

# Richard W. Palmer

F.M.E.T.A F. I. S. M. M.

## **Toastmaster & Master of Ceremonies**

for your special occasion

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### LADIES NIGHT RUNNING ORDER

President's name .....

Lady's name .....

Lodge name .....

IPM.....

Band .....

Restaurant Mgr .....

Photographer .....

Pianist .....

Receiving line .....

Check with President how he wishes guests to be introduced.

### Entering the hall

1. Distinguished and Honoured Guests, Ladies, Gentlemen, Brethren, please stand to receive your President and his lady  
**Start Clapping off & lead them in**

2. Pray Silence for Grace

.....  
*Bless O Lord before we dine  
Each dish of food, each cup of wine  
And make us evermore aware  
How much O Lord we're in thy care  
Amen*

3. Wardens, how do you report your respective columns

SW .....

JW .....

*(Fully charged in the West  
Fully charged in the South)*

Mobile phones      On/Off  
Charity line        Yes/No

### Wine taking

Check with President on wine taking list beforehand.

Ladies, Gentlemen, Brethren.....

1. The President and his Lady bid you welcome. They trust you will enjoy a pleasant evening and wish to take wine with you all. They will stand, and request that you **join them/remain seated**.

2. The President would like to take wine with his Lady

3. The President would like to take wine with all the ladies and requests **you stand that we may admire your sartorial elegance / you remain seated**

4. The President's Lady would like to take wine with all the gentlemen and requests they stand

5. The President and his Lady wish to take wine with the Festival Committee and their Ladies and request they stand for you to show your appreciation.

6. The President and his Lady would like to take wine with the members of .....lodge & their ladies and requests they stand

7. The President and his Lady would like to take wine with members of other Lodges and their Ladies and requests they stand

8. The President and his Lady would like to take wine with Family & personal guests and request they stand

9. The President and his Lady would like to take wine with all those attending a Festival for the first time and request they stand

10. The President **and his Lady** would like to take wine with the Brother **and his Lady** who were occupying the chair last year

11. The President **and his Lady** would like to take wine with the Brother **and his Lady** who will be occupying the chair next year

Other casual toasts

**Birthdays anniversaries etc**

**Restaurant staff/Chef**

12. Raffle arrangements?  
.....  
.....  
.....

**After meal formalities**

1. Ladies, Gentlemen, Brethren, please stand to sing the Masonic Grace, words are printed in the menu

**Grace (sung)**

*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*

2. Please remain standing while we sing the first verse of the National Anthem followed by the Loyal Toast.

**Proposed by .....**  
**Her Most Gracious Majesty, The Queen**

**9 O'CLOCK TOAST**

3. The hands are on the square, please stand to take wine with absent **friends/ (brethren)**

**Toasts & Speeches**

1. The first toast of the evening is to the Ladies and is proposed by  
.....  
.....

2. Gentlemen, will the Table Stewards please report to  
.....

3. I call upon your silent attention for the response on behalf of the Ladies from  
.....

4. The honor of proposing the toast to your President's Lady is in the capable hands of  
.....

**Including presentation of gift to President's Lady**

**Ladies' Song**

5. The Ladies' Song will now be performed by  
.....

Wardens take up your places

6. I call upon your silent attention for the response from your President's Lady  
.....

**Presentation of Bouquets**

7. I call upon  
.....  
to perform a most pleasant duty

8. The final toast this evening is to your host and President. I call upon  
.....

To perform this duty

9. Ladies, Gentlemen, Brethren, I call upon your silent attention for the response from your President

**Check with President that they are ready to leave hall**

10. We have completed this evening's formalities. Before your President and his Lady retire can I remind you that

**Dancing  
Clear Tables**

Please stand in acknowledgement of  
.....

**Start clapping off**

**Further proceedings**

First dance  
.....

Last dance  
.....

Auld Lang Syne	Yes/No
For he's a jolly good fellow	Yes/No
End speech by President	Yes/No
National Anthem	Yes/No

Carriages.....



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