



TOP TIPS FOR PATTENMAKERS

The Clerk regularly receives requests for advice from members of the Company regarding issues of protocol and procedure within the Company and at Company events. The answers to the most frequently asked questions are listed below. Should you require further clarification or explanation or seek more details on any of these matters, or any other topic, please do not hesitate to contact the Clerk.

The Company

Master - The Master and Wardens, whilst probably having invited you to use their first names, should be addressed by their appointment in formal situations and when being introduced, eg “may I introduce Mr James Smith, the Master Pattenmaker/the Upper Warden etc” Past Masters should be addressed as “Past Master” in formal conversation.

Assistants and Stewards - Although performing generally thankless tasks it would be appropriate to use their first names (after being invited to do so).

Dress

Needless to say the Clerk would not presume to offer advice to the lady members upon matters of dress. However, for the gentlemen members:

Black Tie - Black Tie, in the City, is exactly what it says: a black dinner jacket, **black waistcoat** (if worn) and a **plain black bow tie**. White dress shirts should be restrained, a turned-down, soft collar with Marcella front and cuffs being preferred. Whilst coloured and sometimes even furry bow ties with matching cummerbunds, white jackets with black shirts and loud waistcoats could be acceptable in other places, they are still considered inappropriate within the City.

White Tie - White Tie is worn on formal occasions, particularly in the presence of the Lord Mayor. The invitation will state “Evening Dress”. There are, thankfully, no variations to this form of dress. Ladies may prefer to wear a long dress when gentlemen are in white tie. Decorations should be worn unless stated.

Morning Dress - Either a Tail Coat or “Shortie” is acceptable with striped trousers a **black waistcoat** is worn at City functions and events.

Livery Medals - Livery Medals are only worn at our own Livery functions. They may be worn at other Livery Company events only if you are representing the Pattenmakers’ Company. They should not be worn on any other occasion and in the interests of personal security should not be worn in the street.

Procedure at Dinners

General - There are a few notes below regarding procedure at formal dinners. It is the duty of a good host to ensure that their guests are aware of these details to avoid embarrassment for all concerned.

Remaining at Table - All diners, except in extreme circumstances, should remain seated during the meal. If it is necessary to leave the table, (this should not include popping out for a cigarette), before the Master and the principal guests process out, then it should be done with the minimum of fuss. Diners should avoid leaving the room during a speech and should not re-enter the room until a speech is finished.

Sung Grace - If grace is to be sung during the evening, the words of the grace will be printed in the menu. It is anticipated that the sung grace will become a regular event at our dinners and to this end it will be performed more frequently in future.

Rose Bowl - The Rose Bowl will be passed around the table for the comfort of the diners. A corner of the napkin should be dipped in the rose water and the dampened napkin placed on the temples for a refreshing and cooling effect. The lips may also be wiped with the moistened napkin. It has been suggested that Ladies should not dip their napkins in the bowl, only their fingers. It has not been possible to find an authority for this proposition. The washing of hands etc. is to be avoided.

Loving Cup - the origins of this ancient ritual, along with an explanation of the procedure for its successful execution, are always detailed in the menu when the Loving Cup ceremony is to be performed. A good host will guide their guests through the ceremony.

The Port - The port, if not served in a glass, should be poured and passed to the left. This should be done with elan and alacrity to avoid prolonging the time between the end of the meal and the toasts. Under no circumstances should the port be drunk before the Loyal Toast. Subsequently, the port should always travel to the left; it should not back track. If you need a refill, you must wait for the port to reappear. The progress of the port around the table should be monitored and the decanter should not remain stationary for too long. Hosts should encourage their guests to keep the decanter moving.

Toasts

The Loyal Toast - Following the Toastmaster's "knocking-up", the Master will rise and say "The Queen". All will rise and, having raised their glasses (the loyal toast may be drunk with water) will say "The Queen". If there are musicians present, then one verse of the National Anthem will be played and sung. If the National Anthem is not to be sung, it will be stated in the menu. The toast should not be drunk until the music has been completed. Seats should be resumed between the formal toasts.

The Royal Family - The Master (or another delegated by the Master) will propose the toast to the Royal Family. All will rise, raise their glasses and say "The Royal Family". If there are musicians present then they will play the first six bars of the National Anthem, but there will be no singing.

The Civic Toast - This is straightforward. There will be no reply unless the Lord Mayor or his locum is present.

The Guests - When the proposer of this toast finishes the speech, only members of the Company (both Freemen and the Liverymen) will rise and say "The Guests".

The Company - This sometimes causes confusion. The guest speaker will finish the speech by proposing the toast to the Company. With the exception of the Master, ALL PRESENT will rise and toast the Company.

Speeches - Speeches should be listened to respectfully no matter how desperate they are.

Flowers - Please refrain from removing the table decorations unless invited to by the Master.

Stirrup Cup - If there is a stirrup cup this will be served in a reception room away from the dining room. Departure should not be delayed as most Halls now apply severe charges if the Company remains after the appointed hour - usually 10.45pm.

MOBILE PHONES TO SILENT (preferably off!)