introduction is

*“Honoured Guests, PS4 Mr Simon Ovens, One of His Majesty’s Deputy Lieutenants for and in the County of Greater London”*

The uniform worn by a LL or DL are similar and is distinctive in the following way. The trousers have a wide red stripe down each side, and the officer wears a striped or plain crimson wide white belt with tassels and narrow red horizontal stripes. A sword is often worn. Medals and other insignia may be worn but these will be individual to the holder. If the occasion does not require the LL or DL to wear a uniform, they may wear a medal and ribbon around the neck or for female representatives, they may wear a bow with the same white with red stripes with the medal. The medal is the Tudor Rose with the St. Edwards Crown above.



## 10.4 Award ceremonies

- Commendation Ceremonies for hard work, bravery or courage
- Business Awards to recognise outstanding teams and individuals
- Volunteer Recognition events to showcase work locally
- Award Ceremonies associated with academia, sports or other arenas
- Ceremonies to recognise work of young people such as scouts, guides or service cadets

### KEY INFORMATION REQUIRED

- Nature of the awards ceremony
- Name of person presiding and key VIPs attending
- Number of recipients and number of guests
- Venue address and room(s) being used
- Date and start time of the function
- Will there be a registration desk on arrival
- Changing and cloakroom facilities
- Will there be a photographer or videographer
- Will there be a stage, lectern and corporate backdrop
- What are the awards (certificates, trophies, other)
- What are the PA facilities at the venue
- Name(s) of people who are receiving awards
- The exact reason they are receiving the award
- Details of who is reading out citations for award winners
- A running order that contains all of the above information

### YOUR SCRIPT

With the key information, you can write your script which should cover:

- A welcome to everyone, recipients, guests, VIPs
- Reason the ceremony is taking place
- Health, safety and house-keeping arrangements
- Explain how the ceremony will unfold, giving recipients instructions to follow
- Post ceremony arrangements

### YOUR ROLE ON THE DAY

- Arrive early, check room and PA, check for last minute changes
- Meet and greet recipients and guests on arrival, direct to registration

- Meet and greet person presiding and VIPs
- Call people through to take their seats
- Open the ceremony using your script
- Invite person presiding to make their welcome speech (and any VIPs)
- Continue with the actual Awards Ceremony using the running order
- Close down the ceremony and explain what happens next

## 10.5 Burns Night Supper

### SEQUENCE OF EVENTS

- Chairman's speech to welcome company, normally quite short.
- Then the Grace follows. Traditionally, Burns's Selkirk Grace is used:

*Some hae meat and canna eat, And some  
wad eat that want it; But we hae meat and  
we can eat, And sae the Lord be thankit.*

- First course of dinner now served, eaten and cleared.
- Chairman rises and invites company to rise to welcome haggis being piped in.
- Once haggis is placed on table, chef and piper "tak' a dram".
- Address to haggis now given and company stand to toast haggis and it is cut open.
- Company sit and meal continues with main course and dessert.
- Coffee served and Chairman/Toastmaster announces an interval (usually 10 to 15 minutes), when company can relax before speeches etc.
- "Immortal Memory" by speaker (this can be as long 25-30 minutes).
- Toast to the Lassies speech (should be no longer than 10 minutes).
- Response to the toast (should be no longer than 10 minutes).
- Then usually an Appreciation of the Immortal Memory is given, (10 minutes). Some other toasts or speeches may now be given, depending on Chairman.
- Now entertainment begins (songs and poems etc), after which the Chairman calls on company to sing "Auld Lang Syne".

It is the Chairman's responsibility to arrange for short pauses between items, to enable catering staff to serve courses, drinks etc and clear away.

For food: It is a normal menu except that the soup should be scotch broth or cock a leekie; a small dish of haggis is served with clapsnot after the soup, i.e. before the main course. The dessert is tipsy laird or atholl brose (whipped cream, drambuie and daked almonds topped with toasted oatmeal). Oatcakes and cheese are served before the coffee.



## 10.6 Round Table



The Round Table in the United Kingdom is a whole network of local Round Table Clubs. Each "Table" has a limited number of members and traditionally membership was restricted to only one member of any particular profession, although those kind of restrictions are no longer applied.

The Clubs consist of a group of men in business who meet around a round table to share ideas.

Originally, membership was open to men aged from 18 — 40 and when a member reached the age 41, he would leave the "Table". More recently the age has been extended to 45.

Round Tables have a big charitable side. "Tablers" can often be seen raising money for good causes, often local to their "Table". They do often have an Annual Dinner and sometimes Regional and National Dinners and this is where a Toastmaster's services may well be called upon.

### CHAIRMAN AND PRESIDENT

The "Boss" of a local "Table" is a Chairman, who is appointed, having been elected by the members of that "Table" as Vice-Chairman, the year before. The Chairman appoints a President, usually from former "Tablers", so often older men. More recently, men who are not former "Tablers" can be appointed President. The President is really an Overseer of activities and so precedence is always given to the Chairman.

## 41 CLUB

On leaving the "Table" at the age of 45, members are entitled to join 41 Club. Even though members can remain "Tablers" until they are 45, the name 41 Club has retained and not changed to 45 Club! (41 Club now accept members who were not Round Tablers)

### LADIES CIRCLE (A CIRCLE OF LADIES)

Membership is open to all women 18- 45 (it used to only be open to wives/partners of Round Tablers)

The Ladies Circle is a similar charitable and social organisation

Upon leaving, members are entitled to join "Tangent", which is an off-shoot organisation for Ladies, similar to the 41 Club for men.

## 10.7 Rotary Club



Rotary is an International organisation, although there is The Rotary Club of Great Britain. It was founded in Chicago USA and so named because the four founders, rotated their meetings between their offices.

Although a little like Round Table, membership used to be open only to men and only one from each profession. Membership is now open to men and women of all ages and professions.

Rotary is probably better known for its social activities. As with Round Table, Rotary is made up of local groups. At hotels across the country, you will find plaques displaying the fact that the

The Rotary Club of..... Meets Here". Their meetings revolve around lunches and dinners, where guest speakers are often invited and the members themselves are encouraged to make speeches. It is not quite like Toastmasters International, which is a club specifically for public speakers.

Once again, like Round Table, there is a charitable side and Rotarians are known for raising money for good causes.

### INNER WHEEL

Some may have heard of the Inner Wheel, originally for the wives/partners of Rotarians but now Rotary admits both men and women, Inner Wheel no longer has a role.

### WHO IS IN CHARGE?

Like Round Table, there is a "boss" who is appointed. In the case of Rotary, the senior person is The President, who will have been elected Vice President the year before. At Rotary functions, the preambles are a little more formal than in Round Table.

## 10.8 Lions Club



Very similar to Rotary Clubs, Lions is an international organisation which has The Lions Club of the British Isles as its governing body in this country. The members are known as Lions and Lionesses and so a Toastmaster asked to announce members to a Receiving Line at a dinner, would announce "Lion Smith" or "Lioness Jones"

Lions too have a charitable side and do much good work on local projects.

## 10.9 Corporate "Launches" or Contract Signings

Large companies will often stage a big event to

- Launch a new product
- Announce a merger or takeover
- Celebrate the successful signing of an international contract
- Carry out the signing of a huge loan to a foreign utility perhaps

### WHAT TYPE OF FUNCTION MIGHT THIS BE?

Such events may be accompanied by one of our standard events, such as a cocktail party, luncheon or dinner and where such events are arranged, the role of the Toastmaster is usually the same as for a normal cocktail party, luncheon etc. The important thing is always to ask for as much detail as possible in advance.

It may be that if a luncheon is planned at the end of the ceremony, that there will be no speeches or toasts at the lunch as they will probably have been made at the time of the launch or signing. Alternatively, the opportunity may be taken at the end of the lunch for one of the guests to give a speech of good wishes to the company or companies.

Always endeavour to get a guest list and a running order (lengthy pre-ambles may have to be prepared).

### THE KEY PEOPLE AT SUCH FUNCTIONS

With international contracts or agreements, you may find that not only are the Two Chief Executives of the companies, party to the agreement present but there may also be Ambassadors or High Commissioners. It is important, in such circumstances to find out who these people are. For example, if the contract involves a UK company building a new runway at the airport in Nairobi, Kenya, the Kenyan government's representative in the United Kingdom may be present, in which case he is

*"His Excellency [first name, surname], the Kenyan High Commissioner."*

However, also present may be the UK government's representative in Kenya, who may have flown in especially for this "signing" in which case he is

*"His Excellency, [first name, surname] His Majesty's High Commissioner to Kenya."*

The styles shown above are the way that these people should be introduced if they are going to make a speech.

If they are just being "pre-ambled", they are

*"Your Excellency" or "Your Excellencies"*

British Ambassadors and High Commissioners are often Knighted on appointment and frequently have their knighthoods awarded in the Most Distinguished Order of St. Michael and St. George. Please do your homework.

It is important to get these events "right" as

- They are often mid-week functions at a time when Toastmasters do not get
- that much work
- They often require only a short duty time
- They can be lucrative in fees, as Corporates understand about consultancy fees and so you may be able to increase your fee from a normal luncheon for example.

A running order for signing a major agreement may look something like this:

|          |                                                                                                                                         |
|----------|-----------------------------------------------------------------------------------------------------------------------------------------|
| 10.30 am | Organisers and Other Officials arrive                                                                                                   |
| 11.00 am | Guests arrive and are offered coffee                                                                                                    |
| 11.30 am | Chief Executives of key companies, High Commissioners etc. arrive                                                                       |
| 11.45 am | The Chief Executives Take their seats for the Signing (Toastmaster to announce the official signing - Guests look on and applaud after) |
| 12.00pm  | Everyone served with Champagne followed by Speeches by the two Chief Executives, Toasts as appropriate                                  |
| 12.45pm  | Luncheon is Called                                                                                                                      |
| 1.00 pm  | Formal Entry of the Top Table - Luncheon is served                                                                                      |
| 2.30 pm  | His Majesty's High Commissioner to Kenya gives speech of thanks                                                                         |
| 2.45 pm  | Top Table leaves in formal exit - Luncheon ends                                                                                         |

Always work closely with the organisers. The extent to which the Toastmaster is called on very much depends on the nature of the event.

At such functions if a Toast is being proposed to one of the companies or a corporate body, it would be appropriate for the Toastmaster to overcall the Toast by coupling the toast with the name of the Chairman or Chief Executive (whoever is presiding). An overcall could therefore be e.g.:

*"Ladies and Gentlemen, the Toast is Withrington Fabrications PLC coupled with the name of its Chief Executive Officer; Sir Thomas Braithwaite"*

In such circumstances, Sir Thomas would be likely to offer the response.

If you are proposing to overcall a Toast, this should always be checked with the organisers/presiding person and the person proposing the toast.

## 10.10 The Chinese Wedding - Tea Ceremony

### BACKGROUND AND SIGNIFICANCE

The Chinese tea ceremony is a tradition at most Chinese weddings. It dates back from at least the "Tang Dynasty" (spanning the 7<sup>th</sup> to the 10<sup>th</sup> centuries) and represents the formal introduction of the couple to their respective families, while showing respect to those have cared for and loved them through their life so far.

At one time the ceremony would have taken place in the couple's respective homes, the bridegroom's relatives in the morning, the brides' relatives in the afternoon. This has become more difficult in modern times and is now often replaced with a single ceremony for both families at the wedding venue.

The couple normally wear embroidered silk outfits, red in colour to symbolise luck and prosperity. The tea used is usually sweet, symbolising happiness in the new marriage and good relations between the couple and their in-laws.

The tea set is an important symbolic item; in the past it was often handed down from generation to generation as part of the brides dowry. Popular designs include Dragons and Phoenixes, symbolising unison and balance, the male Dragon and the female Phoenix being two parts of one whole.



## WHAT TAKES PLACE

Traditionally the couple would serve Tea to their elder relatives and would then be served Tea by their younger siblings, more often it is focused on the elders to make sure there is sufficient time for photographs and the after ceremony reception. The Tea is served in order of seniority, starting with the Grandparents, Parents, Uncles and Aunts, elder Brothers and Sisters and ending with elder cousins; paternal relatives are served before maternal.

The Bride and Bridegroom kneel in front of their relatives, the bride being on the right. The male relative to be served Tea sits facing the bride and the female sits facing the bridegroom. The Bride and Bridegroom bow to their relatives, greet them by their name and formal title in the family, and using two hands, serve them each a cup of Tea. After drinking the Tea, it is traditional for the relatives to present gifts in the form of Red Envelopes, usually containing cash or jewellery to the Bride and Bridegroom. The relatives then vacate the chairs and the next in line then take their place for the ceremony to continue until all relatives and or other participants have been greeted.

Matters for the Toastmaster to attend to if previously asked or at least be aware of.

- Location of the Ceremonial Tea Pot and ceremonial cups and saucers
- Location of additional cups, quite often disposable ceremonial cups.
- Hot water to top the pot up.
- The actual Tea, a mix of Red Dates and Jasmine or other herbal/green tea.
- Abowl of hot water and a tea towel in case the Ceremonial china cups are being used throughout the ceremony. Usually, a younger sibling or cousin will do the "washing up".
- Kitchen roll or paper towels just in case of spillage.

## 10.11 Indian Diwali (Festival of Lights)

Diwali is a five-day celebration and is to the Indian Community what Christmas represents to Christians. Lord Rama rescued his wife from the demon Ravava after an epic battle. Diwali celebrates victory of light of darkness, knowledge over ignorance and good over evil.

Diwali is celebrated by Hindus, Jains, Sikhs, and Newar Buddhists, although for each faith it marks different historical events and stories, but nonetheless the festival represents the same symbolic victory of light over darkness, knowledge over ignorance, and good over evil. The festivities will take place at the end of October with the third day representing The Diwali. The fourth day being The New Year known as ANNAKUT.

The fifth day represents the culmination of the Festival where brothers and sisters of a family unit gather in a ritual to ensure good fortune throughout the coming year.

Where a Toastmaster is engaged, the duties will feature on the Third Day; he/she is usually appointed to officiate at a Diwali evening celebration. A detailed discussion with the person responsible at the venue and the nominated event planner, strongly recommended.

Much like Asian Weddings an event planner is employed to oversee the occasion. Whilst they may wish to book the Toastmaster for a period of three hours to cover the Dinner, in practise the event is unlikely to run to time. An assurance over timings prior to the event is essential. Guest numbers are likely to be 300 to 400. A drinks reception commences at say 6.30pm could last an hour with photographers and hand painting (Nenna) taking place. Prior to the Banquet, expect Fireworks to take place with the Toastmaster required to announce that guests are welcome to see the display. Following this display the Toastmaster will be required to call the guests to dinner. Drummers, known as the DHOL players are likely to lead the guests into the Banquet.

The Toastmaster then becomes the host for the evening. Perhaps by giving a talk about the Diwali Festival. During the Evening there may be five or six acts, each requiring an introduction including an accurate pronunciation of their names.

They may well appear more than once, this is where any running order becomes null and void. The main course of the Banquet is served at say 8.30pm, and there is likely to be a short interlude in the entertainment. The whole event is extremely colourful, all the musicians and dancers display only Indian culture.

A Toastmaster is a very significant player in this event and much valued by the organisers. Duties will conclude when the Disco takes over, planned for say 10.30pm; however, this could stretch to 11.30pm as the function continues until 1.00am.

# 11

## HONOURS AND DECORATIONS



This section of the Manual does not set out to list all of the various Honours and Decorations that the Sovereign can confer upon his subjects (or indeed foreign nationals). What it does cover are those which as a Toastmaster, you will come across most frequently.

## INTRODUCING HOLDERS OF HONOURS OR DECORATIONS

At the beginning of each section on each different order, you will see the adjectives which describe the honour. So, for example, John Smith O.B.E. is never introduced as "Mr. John Smith O.B.E.", he is "Mr. John Smith, an Officer of the Most Excellent Order of The British Empire". The Order of St. Michael and St. George is "The Most Distinguished Order of St. Michael and St. George" and so on. You would be expected to know all of these honours and decorations and to be able to translate the letters after someone's name into the full introduction, particularly for the Guild's examination. It is in this area that you may get a surprise sprung upon you at a function and you do not have time to go away and look it up in the manual or your text book.

### 11.1 The Victoria Cross



This is the highest decoration that Britain can confer. It is awarded only to military personnel for exceptional heroism on a battlefield in the face of the enemy.

- Letters After Name - **VC**
- Introduced as Holder of The Victoria Cross

### 11.2 The George Cross



Equal to The Victoria Cross, this is awarded for exceptional acts of bravery and can be conferred on civilians at any time and military personnel outside of the battlefield whether at war or peace time.

- Letters after name – **GC**
- Introduced as - Holder of the George Cross

Please note that the Victoria Cross and the George Cross are the highest honours which can be awarded in the United Kingdom. In a series of designatory letters after a holder's name, V.C. or G.C. would always come first. This order of precedence of a holder of a V.C. or G.C. has never been properly established but has been adopted following a Royal Warrant according such a precedence. Debrett's is ambiguous on the point but for our established practice, the V.C. and G.C. will rank after Knighthoods in all the various orders of chivalry.

### 11.3 The Most Noble Order of The Garter

There is only one level within the Order of the Garter that of 'Knight Companion' or 'Lady Companion'. There are never more than 26 Knights of the Garter. That is 24 Knights plus the Sovereign and The Prince of Wales (if one exists). The Sovereign and The Prince of Wales are not regarded as holders of the Garter, they are part of the Order, therefore if there is not a Prince of Wales at any time, the total number reduces to 25. If a new Knight is to be created, one of the existing holders must have died. Members of the Royal Family are in addition to the 24 Knights/Ladies referred to.

Letters after name and introduced as:

- Men, **KG**, Knight Companion of the Most Noble Order of the Garter
- Women, **LG**, Lady Companion of the Most Noble Order of the Garter

Current holders include members of the Royal Family, The Princess Royal, Prince Edward, The Duke of Kent, Princess Alexandra and the Duke of Gloucester. The most recently (non-royal) appointed is former Prime Minister, Sir Tony Blair, who was appointed in 2022.

### 11.4 The Most Ancient and Most Noble Order of The Thistle

Usually conferred on Scottish subjects.

- Men, **KT**, Knight Companion of the Most Ancient and Most Noble Order of The Thistle
- Women, **LT**, Lady Companion of the Most Ancient and Most Noble Order of the Thistle



## 11.5 The Most Illustrious Order of St. Patrick

An Irish order which has had no Knights created since 1936, and there are none living.

- **KP**, Knight of the Most Illustrious Order of St. Patrick

## 11.6 The Most Honourable Order of The Bath

Usually confirmed on high-ranking military personnel

### MEN

- **GCB**, Knight Grand Cross of The Most Honourable Order of The Bath
- **KCB**, Knight Commander of The Most Honourable Order of The Bath
- **CB**, Companion of The Most Honourable Order of The Bath

### WOMEN

- **GCB**, Dame Grand Cross of The Most Honourable Order of The Bath
- **DCB**, Dame Commander of The Most Honourable Order of The Bath
- **CB**, Companion of The Most Honourable Order of The Bath

## 11.7 The Most Distinguished Order of St. Michael and St. George

Often conferred on members or retiring members of the Diplomatic Corps

### MEN

- **GCMG**, Knight Grand Cross of The Most Distinguished Order of St. Michael and St. George
- **KCMG**, Knight Commander of The Most Distinguished Order of St. Michael and St. George
- **CMG**, Companion of The Most Distinguished Order of St. Michael and St. George

### WOMEN

- **GCMG**, Dame Grand Cross of The Most Distinguished Order of St. Michael and St. George

- **DCMG**, Dame Commander of The Most Distinguished Order of St. Michael and St. George
- **CMG**, Companion of The Most Distinguished Order of St. Michael and St. George

One way to remember the designations of the Order of St. Michael and St. George is the way that diplomats relate it:

**C.M.G.** *Call Me God*

**K.C.M.G.** *Kindly Call Me God*

**G.C.M.G.** *God Calls Me God*

If John Smith was the holder of this honour he would be known as Sir John Smith and Joyce Smith would be Dame Joyce Smith.

## 11.8 The Royal Victorian Order

Honours in this order are in the direct gift of the Sovereign and recipients are often members of his own family and household and his loyal servants and servants of members of his own family. On the death of the Queen Mother, her butler (William Tallon — Steward of the Back Stairs) retired and was awarded the L.V.O. Other recipients have been retiring Royalty Protection Officers from the police service.

### MEN

- **GCVO**, Knight Grand Cross of The Royal Victorian Order
- **KCVO**, Knight Commander of The Royal Victorian Order
- **CVO**, Commander of The Royal Victorian Order
- **LVO**, Lieutenant of The Royal Victorian Order
- **MVO**, Member of The Royal Victorian Order

### WOMEN

- **GCVO**, Dame Grand Cross of The Royal Victorian Order
- **DCVO**, Dame Commander of The Royal Victorian Order
- **CVO**, Commander of The Royal Victorian Order
- **LVO**, Lieutenant of The Royal Victorian Order
- **MVO**, Member of The Royal Victorian Order

## 11.9 The Most Excellent Order of The British Empire

This order is probably the best known and at the various levels of the order, is awarded to the greatest number of the Sovereign's subjects.

### MEN

- **GBE**, Knight Grand Cross of The Most Excellent Order of The British Empire\*
- **KBE**, Knight Commander of The Most Excellent Order of The British Empire\*
- **CBE**, Commander of The Most Excellent Order of The British Empire "
- **OBE**, Officer of The Most Excellent Order of The British Empire
- **MBE**, Member of The Most Excellent Order of The British Empire

### WOMEN

- **GBE**, Dame Grand Cross of The Most Excellent Order of The British Empire
- **DBE**, Dame Commander of The Most Excellent Order of The British Empire
- **CBE**, Commander of The Most Excellent Order of The British Empire
- **OBE**, Officer of The Most Excellent Order of The British Empire
- **MBE**, Member of The Most Excellent Order of The British Empire



## 11.10 The British Empire Medal (BEM)

The BEM is a UK honour awarded by the monarch for distinguished local service, recognizing meritorious civil or military efforts. Originally created in 1917, briefly stopped in 1993, then revived in 2012 for community volunteers, allowing recipients to use the post-nominal letters 'BEM' and offering special access to St Paul's Cathedral. The investiture for the BEM is hosted by the Lord Lieutenant of the county in which the recipient resides. The way to introduce someone with BEM after their name is

*"Pray Silence for Mr. John Smith, holder of the British Empire Medal".*

## 11.11 Knight Bachelor

If a subject is honoured with a Knighthood but has not been given the distinction of a grade in any of the previously mentioned orders, then they are a Knight Bachelor. Mr. John Smith being conferred as a Knight Bachelor would become Sir John Smith. It is unnecessary to add any letters after his name. However, if he wishes he may add the letters "Kt" after his name which simply means 'Knight'.

A damehood is the female equivalent of a knighthood, an honor bestowed by the British monarchy for significant service to society. Recipients of a damehood are granted the title "Dame," which they use before their first name, and are recognised for their substantial contributions in fields like public service, the arts, sport, or philanthropy.

### WIVES OF KNIGHTS/HUSBANDS OF DAMES

The wife of a Knight in any of the Orders is entitled to use the title 'Lady', she would be known as 'Lady....(surname only)' thus the wife of Sir John Smith would be known as 'Lady Smith'.

If a woman is made a Dame, she would be known as Dame (first name & surname). The husbands of Dames are not accorded any title unless they have a title in their own right.

## 11.12 The Peerage

In 1999 an Act of Parliament was passed which meant that many hereditary peers are no longer permitted to sit in the second legislative chamber of the United Kingdom Parliament; The House of Lords. This does not mean that they have lost their titles of course and as Toastmasters we need to know how to address them, introduce them and refer to them.

There are five levels of Peerage. The first four are hereditary and the fifth, the lowest form, can be either hereditary or a Life Peerage. Other than for members of the Royal Family, very few hereditary peerages are now conferred. It is important to note that other than one or two exceptions, hereditary titles are passed on only to male members of a noble family.

- Duke & Duchess
- Marquess & Marchioness
- Earl & Countess
- Viscount & Viscountess
- Baron & Lady

## DUKE AND DUCHESS

This is the highest level of peerage and is mainly conferred on members of the Royal Family (Royal Dukes and Duchesses). However, there are Noble Dukes and Duchesses, such as The Duke of Bedford, The Duke of Norfolk and The Duke of Devonshire.

### Royal Dukes

Royal Dukes are usually the sons or Grandsons of a Sovereign. The Duke of Edinburgh (Prince Edward) being a son of the previous Sovereign and The Duke of Kent being the Grandson of King George V and Queen Mary. The Duke of Kent inherited the title on the death of his Father, George, Duke of Kent who was killed during the Second World War. The Duke of Gloucester (Richard) is likewise the Grandson of King George V and Queen Mary. In virtually all cases the style His or Her Royal Highness is accorded to Royal Dukes and Duchesses. The Duke of Kent is therefore referred to or announced as "His Royal Highness the Duke of Kent" or "Your Royal Highness" in a pre-amble.

### Noble Dukes

Other Dukes and Duchesses are introduced as 'His Grace the Duke of Westminster' (Her Grace the Duchess of Westminster) or addressed as "Your Grace".

## MARQUESS AND MARCHIONESS

From Marquess and Marchioness downwards, peers are referred to as "Lord" or "Lady" with their ancestral title, so The Marquess of Bath could be referred to as "Lord Bath" but you would always introduce him as "The Most Honourable The Marquess of Bath" addressing him you would say "My Lord" and in pre-amble he would be included as one of the Lords and his wife one of the Ladies with the words 'My Lords, Ladies and Gentlemen'.

- Referred to as The Marquess and Marchioness of.....
- Addressed in person as My Lord or My Lady
- Introduced as The Most Honourable The Marquess of.....
- Pre-ample - Included in "Lords, Ladies & Gentlemen"

Please note they would be pre-ambled in the general "My Lords, Ladies & Gentlemen", unless they were a distinguished guest in their own right and then they would be pre-ambled as 'Lord [surname]..... or Lady [surname]'.

## EARL AND COUNTESS

When we talk about peers, we are usually referring to the holder of the head title but these titles come with a pack of other subordinate titles, which the head holder can confer on their offspring. With hereditary titles, the eldest son takes a title in the peerage, one step below that of their father. For example, the eldest son of the Duke of Bedford is The Marquess of Tavistock and their son is The Earl of Howland. They will each succeed to their Father's title, so on the death of The Duke, the Marquess will become Duke of Bedford and their son will become Marquess of Tavistock.

However, it is important to know that the titles conferred on the sons and grandsons are "Honorary Titles" and come from several titles held by the top holder of the title. As Honorary Titles the style "Most Honourable" (for Marquesses) and "Right Honourable" (for other levels), is not accorded to the holders of these Honorary Titles.

The following refers to the holder of the Earldom(the head title).

- Referred to as The Earl and Countess of.....
- Addressed in person as My Lord or My Lady
- Introduced as The Right Honourable The Earl of.....
- Pre-ample - Included in "Lords, Ladies & Gentlemen"

## VISCOUNT AND VISCOUNTESS

Just to support the procedure of the eldest sons of peers being accorded the rank below their Father, the eldest son of The Late Earl of Snowden and Princess Margaret, was known as Viscount Lindley. On the death of their Father, Viscount Lindley became the 2<sup>nd</sup> Earl of Snowden. An unusual appointment in recent years was that of Mr. Willie Whitelaw (former Deputy Prime Minister to Margaret Thatcher) who was awarded a hereditary peerage as Viscount Whitelaw.

- Referred to as The Viscount and Viscountess of.....
- Addressed in person as My Lord or My Lady
- Introduced as The Right Honourable The Viscount of.....
- Pre-ample - Included in "Lords, Ladies & Gentlemen"



## BARON AND BARONESS

This is the lowest rank of peerage and can be hereditary or holders can be appointed as Life Peers so that their title does not pass to any other members of their families. There is no distinction in forms of address between hereditary or life Barons or Baronesses.

- Referred to as Lord or Lady (surname)
- Addressed in person as My Lord or My Lady
- Introduced as The Right Honourable Lord/Lady (surname)
- Pre-amble - Included in "Lords, Ladies & Gentlemen"

Barons may select their home town or connected area with their title, so you may have The Right Honourable Lord Williams of Swansea, more formally he may wish to be introduced as The Right Honourable The Baron Williams of Swansea or The Right Honourable Lord Williams - Always Check.

### Wives and Husbands

The Wife of a Baron is NOT a Baroness but a styled "Lady". There are no hereditary Baronesses. A Baroness is a female life peer and may be addressed as Baroness [surname] or Lady [surname]. Husbands of Baronesses do not have a title unless they have one in their own right.

Aside to this, the late husband of the late Baroness Thatcher was Sir Dennis Thatcher as they were created a Baronet (Hereditary Knighthood see next paragraph) in their own right. Their son has acceded to the title and is now Sir Mark Thatcher.

### Baronets

Not really part of the peerage, as they have never been allowed to sit in the House of Lords, but a Baronet is a hereditary title - they are a hereditary Knight. Their title will pass to their oldest son.

John Smith as a Baronet is still only "Sir John Smith" The only difference is that you may see the letters "Bt" or "Bart" after their name, which simply means "Baronet"

## 11.13 Sons, Daughters & Life Peerages

### ELDEST SONS OF PEERS

In general, the eldest sons will be granted an Honorary Title by their fathers. The example of the Eldest son of His Grace The Duke of Bedford holds the Honorary title The Marquess of

Tavistock. Other examples, going down the scale are the son of The Most Honourable Marquess of Northampton has the Honorary title, Earl Compton, The son of The Right Honourable Earl Spencer has the Honorary title, Viscount Althorp. You will note in all cases that the Honorary Titles do not carry the "Handle",

- The Marquess of Tavistock is simply that, not The Most Honourable.....
- Earl Compton is just that, not The Right Honourable. and
- Viscount Althorp is again just that, not The Right Honourable.....

### DAUGHTERS AND YOUNGER SONS

Daughters and younger sons of Dukes, Marquesses and Earls are accorded the titles Lord [first name surname] or Lady [first name surname]. Such examples are:

- The younger son of the Most Honourable Marquess of Bath is Lord John Thynn
- The Daughter of the late Right Honourable Earl Spencer was Lady Diana Spencer.

It is important to note that it is only the sons and daughters of hereditary peers (Dukes down to Earls) whose first name is used in the title. This is the distinguishing factor between Lords and Ladies in a hereditary family and the titles accorded to Life Peers.

### LIFE PEERS

The Olympic Gold Medalist, Seb Coe and the businessman Alan Sugar were given Life Peerages, they are not the sons of noblemen and so they should be referred to as The Right Honourable Lord Coe and The Right Honourable Lord Sugar, their first names do not feature in the title.

We covered above, the daughters and younger sons of Dukes, Marquesses and Earls, because to complicate matters further, all sons and daughters of Viscounts and hereditary Barons are known as The Honourable [first name surname] but just plain Mr. & Miss/Mrs when it comes to preambles. Of course, Life Peers are Barons/Baroness but their children are not accorded titles.

## 11.14 Order of Precedence

At a function which includes hundreds of people, there may be dozens of people with titles or who hold particular offices of the crown, government, diplomatic service, clergy, armed forces etc. It is always helpful therefore, to obtain a guest list in advance of the event, so that the pre-ambles to be announced before speakers are introduced can be worked out. The following should be helpful.

The only person whose precedence is absolute is the Sovereign. The precedence of all others is the Sovereign's prerogative. Even the precedence of those who appear in the official Tables of Precedence varies from time to time. Moreover, there are many varieties of precedence, national and local and it not infrequently occurs that, in the relationship between host and guests, the requirements of courtesy and hospitality override any strict order of precedence.

### TABLES OF PRECEDENCE

These Tables are particularly valuable for placing holders of various offices in their correct order, e.g. The Speaker of the House of Commons ranks above the Bishop of London. They contain, nonetheless, many traps for the unwary; it is, for example, easy to overlook the fact that Baron X (a life peer, so created for his services) was born the younger son of the Duke of Z, so that he has the latter precedence than the former, and should be placed above the Bishop of London, instead of below him.

The Tables for use in England and Wales and in Scotland are arranged in two lists, one for gentlemen, the other for ladies. Wives of the holders of certain offices do not derive a title from their husbands (e.g. Bishops, Ministers of the Crown etc.) and so do not appear in the ladies' Table; they are nonetheless accorded the same precedence as their husbands when both attend a function. It may be desirable to accord them their husbands' precedence at a function at which they are not present.



## PRECEDENCE IN ENGLAND & WALES: GENTLEMEN

- The Sovereign\* (The King)
- The Sovereign's Consort (Queen Camilla)
- The Heir Apparent
- The Sovereign's Younger Sons The Sovereign's Grandsons The Sovereign's Nephew
- Archbishop of Canterbury Lord High Chancellor Archbishop of York
- Prime Minister
- Lord High Treasurer (when existing)
- Lord President of the Council
- Speaker of the House of Commons
- Lord Privy Seal
- Ambassadors and High Commissioners
- Lord Great Chamberlain
- Lord High Constable (when existing)
- Earl Marshal
- Lord Steward of the Household
- Lord Chamberlain of the Household
- Master of the Horse “ above all peers of their own degree
- Duke of England
- Dukes of Scotland
- Duke of Great Britain
- Dukes of Ireland
- Dukes of the United Kingdom and Ireland since the Union
- Eldest Sons of Dukes of the Blood
- Royal Marquesses of England
- Marquesses of Scotland
- Marquesses of Great Britain
- Marquesses of Ireland
- Marquesses of the United Kingdom and Ireland since the Union
- Eldest Sons of Dukes
- Earls of England
- Earls of Scotland
- Earls of Great Britain
- Earls of Ireland
- Earls of the United Kingdom and Ireland since the Union
- Younger Sons of the Dukes of the Blood
- Royal Marquesses' Eldest Sons
- Dukes' Younger Sons
- Viscounts of England
- Viscounts of Scotland
- Viscounts of Great Britain Viscounts of Ireland
- Viscounts of the United Kingdom and Ireland since the Union
- Earls' Eldest Sons
- Marquesses' Younger Sons
- Bishop of London
- Bishop of Durham
- Bishop of Winchester
- Other English Diocesan Bishops according to seniority of consecration
- Suffragan Bishops according to seniority of consecration
- Secretaries of State if of Baronial rank
- Barons of England
- Lords of Parliament, Scotland
- Barons of Great Britain
- Barons of Ireland
- Barons of the United Kingdom and Ireland since the Union, including Life Barons and Lords of Appeal in Ordinary
- Lords Commissioners of the Great Seal
- Treasurer of the Household
- Comptroller of the Household
- Secretaries of State, under Baronial rank
- Viscounts' Eldest Sons
- Earls' Younger Sons
- Barons' Eldest Sons
- Knights of the Garter
- Privy Counsellors
- Chancellor of the Exchequer
- Chancellor of the Duchy of Lancaster
- Lord Chief Justice of England
- Master of the Rolls
- President of the Family Division
- Vice Chancellor
- Lord Justices of Appeal according to seniority of appointment
- Judges of the High Court of Justice according to seniority of appointment
- Viscounts' Younger Sons
- Barons' Younger Sons
- Sons of Life Peers and Lords of Appeal in Ordinary
- Baronets, according to date of Patent
- Knights of the Thistle
- Knights Grand Cross of the Bath
- Knights Grand Commanders of the Star of India
- Knights Grand Cross of the Order of St. Michael and St. George
- Knights Grand Commanders of the Indian Empire
- Knights Grand Cross of the Royal Victorian Order
- Knights Grand Cross of the Order of the British Empire
- Knights Commanders of the Bath
- Knights Commanders of the Star of India
- Knights Commanders of St. Michael and St. George
- Knights Commanders of the Indian Empire
- Knights Commander of the Royal Victorian Order
- Knights Commanders of the Order of the British Empire Knights Bachelor
- Circuit Judges in England and Wales as follows:
  - a) Vice-Chancellor of Co. Palatine of Lancaster
  - b) Circuit Judges who immediately before 1st Jan 1972 held office as Official Referees to Supreme Court
  - c) Recorder of London
  - d) Recorders of Liverpool and Manchester according to priority of appointment
  - e) Common Serjeant



- f) Circuit Judges who immediately before 1st Jan 1972 held office as Additional Judge of the Central Criminal Court, Assistant Judge of the Mayor's and CiQ of London CouL, County Court Judge, Whole time Chairman or Deputy Chairman of Courts of Quarter Sessions of Greater London, Cheshire Durham, Kent and Lancashire, according to prioriQ of appointment
- g) Other Circuit Judges, according to priority of appointment

- Companions of the Order of the Bath
- Companions of the Star of India
- Companions of the Order of St. Michael and St. George
- Companions of the Indian Empire
- Commanders of the Royal Victorian Order
- Commanders of the Order of the British Empire
- Companions of the Distinguished Service Order
- Members of the Royal Victorian Order (4th Class)
- Officers of the Order of the British Empire
- Companions of the Imperial Service Order
- Eldest Sons of the
- Younger Sons of Peers
- Eldest Sons of Baronets
- Eldest Sons of Knights of the Garter
- Eldest Sons of Knights of the Thistle
- Eldest Sons of Knights of the Bath
- Eldest Sons of Knights of the Star of India
- Eldest Sons of Knights of the Order of St. Michael & St. George
- Eldest Sons of the Knights of the Indian Empire
- Eldest Sons of the Knights of the Royal Victorian Order
- Eldest Sons of the Knights of the Order of the British Empire
- Eldest Sons of Knights Bachelor Members of the Royal Victoria Order (5th Class)
- Members of the Order of the Order of the British Empire
- Younger Sons of Baronets
- Younger Sons of Knights Esquires
- Gentlemen



## PRECEDENCE IN ENGLAND & WALES: LADIES

- The Sovereign
- The Princess of Wales (where existing)
- The Sovereign's Daughter Wives of the Sovereign's Younger Sons
- The Sovereign's Granddaughters (with the style HRH)
- Wives of the Sovereign's Grandsons
- The Sovereign's Sister
- Wives of the Sovereign's Uncles
- The Sovereign's Niece
- Duchesses of England
- Duchesses of Scotland
- Duchesses of Great Britain
- Duchesses of Ireland
- Duchesses of the UK and Ireland since the Union
- Wives of the Eldest Sons of Dukes of the Blood Royal
- Marchionesses of England
- Marchionesses of Scotland
- Marchionesses of Great Britain
- Marchionesses of Ireland
- Marchionesses of the UK and Ireland since the Union
- Wives of the Eldest Sons of Dukes
- Daughters of Dukes
- Countesses of England
- Countesses of Scotland
- Countesses of Great Britain
- Countesses of Ireland
- Countesses of the UK and Ireland since the Union
- Wives of the Younger Sons of Dukes of the Blood Royal
- Wives of the Eldest Sons of Marquesses
- Daughters of Marquesses
- Wives of the Younger Sons of Dukes
- Viscountesses of England
- Viscountesses of Scotland
- Viscountesses of Great Britain
- Viscountesses of Ireland
- Viscountesses of the UK and Ireland since the Union
- Wives of the Eldest Sons of Earls
- Daughters of Earls
- Wives of the Younger Sons of Marquesses
- Baronesses of England
- Baronesses of Scotland
- Baronesses of Great Britain
- Baronesses of Ireland
- Baronesses of the UK and Ireland since the Union, including Life Baronesses and Wives of Life Barons and Lords of Appeal in Ordinary
- Wives of the Eldest Sons of Viscounts
- Daughters of Viscounts
- Wives of the Younger Sons of Earls
- Wives of the Eldest Sons of Barons

- Daughters of Barons
- Wives of Knights of the Garter Privy Counsellors (women)
- Wives of the Younger Sons of Viscounts
- Wives of the Younger Sons of Barons
- Wives of Sons of Life Peers
- Wives of Baronets, according to their husband's Patents
- Wives of Knights of the Thistle
- Dames Grand Cross of the Order of the Bath
- Dames Grand Cross of the Order of St. Michael & St. George
- Dames Grand Cross of the Royal Victorian Order
- Dames Grand Cross of the Order of the British Empire
- Wives of Knights Grand Cross of the Order of the Bath
- Wives of Knights Grand Cross of the Star of India
- Wives of Knights Grand Cross of the Order of St. Michael & St. George
- Wives of Knights Grand Cross of the Indian Empire
- Wives of Knights Grand Cross of the Royal Victorian Order
- Wives of Knights Grand Cross of the Order of the British Empire
- Dames Commanders of the Order of the Bath
- Dames Commanders of the Order of St. Michael & St. George
- Dames Commanders of the Royal Victorian Order
- Dames Commanders of the Order of the British Empire
- Wives of Knights Commanders of the Order of the Bath
- Wives of Knights Commanders of the Star of India
- Wives of Knights Commanders of the Order of St. Michael & St. George
- Wives of Knights Commanders of the Order of the Indian Empire
- Wives of Knights Commanders of the Royal Victorian Order
- Wives of Knights Commanders of the Order of the British Empire
- Wives of Knights Bachelor Companions of the Order of the Bath
- Companions of the Order of St. Michael & St. George
- Commanders of the Royal Victorian Order
- Commanders of the Order of the British Empire
- Wives of Companions of the Bath
- Wives of Companions of the Star of India
- Wives of Companions of the Order of St. Michael & St. George
- Wives of Companions of the Indian Empire
- Wives of Commanders of the Royal Victorian Order
- Wives of Commanders of the Order of the British Empire

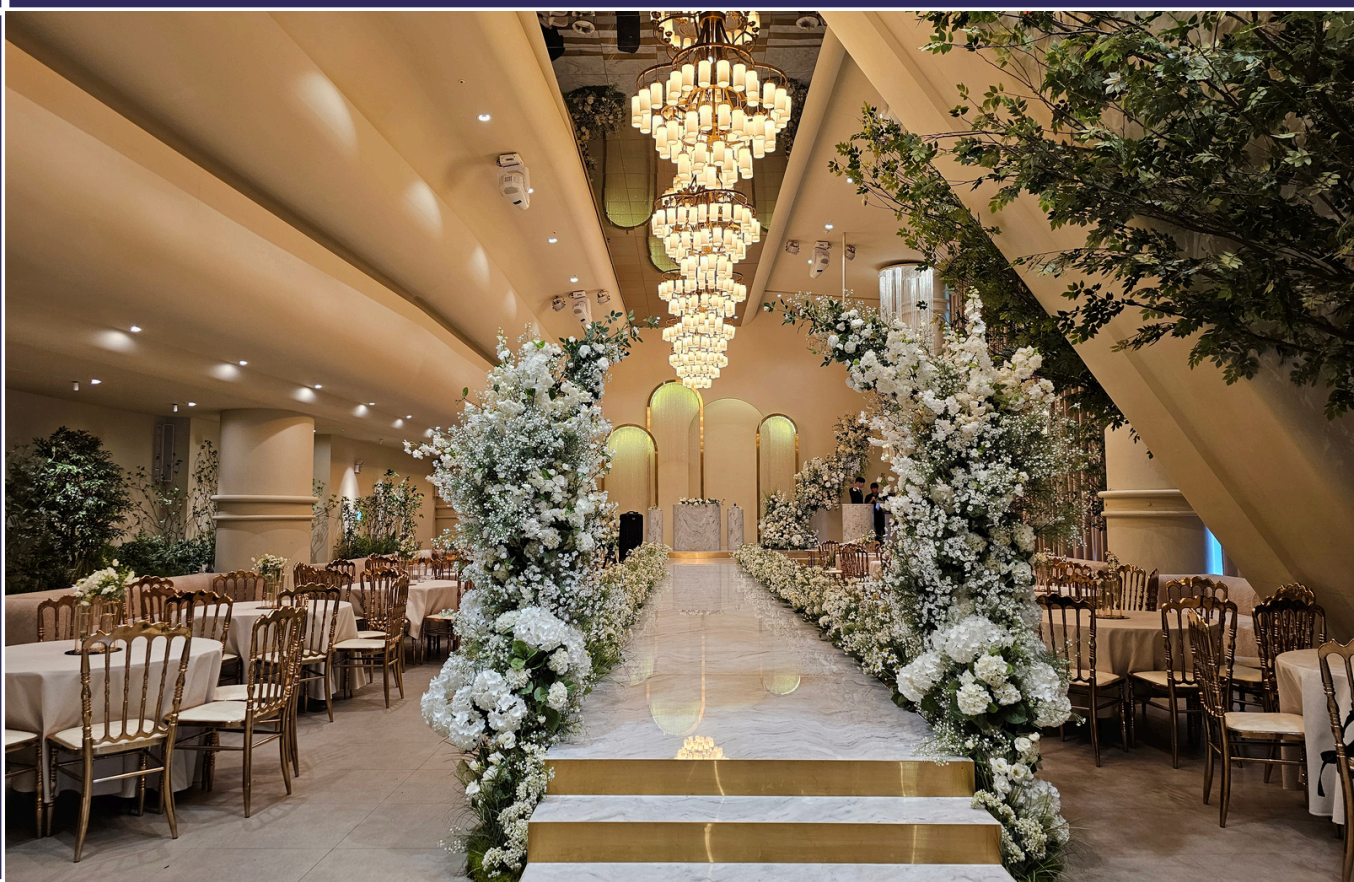
- Wives of Companions of the Distinguished Service Order
- Members of the Royal Victorian Order (4th Class)
- Officers of the Order of the British Empire
- Wives of Members of the Royal Victorian Order
- Companions of the Imperial Service Order
- Wives of Companions of the Imperial Service Order
- Wives of the Eldest Sons of the
- Younger Sons of Peers
- Daughters of the Younger Sons of Peers
- Wives of the Eldest Sons of Baronets
- Daughters of Baronets
- Wives of the Eldest Sons of Knights of the Garter
- Wives of the Eldest Sons of Knights Daughters of Knights
- Members of the Royal Victorian Order (5th Class)
- Members of the Order of the British Empire
- Wives of Members of the Royal Victorian Order (5th Class)
- Wives of Members of the Order of the British Empire
- Wives of the Younger Sons of Baronets
- Wives of the Younger Sons of Knights
- Wives of Esquires
- Wives of Gentlemen





# 12

## MISCELLANEOUS





## 12.1 Public Liability Insurance

The Guild of Professional Toastmasters maintains a Public Liability Insurance (PLI) Policy to cover all its members. This includes Graduates, Associates and Fellows of the Guild. A copy of this insurance will be provided to graduates during their course, and the Secretary of the Guild will circulate the new policy each year. The premium is covered by your annual subscriptions.

## 12.2 Placing Functions

The Guild occasionally receives enquiries from people requesting the services of a Toastmaster at their function. When this occurs, the Guild Secretary will send an email out to all members of the Guild to try and find one of us to cover the event. The Guild Secretary has the option to use the Guild WhatsApp Group as a contingency if there are no takers from the email message.

If you receive an enquiry or a booking that you cannot fulfil, then again, pass these details to the Secretary for circulation to all members in order that we can try and place this function with a member from our Guild. These placing of functions are dealt with on a first come first served arrangement. If you do pass on a function to another colleague, it is a decision for you the two of you if you wish to agree a commission fee for the arrangement.



## 12.3 Guild WhatsApp Group

As with most organisations, the Guild of Professional Toastmasters has a WhatsApp Group that members can join to share useful hints, tip and experience relating to the arena of Toastmaster and Master of Ceremony work and to seek the advice from others on matters pertaining to our industry. The group is moderated to ensure the content of the group is not only respectful and compliant with our values, but also to keep the discussion relevant to our roles. It is a personal choice for members if they wish to join the group or indeed leave it at any time.

## 12.4 Guild Website

The Guild of Professional Toastmasters has a website that is modern, inclusive and reflective of our professionalism. We have heavily invested in a new website in 2026. Part of the website includes a 'Members Only Area' where again we can share best practice with each other so we can continue to learn and develop and be the best we can be in our chosen role as Toastmasters and Masters of Ceremony. The latest edition of The Guild Training Manual is also available, in digital format, within the Member Only Area.

## 12.5 Guild Green Plan

The Guild has taken the decision that we should have a Green Plan to evidence our commitment to sustainability. We are already making advances in this area by reducing the amount of paper used in the Guild and making available the use of online platforms for meetings to reduce our carbon footprint. We are also exploring tree planting opportunities to mirror the number of functions covered by the Guild each year.

## 12.6 Recommended Suppliers

The full livery for the Guild of Professional Toastmasters can be purchased at Jolliffe's. Website: [Home - Jolliffes](#)



## 12.7 Recommended Fees for Functions

On a regular basis, at one of the Guild meetings, members of the Guild consider a recommended scale of fees for the various types of function that we cover.

These are only meant as a guideline, it is for each Toastmaster to decide how they run their own business and is entitled to make their own judgements about fees. Often what you charge comes down to what the market and/or geographical area will stand. It is also true to say that the recommended fees are subject to geographical variation dependent on which part of the country the function is being held.

## 12.8 Etiquette

The word 'etiquette' is derived from the old French word, *etiquette*, meaning "a label". Its meaning as a code of good manners was adopted into the English language in the 18th century. We should always remember that we are not only Masters of Ceremonies but also Masters of Etiquette. As such we can particularly recommend the *Debrett's Handbook on British Styles, Correct Form and Modern Manners*, as a useful reference guide.

## 12.9 Serving Port

It is customary for the fortified wine Port to be served at the end of a meal. It is often taken with coffee and also maybe with a cheeseboard course. Decanters of Port are often placed on the table for guests to help themselves. Port should never be drunk before the Loyal Toast, indeed it is often the drink with which the Loyal Toast is drunk. Wherever the decanter of Port is placed, it is quite proper for that person to serve themselves (do not overfill the glass) and then pass the decanter to the person on their left, so that the decanter will move clockwise.

For Naval dinners the procedure changes slightly. Decanters of Port and sometimes Madeira or some other fortified wine will be placed on the tables together with a holder (or rack) for the stoppers. When all is ready, the Toastmaster should inform the President that he may pass the port (Official wording "Stoppers are in"). The President then removes the stopper, places it in

the holder, pours himself a glass and passes the decanters to his left. The other members with decanters in front of them take this as a signal to do the same.

If they are tardy, guests should be quietly reminded to pass on the decanter. While the port is doing the rounds, waiters should gather up the stopper holders and move them to the position where the appropriate decanter will arrive after its circulation. When the Toastmaster is sure that all decanters have been passed, and that everyone has a glass for the toast, he will inform the President and the proposer of the Loyal Toast that "the port has been passed". This is the President's cue to replace the stoppers, and when all stoppers are in, the toast to The King is proposed. In a naval mess, the toast to the King is drunk while seated. This is because on board ship the ceiling of the officers' mess was too low for them to stand.

This custom should not be repeated out of the mess. Even at a predominantly naval dinner, if it is outside the mess, guests should stand for the Loyal Toast. If the National Anthem is played, in or out of the Mess, everyone is expected to stand.

## 12.10 First Champagne Cork

The presentation of the first champagne cork is something that a Toastmaster can offer at a wedding. It provides another little bit of "theatre" and is just one more of those added services. First, obtain the champagne cork from the first bottle that is opened, cut a small groove in it and add a 5p piece in the groove and retain it in your pocket until the appropriate time to present, such as with the cutting of the cake. This is a suitable script to follow:

*"I would, if I may, like to make a small presentation of my own to Jane & John. Now, there are many traditions associated with weddings as I'm sure you are aware. One of those traditions is that the cork that is pulled from the first bottle of champagne is presented to the Bride & Bridegroom and it is my honour to be able to do that today."*

*The first cork to be pulled traditionally marks the beginning of a celebration, and here we all are celebrating the marriage of Jane & John. But when it is conjoined with a silver coin it immediately forms a union (gesture to B & BG), as with the union of Jane and John. The cork itself, when in the bottle is subjected to a*

*massive amount of pressure but still it stays firm and holds together. The champagne is bubbly and sparkly and means that your life together will not be a dull one. The silver coin represents prosperity which means that the road ahead for you both will have a silver lining.*

*So now I will present to you this first champagne cork and when you look at it now and then in the future, may it remind you that when two become one they form a solid foundation of love, happiness, strength and of course, prosperity".*

Or you could make up a short poem which includes some of these features and read it to the happy couple before presenting the cork. There are companies who provide a silver case in the shape of the cork, into which the cork can be inserted for protection and greater keepsake value.



## 12.11 Buttonhole Flowers at Weddings

As we cover so many civil ceremony weddings these days, buttonholes are often handed out to guests on their arrival. Even the Bridegroom and Best Man often do not get theirs until they reach the Venue. In this tricky operation, the Toastmaster (also a master of etiquette) is often asked to help. Then the question is posed to you "on which side do I wear my buttonhole" The answer is that traditionally, a buttonhole was always worn on the left-hand side for both ladies and gents. In latter years it has become more fashionable for ladies to wear their buttonholes or corsages on the right. However, the difference between the way ladies and gents wear them, is that a gentleman wears the bloom pointing upwards, whereas the bloom of the lady's flower should point downwards. No lady should try to upstage the bride on her wedding day and pointing the bloom downwards is in recognition of this sort of "bowing" to the bride.

## 12.12 Guidance on Wedding Speeches

The traditional speeches at a wedding are delivered at the end of the meal, usually after the coffee and toasting wine have been served. The traditional three are the Bride's Father, Bridegroom and Best Man in that order.

### BRIDE'S FATHER

Traditionally a speech of welcome and good wishes. It is nice to start with a welcome to all the guests for coming along to share this celebration of the wedding of his daughter to the bridegroom. The speech should cover how proud the Bride's Father is of his daughter and what a treasure she has been to himself and to his wife, the Bride's Mother with mention of achievements in her schooling and career. If there are any funny stories about her during her childhood years, it is good to relate them here. The speech should close with the Bride's Father saying "and so Ladies and Gentlemen, will you please stand and drink a toast with me, to the health and happiness of the bride and bridegroom Jane and John with The Bride and Bridegroom remain seated for this toast.

### BRIDEGROOM

They should open by thanking the Bride's Father for his advice and good wishes. They should also thank all the guests for coming and sharing a very important day for the Bride and Bridegroom. They should follow by a series of thanks. It is always good to begin with thanks to both sets of Parents for the upbringing of the Bride and Bridegroom and for their generosity and wise counsel as appropriate.

At this point if there are any presentations of flowers or gifts to the Mothers, this should be done first. If anyone present has made the Wedding Cake, made the Dresses, arranged the Flowers, provided a reading in the Church or anyone who has helped in any way, mention these people next and present any gifts. This does not include professionals of course, only friends and/or family members who may have performed these services.

Next come the Ushers (present any gifts), then the Best Man (present any gifts). Now the Bridegroom should say something nice about their new wife, how beautiful they look and how proud they are that they agreed to be his wife.



Finally, it is good to link the complimentary remarks about their wife by adding how well they have been supported today by the Bridesmaids and how wonderful they all looked (present any gifts). And finish with a toast - "Ladies and Gentlemen, will you please stand and drink a toast with me to the Bridesmaids". The Bridesmaids should remain seated for this toast. Having proposed the toast, there is nothing else for the Bridegroom to say.

## BEST MAN

The Best Man's speech should be the last. Sometimes these days, there are two Best Men. In such cases, it is not unusual for this speech to be done as a "double-act". Sometimes the Best Man will choose to deliver their speech as a commentary behind a slide show. Increasingly these days this is done using computer graphics. In other cases, the Best Man comes armed with "props" maybe photographs or other articles which can be used to illustrate a point. Traditionally the Best Man's speech should be comical.

They should begin seriously, however their role is to thank the Bridegroom, on behalf of the Bridesmaids for the toast which the Bridegroom has just proposed. If one thinks about this logically, the Bride's Father has proposed the toast to the Happy Couple, the Bridegroom responds and says thank you for that toast and good wishes and thanks those who have played a part in the big day and toast the Bridesmaids. Then the Best Man says Thank You for that toast and on behalf of all those who were invited to play a small part in the big day, thank the Bride and Bridegroom for inviting them all to play that role, saying what an honour it has been.

The Best Man then follows up with some stories about the Bridegroom. These can include their childhood antics together and any scrapes that they may have got into in the teenage years. The speech could cover the Bridegroom's role in the local Football or Rugby Team (events on Sports Tours for example). Time spent with previous partners should be AVOIDED AT ALL COSTS, this is not the time. Mention perhaps how the Bridegroom changed dramatically when they met the Bride (true love had struck). The events of the Stag Night, Stag Weekend or Stag Holiday can be mentioned but once again care should be exercised with content. Remember, the audience will probably include elderly family members and this is not a day to embarrass them.

Often the Best Man is asked to read cards or messages from people who could not be at the wedding for one reason or another. In closing, return to serious by saying what a great couple the Best Man thinks the Bride and Bridegroom are and wish them all the happiness in the future. It is not unusual for the Best Man to want to toast the Bride and Bridegroom again, however, this has already been done by the bride's father and as such is against proper etiquette. The Bride and Bridegroom should be toasted once and once only. To toast them again is taking something away from the Bride's Father.

If the Best Man would like to make a toast, the parents is quite a good one:

*"Ladies and Gentlemen, on days like this there are some special people who often get forgotten and so ladies and Gentlemen will you please stand and drink a toast with me to the Parents of the Bride and Bridegroom".*

As with all toasts, the proposer should ask the guests to stand, it gives the right appearance. The parents remain seated for this toast.







# The Inseperables

*Honoured Guests, I would like to pay my own personal tribute to Jane and John, and in doing so, I would like to use two glasses of wine, one red, one white.*

*Marriage should be much like these two wines, both of them absolutely unique and wonderful in their own ways - grown from different grapes on different hills, perhaps in different countries.*

*This one, the white (hold up the white wine) is light, delicate, sweet and full of flavour, like our bride. This one, the red (hold up the red wine) is earthy and full bodied like our bridegroom.*

*As Jane and John have come together today, I will join these two glasses of wine together, inter-mixing them so they can never be separated.*

*And it is our fervent prayer as I ask Jane and John to sip this wine, that they too, like these wines, now be forever inseparable.*

- **Give the Bride and Bridegroom a glass each**
- **Only half fill the glasses, to allow room in each glass for the mixing**



**END**