

— SEATING ARRANGEMENTS —

PREFACE

(NOTE: All references to “right” or “left” throughout these instructions are the actual “right” or “left” of one at the podium facing the full assemblage.)

The honored guest, at all types of visitations, is to be seated to the right of the Exalted Ruler at Lodge meetings or to the right of the Host at any other function.

At all meetings or functions where the honored guest is accompanied by a spouse or guest, said spouse or guest shall be seated to the immediate right of the honored guest at the head table if the honored guest is seated to the right of the Exalted Ruler or Host. Likewise, they shall be seated to the immediate left of the honored guest if they are seated to the left of the Exalted Ruler or Host.

SEATING ARRANGEMENTS

1. Lodge Meetings

If the Lodge is honored with a visit by a Grand Lodge Officer such as the Grand Exalted Ruler, Past Grand Exalted Rulers, Grand Forum Justices, other Grand Lodge Officials, Past Grand Lodge Officials, Special Deputy Grand Exalted Ruler, Special Representative, or District Deputy Grand Exalted Ruler, they should be seated to the Exalted Ruler’s right.

Other Grand Lodge Officials should be seated to the right of the honored guest according to precedence. If State Association Officials are present, they should be seated to the Exalted Ruler’s left according to precedence.

If the Lodge is honored with an official visit by an Officer of the State Association such as the State President, Vice President of the District (*first*) and other Vice Presidents, other State Association Officers or Past State Association Officers, the honored guest should be seated to the Exalted Ruler’s right. Other State Association Officers and Past State Association Officers should be seated to the right of the honored guest according to precedence. Upon such an occasion for the State Association, and should there be Grand Lodge Officials or Past Grand Lodge Officials in attendance, they should be seated to the Exalted Ruler’s left according to precedence.

2. Lodge Banquets

If possible, the Exalted Ruler should preside at all Lodge banquets for visiting officials. However, the Exalted Ruler may have someone else serve as Master of Ceremonies (MC), if the person selected is qualified.

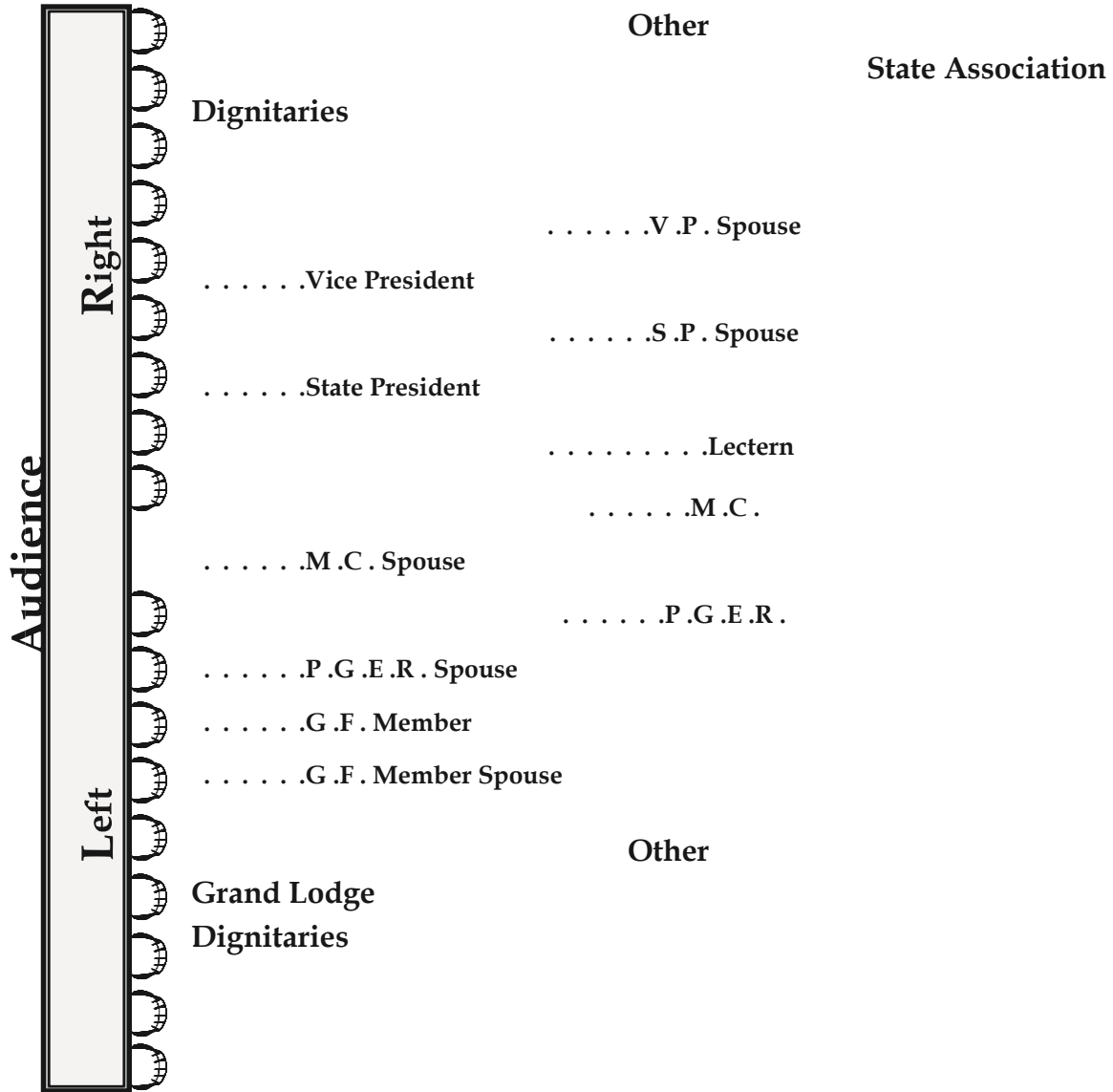
Seating arrangements for the head table should be carried out similarly to the seating as described for a meeting of the Lodge. The order of seating at the head table is determined by whether the meeting is primarily honoring a guest from the Grand Lodge or a guest from the State Association. In any event the honored guest should be seated to the right of the podium and then others, according to precedence. When spouses or guests are present, they should be seated to the right of their companions when seated on the right of the podium, and to the left of their companions when seated on the left of the podium.

If used, a Master of Ceremonies should be seated at the left of the podium. The Chaplain of the Lodge should be seated to the right if at the head table or close by, thus easily accessible when called upon for the Invocation and Benediction.

In special instances, it may be necessary (*particularly at State Association convention banquets*) to arrange for a second head table. It may be placed immediately in front of the main head table if the head table is elevated. Seating arrangements of Officers then may be designed to handle an extra large number of Grand Lodge and State Association Officers, past and present. This would permit recognitions which could not otherwise be provided.

—SUGGESTED HEAD TABLE SEATINGS—

State Associations and Local Lodges



—SUGGESTED HEAD TABLE SEATINGS—

H *Grand Lodge* H

Other Grand Lodge Dignitaries

. G.F. Member Spouse

.G.F. Member

.P.G.E.R. SpouseP.G.E.R.G.E.R. Spouse . .

. . . .G.E.R.

.Lectern

.M.C.

.M.C. Spouse

.State President

.S.P. Spouse

**Other State Association
Dignitaries**