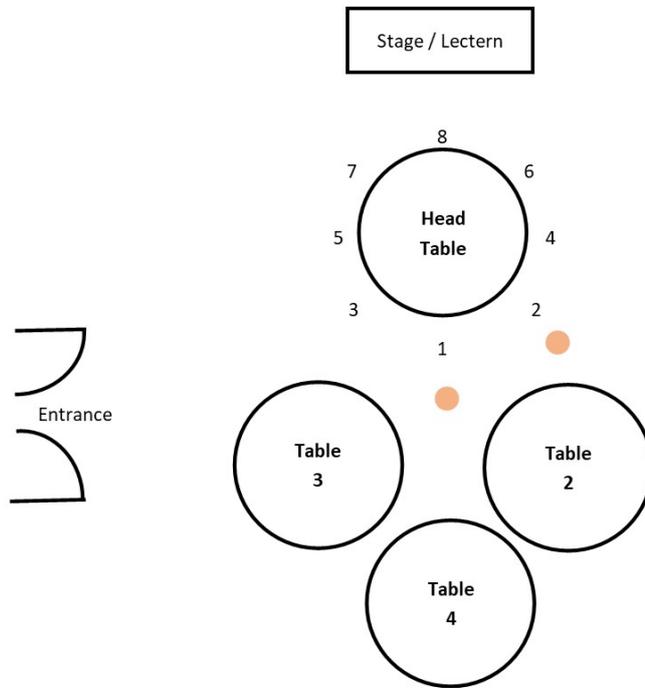


## Standard seating plans

### 1. Round table seating

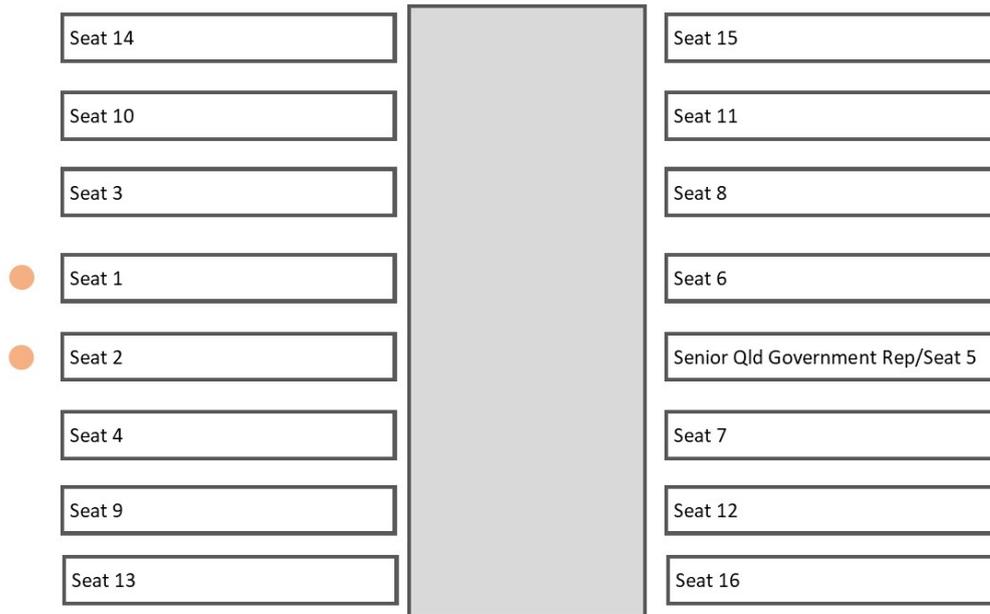


| Standard Event     | Standard Event<br>(with partner's attending) | Event where the host is not the<br>most senior person attending<br>(according to the Queensland<br>Order of Precedence) |
|--------------------|--|---|
| 1. Host            | 1. Host                                      | 1. Senior Guest   |
| 2. Guest of Honour | 2. Guest of Honour                           | 2. Host   |
| 3. Guest 1         | 3. Guest of Honour's Partner                 | 3. Host's Partner   |
| 4. Guest 2         | 4. Host's Partner                            | 4. Senior Guest's Partner   |
| 5. Guest 3         | 5. Guest 2                                   | 5. Guest 2  |
| 6. Guest 4         | 6. Guest 1                                   | 6. Guest 1  |
| 7. Guest 5         | 7. Guest 1's Partner                         | 7. Guest 1's Partner  |
| 8. Guest 8         | 8. Guest 2's Partner                         | 8. Guest 2's Partner  |

 *relevant interpreters (if required). Interpreters may also sit beside their clients (Seats 3 and 4)*

- The above shows various seating arrangements for the Head Table.
- The Head Table should be the table closest to the stage/lectern, with the best view of proceedings.
- Seating on subsequent tables should follow the same formula as the Head Table, wherever possible a senior Queensland Government representative should 'host' each table.
- If an advisor is accompanying the host and is to be seated for the luncheon/dinner, they should be seated close to the exit, with a clear line of sight to the host, in this instance, Table 3, position 5.

## 2. Rectangular seating



● *relevant interpreters (if required). Interpreters may also sit beside their clients (Seats 3 and 4)*

- The above shows various seating arrangements for a single table.
- If possible, the Host and Guest of Honour should be seated on the side that provides the best view.
- Additional seating may be added, following the same formula
- If an advisor is accompanying the host and is to be seated for the luncheon/dinner, they should be seated close to the exit, with a clear line of sight to the host, in this instance, Seat 16