

Association of Painting Craft Teachers
Procedure at Annual Dinner

RECEPTION

- 19:00 All Guests assemble for reception
- 19:25 Toastmaster will ask all members and guests (not Top Table) to take their places in the dining room.

PHOTOGRAPH

President and top table Guests assemble
Photograph of Top table guests

- 19:30 Top table all line up in the order they are to enter the dining room
(a chart will advise)

Toastmaster will ask "All members and guests please be up standing for your President and Honored Guests" (members stand)

Toastmaster will lead the President and Guests to top table.

GRACE

When Top Table are at their places everyone remains standing Toastmaster will announce "**Mr. Presidents, Honoured Guests, Ladies & Gentlemen I would like to call on (NAME REQUIRED) wife/partner/ nominated member to say grace**"

(Usually retiring Presidents Lady)

1st TOAST

When the meal has started and everyone has been served with wine (during soup course)
Toastmaster will announce "**Honoured Guests, Ladies & Gentlemen the President would like to take wine with Past Presidents of APCT and SAPCT**".

2nd TOAST

During the main course
Toastmaster will announce "**Honoured Guests, Ladies & Gentlemen The President would like to take wine with all members and guests, please remain seated**".

3rd TOAST

When coffee has been served.
Toastmaster will announce "**Honoured Guests, Ladies & Gentlemen please be upstanding whilst the President proposes the Loyal Toast**".

Those wishing to may now smoke (if the establishment allows it) and 5 min break to use facilities.

INSTALLATION OF THE PRESIDENT

Toastmaster will announce "Mr. Presidents, Honoured Guests, Ladies & Gentlemen I would like to call on (NAME REQUIRED) the Principal of the of the incoming President's College to give an address.

If the incoming President wishes he/she may ask a special friend to say something instead.

Toastmaster will announce "Honoured Guests, Ladies & Gentlemen I would like to call on (OUT GOING PRESIDENTS NAME) to install the (INCOMING PRESIDENTS NAME) as APCT President for (YEAR)

Retiring President will give a speech before handing over the chain of office.

The retiring President hands over the chain of office to the incoming President

New president gives his address

PAST PRESIDENTS JEWEL

Toastmaster will announce "Honoured Guests, Ladies & Gentlemen I would like to call on President (NAME) to present the Past Presidents jewel to" (OUT GOING PRESIDENTS NAME)

New President presents the past President's jewel to the retiring President

LADY'S JEWEL

Toastmaster will announce "Mr. Presidents, Honoured Guests, Ladies & Gentlemen I would like to call on **(NAME REQUIRED)** the Retiring President's Lady to present the Lady's Jewel to the New Presidents Lady **(NAME REQUIRED)**"

INSTALLATION OF VICE PRESIDENT

Toastmaster announces "Honoured Guests, Ladies & Gentlemen I would like to call on the President **(NAME REQUIRED)** to present the Badge of Office to the New Vice President" **(NAME REQUIRED)**

INSTALLATION OF NATIONAL SECRETARY (if a new secretary is elected)

Toastmaster announces "Honoured Guests, Ladies & Gentlemen I would like to call on the President **(NAME REQUIRED)** to present the Badge of Office to the New National Secretary". **(NAME REQUIRED)**

PRESENTATION OF HONORARY MEMBERSHIP CERTIFICATES

Toastmaster will announce "Honoured Guests, Ladies & Gentlemen I would like to call on the President **(NAME REQUIRED)** to present Certificates of Honorary Membership" **(NAMES REQUIRED)**

It there is more than one, then each presentation to be announced individually

TOAST TO APCT

Toastmaster will announce "Mr. Presidents, Honoured Guests, Ladies & Gentlemen I would like to call on **(NAME REQUIRED)** Usually President of PDA, to propose the toast to the Association of Painting Craft Teachers"

RESPONCE

Toastmaster will announce "Mr. Presidents, Honoured Guests, Ladies & Gentlemen I would like to call on **(NAME REQUIRED)** to respond usually a Past President of APCT

Incoming President will need to select a Past President for this

KINDRED ORGANISATIONS

Toastmaster will announce "Mr. Presidents, Honoured Guests, Ladies & Gentlemen I would like to call on **(NAME REQUIRED)** to propose the toast to Kindred Organizations Ladies and Guests".

Usually a Past President of APCT

Incoming President will need to select a Past President for this

RESPONCE

Toastmaster will announce "Mr. Presidents, Honoured Guests, Ladies & Gentlemen I would like to call on **(NAME REQUIRED)** to respond on behalf of Kindred Organizations Ladies and Guests.

Incoming President will need to invite someone for this.

Usually a representative from industry.

Toastmaster will announce the conclusion of the Dinner and any other arrangements for the evening