DUTIES OF THE MISTRESS OF CEREMONIES AT A SUPREME QUEEN’S BANQUET!

PREPARING FOR THE BANQUET

1. Obtain the banquet reservation list, including dignitaries’ names, titles, Temple names and numbers, cities and states/provinces, from the chairman of reservations.

2. Reference Supreme Temple Protocol, Sections III, VI, and VII, in order to assign Head Table seating and compose the list of introductions of the dignitaries in an alternating manner.

3. Use the seating chart to write the script for introductions. Remember to begin with the lowest ranking visiting dignitaries sitting at the Honor Tables such as the members of the Daughters of the Nile Foundation and the Canadian Member Trustee, then continue with the Candidates/New Members, and end introductions with the highest ranking, the Supreme Queen.

4. Prepare a list of dignitaries seated at the Head Table in the order in which they march into the banquet room. Assign someone to be in charge of the lineup procedure.

DAY OF THE BANQUET

• Verify that the dignitaries with reservations have arrived. Make adjustments, if needed.

• Ensure that place cards are positioned on the table at the correct seats.

LINEUP PROCESS

• The person designated to line up the Head Table dignitaries notifies them to gather in an assigned location for the lineup process ten minutes before the banquet begins. She may speak to each one individually if the banquet is held before the Ceremonial or the Queen may make this announcement before the Supreme Queen’s speech.

• The Queen and the Supreme Queen ALWAYS lead the procession. The Queen NEVER leaves the Supreme Queen’s side until she reaches her seat. The remaining dignitaries immediately follow the Supreme Queen and the Queen into the room.

• The Head Table dignitaries march into the banquet room in single file or double file depending on how many are marching in and the configuration and space in the room.

• Instructions for single file lineup:
  o The Head Table guests line up in the order they are sitting at the table, with the exception of the Queen and the Supreme Queen, who are leading the line.
• The Princess Marshal conducts the distinguished guests to the Head Table so they may either enter to the right or left side of the Head Table. It is important that the Princess Marshal is informed of which side the guests enter the rear of the Head Table.

• Instructions for double file lineup:
  o Those marching in to the Head Table in double file, are lined up with those sitting to the right of the Supreme Queen on one side, and those sitting to the left of the Queen on the other side.
  o The Princess Marshal conducts the distinguished guests to the table by marching to the middle of the front of the Head Table, where she turns and stands, facing the two lines, with the baton raised. The Queen, Supreme Queen and the line on the right facing the Head Table, go to the right and around the rear of the table to their seats. The line on the left facing the Head Table goes to the left and around the rear of the table to their seats. The two lines meet in the middle, at the rear of the Head Table, and face the audience.

**BANQUET COMMENCES**

• As soon as it is verified that the dignitaries are lined up and ready to march in, a designated person asks all banquet guests to stand for the entrance of the Supreme Queen and begins the applause.
  • The Head Table marches in!
  • The Mistress of Ceremonies asks all to be seated. When all are seated, she begins the program by establishing Protocol.
  • The first words spoken by the Mistress of Ceremonies are:
    o **Your Supreme Majesty!** (This is the beginning of establishing Protocol.)
    o Your Supreme Majesty, Past Supreme Queen(s), Supreme Elective Officer(s), Supreme Appointive Officer(s), Supreme Appointee(s), Reigning Queen(s), Past Queen(s), Ladies of the Household, Most Worshipful Grand Master, Imperial Sir(s), Illustrious Sir(s), Nobles and Guests.
    o This is the complete list for introductions; however, you only welcome those guests who are in attendance for the evening.
    o **Protocol has now been established, and no one else is obligated to address all of the dignitaries.** All remaining speakers may begin their speeches by stating, “Your Supreme Majesty, Members, and guests.” (Include this information in their Official Invitation to speak.)
• The Mistress of Ceremonies now begins her welcome by stating, for example: “My name is Susie Jones, Princess Royal, and I am your Mistress of Ceremonies this evening.” If she has a Supreme title, she announces it during her self-introduction.

• **EPPE - Establish Protocol, Pray, and Eat.**
  
  At this time the Mistress of Ceremonies invites the Princess Chaplain to offer grace/blessing.
  
  If a buffet is being served, the Mistress of Ceremonies announces that the Head Table, followed by the Honor Table(s), goes first, followed by the rest of the tables. If the dinner is being served, then, the servers should be informed of the order in which the tables are served. The Supreme Queen and Head Tables are served first, followed by the Honor Table(s), and then, the remaining tables.
  
  When the majority of the guests have completed their dessert, the Mistress of Ceremonies continues the program. She may ask if they enjoyed their dinner, etc. She may share with the guests some historical facts, things unique to the area or Temple, or information about a historical figure from the area.

**INTRODUCTIONS**

• Formal Introductions are mandatory at the banquet at the time of the Supreme Queen’s Official Visit.

• **Before beginning introductions, the Mistress of Ceremonies advises the audience to hold their applause until all are introduced in each group.** The Mistress of Ceremonies can cue the guests when to applaud, by quickly beginning the applause as soon as she introduces the last lady in the group.

• **Remember People STAND, and Bread RISES!** You should ask people being introduced to stand and remain standing.

• If a lady is introduced and has an escort with her, he should be sitting with the lady and introduced at the same time as the lady.

• The Mistress of Ceremonies or the Queen shall begin introductions with the guests and their escorts seated at the Honor Table(s), beginning with the members of the Daughters of the Nile Foundation who are not being introduced as a Past Queen or Supreme Appointment, and the Canadian Member Trustee, if present, followed by the Candidates/New Members. **The order of Introductions at a banquet is reversed from the order of Introductions made in the Temple Session.**
NOTE: If the Ceremonial is held in the afternoon, and followed by the banquet, the new ladies would be introduced as New Members, Princess Alice Savage and Princess Winifred Greene. If the banquet is held first and then followed by the Ceremonial, the new ladies would be introduced as Candidates, Alice Savage and Winifred Greene.

- After the Candidates/New Members are introduced, the Mistress of Ceremonies introduces the Queen, and she introduces the Temple Officers. The Queen stands and asks the Temple Officers to stand when each name is called and remain standing. She asks the audience to hold their applause until all have been introduced. (The Queen does not introduce Temple Officers who are not present. The list of introductions is composed from the banquet reservation list.) Visiting Officers from other Temples are recognized.

- Planning the Head Table seating may sometimes be a nightmare depending on who is in attendance and whether they have an escort. The Princess Chaplain may be placed at either end of the Head Table. If there is not sufficient room for her, she may sit at one of the Honor Tables.

- Temple Past Queens and Visiting Past Queens are invited to stand and be recognized. The Mistress of Ceremonies thanks all for coming and begins the applause.

- The Mistress of Ceremonies or the Queen introduces the Reigning Queen(s). Reigning Queens are introduced beginning with the highest Temple number, Dynasty Amenna No. 164, to the lowest Temple number, Hatasu No. 1. They are introduced giving their Name, Temple Name and No., City, and State/Province.

- Supreme Temple Appointees are introduced as a group and not by sections. They are introduced beginning with the Supreme Temple Parliamentarian and ending with the Flag and Banner Bearers. It is possible to have more than one Appointee of the same kind from the same Temple.

- The order of introductions at a banquet is: Supreme Temple Parliamentarian, Supreme Session Director of Patrols, Director of Chorus, and Chorus Accompanist, Supreme Session Director of Uniformed Units, Supreme Temple Banner Escort, Supreme Temple Canadian Flag Escort, Supreme Temple American Flag Escort, if in the United States. (If in a Canadian Temple, the Supreme Temple American Flag Escort would be first, followed by the Supreme Temple Canadian Flag Escort), Supreme Temple Banner and Flag Bearers, (The same rule of order applies as with the American Flag and Canadian Flag Escorts), Supreme Goodwill Ambassadors, Supreme Deputy Organizers, Supreme Temple Special Committees are introduced in reverse alphabetical order, Supreme Temple Standing
Committees are introduced in reverse alphabetical order, and the highest Temple number down to the lowest Temple number, Website Committee, Membership and Public Relations Committee, Jurisprudence Committee, Insurance Committee, Financial Review Committee, Finance Committee, Convention Committee, Bylaws of Subordinate Temples Committee, Appeals Committee, I.Action Team Committee, and Flag and Banner Bearers. If a member is serving as a Chairman or Vice-Chairman of a Committee, she shall be introduced last in her respective Committee.

Note: Daughters of the Nile Foundation Directors and the Canadian Member Trustee are not Supreme Appointments and should be seated at an Honor Table and introduced first.

- Head Table introductions are generally made by starting on the right of the podium facing the audience, and in an alternating manner, depending on those in attendance.
- If the Princess Chaplain is seated at the Head Table, and she has already been introduced with the Temple Officers, it is not necessary to introduce her again.
- The Supreme Temple Appointive Officer(s) are introduced beginning with Supreme Attendant and ending with the Supreme Princess Marshal.
- The Supreme Temple Elective Officer(s) are introduced beginning with the Supreme Princess Banker and ending with the Supreme Princess Royal.
- The Past Supreme Queens are introduced by seniority, the lowest years of service to the highest years of service. The Past Supreme Queen with the longest years of service always sits on the Supreme Queen’s side of the Head Table.

SPEAKERS

- The Head Table is the last to be introduced. The speakers for the evening are seated at a place of honor at the Head Table and to be near the microphone and podium. Refer to Supreme Temple Protocol, pages P-14--P-17 and P-21.
  - The Supreme Queen’s Escort, Queen’s Escort and the Mistress of Ceremonies’ Escort seated at the Head Table shall be introduced immediately before guests are invited to give an address.
  - The Imperial Potentate, local Potentate, and Grand Master, and their respective escorts are seated to the right of the Supreme Queen. The Hospital Administrator or Hospital Representative and escort are seated to the left of the Mistress of Ceremonies or her escort, if in attendance. When guests are invited to give an address, the request is included in their
Official Invitation. Following their introduction, they will bring greetings and introduce their dignitaries and ladies in attendance.

- The Grand Master is the last one to speak following the Potentate, but before the Supreme Queen. If the Imperial Potentate, or his Representative, is in attendance, he speaks following the Grand Master, and before the Supreme Queen.

- **Before the Supreme Queen speaks, the Queen or the Mistress of Ceremonies make any announcements, etc.**

- The Temple Queen or Mistress of Ceremonies then introduces the Supreme Queen. The Supreme Queen is introduced last.

All members of Daughters of the Nile stand and applaud when the Supreme Queen is introduced and at the end of her speech.

**Members do not stand for anyone else.**

It is permissible for the Units to perform following the Supreme Queen’s speech.