***Extract from a Livery Company’s event etiquette***

*With our growing membership and an increased number of guests at events,*

*we would like to draw your attention to the following procedures that apply to*

*attendance at all formal events in the City of London. As Freemen and Liverymen of*

*the World Traders, you are hopefully aware of these requirements but guests may not*

*be. Most of the points are perhaps obvious, others not so. The most important thing*

*is for everyone to enjoy themselves but if you are bringing guests could we please ask*

*that you let them know the rules.*

***Dress Code for Gentlemen***

*• When the dress is* ***‘white tie’*** *this means a black evening tailcoat worn with black*

*trousers, a stiff white shirt with a winged collar, a white waistcoat and white tie.*

*• Uniform or Black tie with decorations may be worn as an alternative to White Tie.*

*‘****Black tie****’ means black and not coloured bowties, worn with a white shirt. At our*

*own events, our own World Traders’ bow tie can of course be substituted for a*

*black bow tie.*

*• Cummerbunds if worn should be black, not coloured. White jackets are also not*

*usually worn in the City, and certainly not at Mansion House.*

*•* ***Morning Coat*** *- consists (in the City of London) of a Black morning tail coat (of a*

*different style and cut to the evening tails above), a Black waistcoat, and matching*

*or striped trousers; and a plain white shirt. Traditional morning coat (silver) ties*

*seem to have gone out of fashion, and nowadays a livery company (or regimental/*

*club) tie is usually perfectly acceptable. Cravats/stocks etc are not.*

*Dress Code for Ladies*

*•* ***The rules for ladies are less prescriptive****. For ‘white’ and ‘black’ tie dinners ladies*

*can wear long, below the knee dresses or skirts or evening trousers – however*

*cocktail dresses are not usually worn.* ***It is usual at dinner however for ladies’***

***shoulders to be covered.***

*• For a Morning Coat event the Ladies’ equivalent would be a smart day dress and,*

*if you wish, a hat. Ladies who like wearing hats can wear them at more informal*

*events, and in particular some like to wear them for church services, but* ***hats***

***should not be worn after 6.00pm***

***General Etiquette***

*•* ***Mobile phones must be switched off****. If for any reason your phone does ring please*

*switch it off immediately and do not take the call, nor indeed make any calls or*

*send any texts/messages during dinner.*

*Event Etiquette*

*• You should not enter the dining room after the Master has been seated, nor leave*

*the table until he has done so.*

*• There is no ‘comfort break’ during the meal although if it is absolutely necessary*

*to leave the table before the end of the meal, whilst coffee is being served is the*

*best time to do so.*

*• City events are more formal than your guests may be used to and it is not*

*acceptable to get up and walk around the room to talk to colleagues and friends.*

*•* ***Port should be kept in motion by passing it to the left.***

*• In the City the loyal toast should be ‘The King’ and nothing more.*

*• Unless you have been invited as an official guest you should not wear the badge of*

*office of another organisation to a Company event.*

*• Photography is only permitted by the Company’s photographers who will have*

*been briefed in advance of the venue’s requirements. This is for both security and*

*copyright reasons relating to works of art. If you want any special photographs*

*taken please ask the photographers and they will be more than happy to oblige –*

*in particular taking personal photographs during dinner is not allowed. As soon*

*as photographs are available to view on the photographers’ website I will circulate*

*an email to say so, or of course they are happy to provide a card giving their*

*contact details.*

***It would be very helpful if you could explain all of the above to your guests.***