

# Tunbridge Wells Girls' Grammar School Combined Cadet Force 2018 Dining In Night



## Protocol Guide

- This a blend between a service and mess dinner, designed to give cadets a flavour of what these formal occasions are all about and introducing some elements of military protocol
- Dress for the evening for males is mess dress or black tie – dark suit for men who do not have a dinner jacket is fine. Females should wear Mess Dress or formal evening wear and should not have their shoulders or toes exposed. A shawl is appropriate where the dress is off the shoulder. Dresses should be worn below the knee.
- Mess President for the evening will be Capt. Graham Naismith. Madam Vice is 2<sup>nd</sup> Lieutenant Capon-Russell. We will have a Guest of Honour.
- The aim of the evening is to promote the CCF within TWGGS and the community, including parents and supporters, educate cadets on how to behave appropriately, practice etiquette and enjoy ourselves
- The highest standards of behaviour is expected throughout the whole evening. Cadets will be very much on show. Cadets are requested not to consume alcohol.
- On arrival, cadets and adult guests should find their name on the seating plan and try their best to meet the person sitting to their right. They should make every effort throughout the night to make sure they look after that guest to the best of their ability – conversing with them, escorting them to dinner, ensuring they are completely at ease. The tables are all round except the top table – this means everyone will have someone else focussing on making them feel comfortable. It is good form if you meet a range of people and take every opportunity to introduce your guest and/or person to your right to as many people as possible. TWGGS CCF is the host school - we should make every possible effort to extend our hospitality to as many people as possible. Looking after the needs of others and being an example of the best of CCF should be your emphasis for the night
- Arrival should be from 7.15pm to 7.45pm. It is considered very rude to arrive late (unless this has been arranged beforehand for extremely good reasons)

- Photographs will be taken on arrival
- We will meet for reception drinks – be aware of being called to attention close to 7.50pm. Do not drift into the dinner area prior to that time. A string quartet will be played prior to the start of the dinner
- At 7.55pm there will be a formal invitation into dinner – accompany the person on your right and seat them for the meal – be attentive.
- Stand behind your chair until the Guest of Honour has been seated. Grace will be said before we sit down.
- For every course please wait for the Guest of Honour to start eating before you start
- Once you are seated for dinner **DO NOT GET UP TO LEAVE FOR DRINKS OR TO GO TO THE BATHROOM.** Please brief your guests about this.
- If your adult guest require wine, this can be purchased from the waiters and brought to your table. Soft drinks will be available on the table.
- It is, once again, considered to be very poor etiquette to get up and move around during the serving of dinner. Please brief your guests about this if they are unfamiliar with this protocol.
- Phones may be used for pictures outside the dining area . They should be switched to silent or off and placed in a bag during the meal (personal items should not be placed on the table)
- Port will be poured for adult guests prior to the toast. These drinks should not then be touched until the toast. Cadets should avail themselves of the soft drinks and water on their table to use as a toast.
- The order of dinner will be: Grace, 3 course meal, loyal toast (everyone is asked to stand for the Queen), coffee and speeches from RSM and our Guest of Honour. There will be a very short refreshments break prior to the start of the speeches. End of formal part of the dinner. There is a bar area in our dining area which you are welcome to use.
- There is a free minibus from High Rocks that will take you into the town centre. Informally the driver may agree to take you closer to home but there may be a charge. Please ensure you say goodnight to as many people from the top table as you can find before leaving. **DRIVE HOME SAFELY!**