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COURSE BROCHURE

# Ceremonial Protocol, Flags and Official Dining Etiquette Training Course

16 – 20 August 2027
Vienna

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Registered in the United Kingdom and Saudi Arabia

# Ceremonial Protocol, Flags and Official Dining Etiquette Training Course

**Ref:** 761_28692 **Date:** 16 – 20 August 2027 **Location:** Vienna **Fees:** 5900 GBP

Ceremonial Protocol, Flags and Official Dining Etiquette is a 1-week training course for protocol and ceremonial staff and diplomatic support teams who stage national days, signings, inaugurations and state dinners, and who leave with a ceremonial running order. Public occasions are now filmed and shared within minutes, so a misplaced flag or a wrongly seated guest becomes a visible slight. Jupiter Prime Training delivers this course on Ceremonial Protocol, Flags and Official Dining Etiquette.

## Why Ceremonial Protocol, Flags and Official Dining Etiquette Matters Now

Two groups shape ceremonial work today: visiting dignitaries who read rank and respect into every arrangement, and audiences who watch ceremonies live on screens. A host that stages occasions with care builds goodwill and reinforces its standing; one that improvises invites diplomatic complaints, awkward photographs and strained relationships. Mixed guest lists sharpen every precedence choice. The course rests on the Vienna Convention on Diplomatic Relations VCDR and the Vienna Convention on Consular Relations VCCR, which define the standing of missions and their heads.

## Who Gains Most from Ceremonial Protocol, Flags and Official Dining Etiquette

- Staff who script and time the sequence of official ceremonies and inaugurations
- Officers who source, display and position national and organisational flags
- Coordinators who arrange banquet seating, menus and table service for dignitaries
- Diplomatic support staff who brief envoys and escort them through ceremonies
- Venue teams who set stages, podiums and processional routes

A ceremonial unit sending several members together gains most, since flags, seating and timing must work as one sequence.

## Ceremonial Protocol, Flags and Official Dining Etiquette Capabilities

Participants move from instinct to a scripted sequence, where every flag, chair and cue has a stated reason.

- Design a minute-by-minute ceremonial sequence for an inauguration or signing — the host principal
- Apply flag order, mast positions and half-mast conventions — the visiting delegation
- Calculate banquet seating from order of precedence and spouse rules — the guest of honour
- Specify menu, toast and service etiquette for an official dinner — catering and hospitality staff
- Assess risks to a ceremony from weather, late arrivals and media positions — the ceremony director

- Communicate cues and roles to marshals, escorts and stage crew — the ceremony floor

## Key Ceremonial Protocol, Flags and Official Dining Etiquette Terms

- Running order — the timed script of a ceremony listing each segment, speaker, cue and responsible marshal.
- Place of honour — the position, usually to the host's right, reserved for the most senior guest.
- Flag precedence — the agreed order and position in which several flags are displayed together.
- Half-mast — a flag lowered part-way down its pole as a sign of official mourning.
- Head table — the raised or central table where the host and principal guests sit at a banquet.
- Toast — a formal salute with raised glasses or words offered to a guest or occasion at a dinner.

## Ceremonial Protocol, Flags and Official Dining Etiquette Day by Day

### Day 1: Ceremonial Occasions and Their Purpose

- Typology of Official Ceremonies — Matching Scale to Occasion and Guest Rank
- Vienna Convention Standing of Envoys — Who Ranks Where Among Diplomats
- Host and Guest Expectations Matrix — Balancing Hospitality and Symbolism
- Religious and Cultural Sensitivities Checklist — Avoiding Offence at Ceremonies
- Ceremony Brief Template — Purpose, Guest List and Constraints

### Day 2: Flags, Emblems and Order of Precedence

- Flag Display Conventions — Order, Height and Position on Stage
- Half-Mast and Mourning Protocol — Decisions During Official Mourning
- Table Flags and Car Pennants — Signalling Rank During Visits
- Order of Precedence for Mixed Guests — Officials, Envoys and Executives
- Processional and Receiving Line Order — Arrival and Greeting Sequence

### Day 3: Diplomatic Etiquette in the Room

- Greeting, Introduction and Handshake Conventions — First Impressions With Dignitaries
- Dress Code Signals on Invitations — Formal, Lounge and National Dress
- Speech Order and Podium Etiquette — Who Speaks When and Where
- Photo Line and Media Positions — Managing Cameras at Ceremonies
- Escort Officer Duties — Accompanying Envoys Through the Venue

### Day 4: Official Dining and Banquets

- Banquet Seating Plans — Head Table, Rounds and Spouse Placement
- Menu Planning for Mixed Delegations — Dietary and Faith Requirements
- Toasts, Speeches and Service Sequence — Pacing an Official Dinner
- Table Setting and Place Cards — Signalling Order Through Detail
- Reception and Buffet Formats — Choosing the Right Dining Style

## Day 5: Practising the Ceremonial Running Order

- Flag and Stage Layout Exercise — Applying Display Conventions to a Venue
- Precedence and Seating Simulation — Defence Ministry and Airline Cases
- Dinner Service Rehearsal — Testing Toast and Speech Timing
- Contingency Cues for Late Guests and Weather — Ceremony Fallback Options
- Ceremonial Running Order Assembly — Timed Script, Cues and Marshal Roles

## Applying Ceremonial Protocol, Flags and Official Dining Etiquette After the Course

- Script the next signing or national day using the running order template and brief every marshal on their cues
- Audit the flag stock and banquet seating templates against the conventions taught

## Ceremonial Protocol, Flags and Official Dining Etiquette Questions FAQ

### What is Ceremonial Protocol, Flags and Official Dining Etiquette and why does it matter now?

It is the craft of staging official occasions so flags, seating, speeches and dinners show correct respect. It matters now because ceremonies are filmed and shared instantly, making every slip public.

### Which roles gain most from Ceremonial Protocol, Flags and Official Dining Etiquette?

Protocol and ceremonial staff and diplomatic support teams gain most. That covers those who script ceremonies, display flags, plan banquets or escort envoys.

### How does Ceremonial Protocol, Flags and Official Dining Etiquette differ from a protocol office or diplomacy course?

It focuses on the live occasion rather than correspondence or relations between states. The emphasis is on flags, staging, seating and dining as guests experience them.

### What do you bring back from Ceremonial Protocol, Flags and Official Dining Etiquette?

You bring back a ceremonial running order: a timed script with cues, flag layout, seating logic and marshal roles.

## Ceremonial Protocol, Flags and Official Dining Etiquette: The Way Forward

The ceremonial running order first informs how the next signing, inauguration or state dinner is sequenced. Ceremony directors, marshals and catering leads use it to rehearse together, whether in a defence ministry or an airline hosting a launch. After its first use, revisit timing margins and contingency cues, where real occasions most often diverge from the script.