



PROTOCOL & ETIQUETTE ESSENTIALS

Prepared by the Grand Lodge P. & E. Committee
Issue No. 19 – June 2012

Greetings from Your P. & E. Committee

Welcome to the latest issue of "**P&E Essentials**". It is anticipated that these informative and easy-to-read newsletters will be published several times a year.

"**P&E Essentials**" is intended to be an interactive instrument, designed to help you make a daily advancement in Masonic knowledge. The Committee welcomes questions and/or suggestions for topics that could be addressed in future issues. Questions or suggestions not related to Protocol and Etiquette will be forwarded to the appropriate Grand Lodge Committee for response.

Contact Information

| | |
|--|---|
| Gordon Crutcher, <i>Chairman</i> E-mail: Gordon@Crutcher.ca | Garnet Schenk, FCF , <i>Editor</i> E-mail: gschenk@cogeco.ca |
|--|---|

Committee Members

The current Protocol & Etiquette Committee members are:

Gordon Crutcher (*Chairman*); William Elliott; Dennis Hawman; Michael Litvak; George McCowan (*Secretary*); Bryan Middleton; Richard Morreau; James Pearson; David Purvis; Garnet Schenk (*Editor of P&E Essentials*); Brian Seabourn; David Stevens; and Terrance Van Horne.

With appropriate advance notice – and subject to travel constraints – any member of the Committee would be happy to make a presentation about P&E in your Lodge, or at a District Meeting.

BANQUET HALL PROTOCOL

The "Festive Board" is an important part of any Masonic meeting. This is when the brethren enjoy the social side of Freemasonry. While a Head Table is not necessary at every banquet, one should definitely be set up on such important occasions as your District Deputy Grand Master's Official Visit, at Installations, and for special lodge anniversaries.

The following guidelines will help you to arrange the proper seating at the Head Table, on these occasions.

The seating at a Head Table is governed by the nature of the evening and by the rank of any Grand Lodge Officers (GLOs) present. The only GLOs who **MUST** be seated at the Head Table are those who are entitled, by their rank, to assume the gavel in lodge: *i.e. the Grand Master, any Past Grand Master, the Deputy Grand Master, and the District Deputy Grand Master in his own District.*

Other current GLOs may be seated at the Head Table, if space permits.

A WM should know how many people can be accommodated at the Head Table in his lodge's banquet room. If the layout permits, plan to have 12 or even 15 seats at the Head Table. (It is always easier to remove chairs at the last minute than it is to add them.) The WM should decide on the composition of the Head Table as far in advance of the banquet as possible.

1. The WM always sits in the centre of the Head Table.
2. The SW should sit at the WM's extreme right and the JW should sit at the WM's extreme left. (The Wardens can assist the WM to control the banquet.)
3. The guest of honour or principal speaker, (usually the highest ranking GLO present), sits on the WM's **immediate right**.
4. The second highest ranking GLO present sits on the WM's **immediate left**.
5. Any DDGMs ("In District" and "Out of District") and Members of the Board would be seated in the remaining seats, to the right and left of the WM, as space permits.
6. A lodge brother being honoured in some way would obviously merit a seat at the Head Table.
7. When there is a large group of visiting current GLOs, you could seat some of them at one or two RESERVED tables, directly in front of the Head Table. Alternatively, it would be quite in order for them to sit scattered throughout the room, with the brethren. (That way the brethren become better acquainted with the GLOs.)

Please share this newsletter with other members of your Lodge – and your Masonic friends

SETTING UP A HEAD TABLE

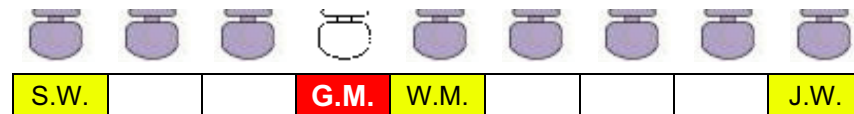
8. First ascertain the number of seats that are needed. (This will often be limited by the confines and restraints of the room, as well as by the number of GLOs in attendance.)



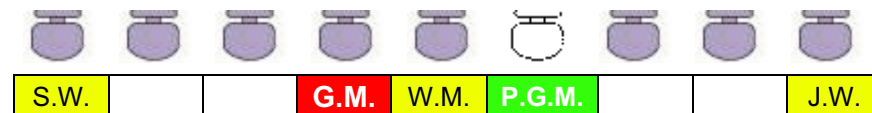
9. Start with the usual "foundation" of a Head Table – i.e. the Lodge's three principal officers. (The WM in the centre; the SW on the far right of the WM; and the JW on the far left of the WM.)



10. Identify the "Guest of Honour", who is typically the highest ranking Mason present. (However, it could be a non-Mason, such as a guest speaker at the banquet.) **This person sits on the immediate RIGHT of the WM.**



11. Now identify the second highest ranking Mason present. (Or the highest ranking, if your Guest of Honour is a non-Mason.) This person sits on the immediate LEFT of the WM.



12. Finally, assign the remaining seats to other high-ranking brethren (and/or to a candidate and/or to a William Mercer Wilson Medal Recipient), right and left in descending order of rank, e.g.:



The brethren

