



**PANATHLON INTERNATIONAL**  
*Ludis lungit*

# **HANDBOOK**

**for**

# **MASTER OF CEREMONIES OF CLUB**

**Master of Ceremonies tasks**

The master of ceremonies is uncommon in the Panathlon Club because it is considered "optional". However, the master of ceremonies performs an important function with the President of the Club in the organization of meetings and any other event.

### **TASKS OF THE MASTER OF CEREMONIES**

Do not improvise, is the main rule for the Master of Ceremonies, or you can create awkward situations or disrespect.

The master of ceremonies has important organizational tasks in the preparation and carrying out of meetings, in order to help the President who have other many tasks. The master of ceremonies has to deal first with the custody of all objects owned by the Club and necessary for the meeting, like flags (Italian and European, with its flagstaff and upright), banner (with flagstaff and upright), bell, hammer, projector and PC screen.

The master of ceremonies has to deal with the needs for specific characteristics of seat or local for meetings.

In fact, in addition to capacity, which in case of meetings have be sufficient to accommodate members, guests and family, the room must allow a good listening to the speaker (President, Speakers), using a suitable amplification system and it must allow also an excellent vision to the present of the screen where the images are projected in support of what is said by the people that follow like speakers. The absence or a poor quality of these characteristics, it often reduce or negate the purpose for which the Club calls its members and there is no doubt that to keep the audience enthralled, the microphone must work well, and the master of ceremonies can't ensure it at the last moment. Its malfunction also means the failure of the evening. Another requirement is the availability of a portable microphone, available for any questions from members, also this well-functioning.

### **THE NEW MEMBERS ADMISSION**

The admission of a new member will be solemn and well done from the master of ceremonies and the members too. The new member have to be welcomed like an important person, he sits in a table with his presenter or "godfather" where he meet the other motivated members, where he find out the friendship, the service and solidarity spirit and also the devotion to the Association, that is a clear and cohesive environment.

Also it is good to proceed with the admission ceremony before the dinner, so that the new member will participate not by foreigner but as a member of law.

The Master of Ceremonies, after his part, gave the floor to the President and, after his speech, he announces the arrival of a new member (or members), then he called the godfather and the candidate.

The Godfather reads a short curriculum of the candidate, highlighting the moral qualities, his sports and preparation in the service, so as to make him feel worthy to be a part of the Association.

The president, asked a few phrases of appreciation for the candidate, he invites the Members to stand up and the candidate to make a statement of "belonging".

The candidate should answer as follows:

***"By joining the Club, I pledge to respect the Statutes and the Regulations of the Panathlon International and those of the club. I will also participate at all the events of the Club and I give my personal contribution to the achievement of the goals the Association, in particular to work in the initiatives and activities where the Club needs my participation. "***

The President states that it takes note of the decision of the candidate.

The Master of Ceremonies reads the Charter of panathlete. After all they sit.

The President pins a badge on the new member's jacket and handed him the publications and materials supplied to the member.

The candidate at this point is a new member and, if desired, he may address to the members a brief welcoming.

The ceremony ends with a round of applause to all Members.

### **MEETINGS PLANNING**

Plan a meeting require the right attention in order that everything goes well.

Particularly, the master of ceremonies:

- Asks to the Secretary, after a previous agreement, the number of participants and the list of guests of the Club;
- Avoids any delays during the evening as a sign of respect to those who are in time.
- Checks that the new members sit at each meeting in different groups, to better get with and to don't left alone anyone;
- Checks that the Rapporteur has sent its own, short resume, which he will read at the appointed time;
- Decides with the President the arrangement of seating at the table of the President, respecting the Memorandum of Panathlon International, that is published in the "HANDBOOK FOR PRESIDENT OF THE CLUB". You can find it in the last chapter of the handbook, and it prepares the placeholder;
- Places the banners of the Club on the tables and, if the rapporteur is a panathlete, there will be also the banner of his Club at the President table.
- Ensures that the microphone at the table of the President and that (or those) for the members work well; and that the system of projection and, if necessary, the equipment for the spread of the hymns (before European and National after) works well too.

In addition, during specific occasions (intermeeting between Clubs, visit of the P.I. Authority, Anniversaries of the Club) there can be a large number of guests and authorities with partners. They require one or more additional tables of honor, the master of ceremonies must arranged immediately these tables next to the table of the President.

In the case of meetings with rapporteurs, he calls discreetly the present to intervene in the debate, he collects the names and he presents them at the time of speaking.

At the end of the evening the master of ceremonies prepares the gift-banners for the signature of the President and any other type of gifts for the guests. He invites the wife of the President, if present, and if necessary, to deliver flowers to the ladies guests.

### **THE MEETING**

Below there are some advices for a meeting evening.

At the established time, the master of ceremonies stays at the entrance to the room and, with the President, he receives the guests, he makes the necessary presentations among people who do not know each other's, and he shows them at the appropriate time, their place to the table.

When all participants are at the tables, the master of ceremonies begins its task.

For example, an hypothetical sequence of interventions, both of the President and of master of Ceremonies could be:

#### **Master of Ceremonies**

*Ladies and Gentlemen and Panathletes friends,*

*I am.....(name and surname).....Master of Ceremonies of the Club. (This part only when there are a lot of people who don't know him).*

*On behalf of the President.....I extend you the most cordial welcome.*

*(I invite you to make the phones silent, possibly putting the vibration).*

*The theme of the evening is the following: ".....", and it will be managed by Mr....Dott. ...., which I beg you to welcome with an applause. (If he is accompanied by others or by his wife, the master of ceremonies will mention it too:.....Please greet with an applause the Lords..... and his the wife, Mrs. ....).*

*They are also our guests and please one final applause for: .....*

*(The order of presentation respects protocol, because of their importance, age, etc.).*

*I read now a short resume of the Rapporteur*

At the end of the resume:

*I invite our President to begin the evening meeting with a touch of bell.*

After the bell stroke:

*I declare open the meeting and I ask you to get up to hear the hymns (when due) ... (always) I read now the Panathlete Charter.*

At the end,

*I invite everyone to sit down and I give the floor to President.....*

### **President**

He does his greetings to everyone and he finishes the speech mentioned by the Master of Ceremonies about the theme of the evening, it dwells on the present speakers and he highlights their work and their skills.

After dinner, after a brief introduction, he gave the floor to the speakers, in the order expected by the Master of Ceremonies and the interventions required by the members.

The remaining time will be managed by the President.

The Master of Ceremonies will help the President in delivering the gifts to the guests.

After, he thanks and he closes the evening with the sound of the bell.

No one else can take the floor after the final speech of the President.

Important: the bell is the symbol of the presence of the President of the Society and it cannot be used by another members. A touch of bell only gives the start signal and the end of the meeting and it should not be used to call up the order present in other moments of the meeting.

### **THE INSTITUTIONAL VISITS**

The Club could receive, Art. 35 and 35 of the P.I. Regulation, the visits of the P.I. Authorities like the Area Governor and/or the District President.

The visits have two different moments:

- reunion with the Managing Committee of the Club, before the meeting;
- meeting with the members during the meeting.

For example in occasion of the Area Governor visit, he takes part at the meeting of the Managing Committee as administrative act. In this case the master of ceremonies doesn't have any task.

The meeting that follows, event that the Governor take part in it with friendship spirit, requires a lot of obligation from the master of ceremonies.

The governor hasn't his own master of ceremonies, so the preparation of the meeting is done by the master of ceremonies and the Area Secretariat, according to a memorandum that is send from the Area Secretariat to the President of the Club.

The location of the meeting is established from the Club.

The memorandum usually has these indications:

- The time of arrive of the Governor;
- Who follow the Governor (usually the Vice – Governor and the Area Secretariat);

- The request of availability for a place not too bigger, for the meeting with the Managing Committee;
- List of furniture (amplification, projection):
- Presence of husband or wife (there will be the possibility to have a person who will entertain the husband or wife of the Directors during the Managing Committee.
- Presence of President of AC or CAB Committee to the Managing Committee and of some Referents.

### **Room Preparation**

It is necessary to follow some procedures standard like:

- Exposure of flags and banners of the Club. It will be also exposed the banner of the Governor (lead by the Area Secretariat);
- Control that inside the room there are all the equipment required for the performance of the evening and that they are functioning
- Placement of the President of the Club in the middle of the table with at his right hand the Governor; the others present will be arranged according to the Protocol of the P.I.

### **The meeting**

The master of ceremonies will manage the evening according to the scheme of the presentation of the meeting, with the following variation:

*"... With the consent of the President ....., I declare open the evening dedicated to the visit of (name of the Authority of P.I .....,And his companions."*

At this point, he invites the audience to stand up and listen to the national anthems and the articles of the Panathlete Charter.

After dinner, there will be speeches by President of the Club and, after reading a brief curriculum, of the Authority of P.I visiting.

Then the Authority of the P.I takes the floor. At the end of his speech and his answers to the questions from members, no one can take the word.

Then there will be the exchange of banners and any gifts.

With a touch of the bell, the President of the Club, closes the evening.

***NOTE: in case that the international president visits the Club, the terms and procedures to follow, will be decided, after asked to the Governor and the President of the District, with the General Secretariat of the P.I.***

### **THE INTERMEETING**

Intermeeting evenings (or interclub) highlight the spirit of friendship that characterizes the Panathlon Club.

In such circumstances, the Ceremonies of the Club must work in harmony, for the only purpose of the success of the evening.

They will provide, therefore, to place their banners, and on the table of the Presidents there will be placed the bell of the host club, whether the meeting will take place at the headquarters of one of the Club participants, otherwise there will be the bell of the older Club.

The President of this Club will open the evening, while the President of the hosted or "youngest" Club will close.

The masters of Ceremonies of the Club will ensure that the tables will be "compounds" in a mixed way.

In these evenings it is recommended to always expose the flags, the banners of the Club participants, to perform the national anthem and to read of the Panathlete Charter. The master of ceremonies of the evening will be one who belongs to the host club or the older. He debuts for example by the following methods:

*"Dear Panathletes friends,  
on behalf of the Presidents ..... and ..... I wish you the most cordial welcome to this intermeeting between the Clubs ..... and ..... (Name the Club in order of seniority).*

*The theme of the evening is:*

*"....."*

*and it will be managed by ..... I beg you to greet him with a warm round of applause (together with his wife Mrs. ....).*

*They are also our guests .....* "

*With the approval of the Presidents ....., I declare open the evening dedicated to ... (mention the subject).*

The master of ceremonies continues in the "classic way" his presentation by giving the floor to the Presidents of the Clubs.

The following moments will follow the track of the provisions for social occasions.

### **HOLIDAY GREETINGS**

Also Christmas and the end of the year requires a formal procedure, and it represents the moment of sharing a family celebration.

It is important that the procedure has an official character and that is prepared with care, involving the families of members and creating a clear atmosphere of friendship.

Each Managing Committee will decide to give any gifts to the children or not, if decorating the dining room and every other detail.

The Master of Ceremonies will conduct the meeting in the "classic way".

There will be the President to send greetings to all the participants on behalf of the Managing Committee.

### **TABLE SEATS**

#### **Some practical advice.**

The meeting is always presided by the President of the Club, which must never let its prerogative, sitting at the center of the head table. It will alternate men and women, and Panathletic Authority, bearing in mind that, at the same distance from the center of the table, it is more important to the right spot. The ideal is to have an odd number of seats at the table (5,7,9).

In case the President's table will be round, to prevent shoulders at nearby tables, simply, whenever possible, not complete them.

If the President's table is too crowded, remember that you have one or two representative tables immediately in front of the presidential, remembering that one on the right of the President is the most important.

#### **The Panathetic Authorities must be placed at the table according to the priorities of the Panathlon International (Annex 1)**

**The civil authorities, military and religious ones will take turns with panathletic authorities in keeping with the protocol of the P.I.**

The Presidents of any other Club of Service will sit in the seats reserved for them according to the other authorities present, and with the necessary discretion.

In the case of adoption of linear tables, please note that in the last places further away from the President, should not sit in ladies.

### **Panathletic Authorities: Order of priority**

The priorities to follow as regards to the Panathletic Authorities in any activity organized by the Club are:

- 1- President of Panathlon International Representative or his delegate.
- 2- Vice President of Panathlon International.
- 3- Members of Honor of Panathlon International.
- 4- Past-Presidents of Panathlon International, according to their seniority.
- 5- Components of the International Council and the Presidents of the Colleges of the International PI and International Commissions of P.I ..
- 6- General Secretary of Panathlon International.
- 7- President of the District.
- 8- Presidents of other Districts.
- 9- Governor of Area.
- 10- Governors of other areas.
- 11- Components of the International College of the PI and the Commissions of the P.I ..
- 12- Presidents of other Panathlon Club in the order of seniority in the election.
13. Members and Secretaries of the Executive of other Panathlon Clubs.
14. Honorary Members of the Club.
- 15- Members of other Panathlon Clubs.

### **THE ITALIAN PROTOCOL**

**(As example)**

**Civil, Military and Religious Authorities:**

- 1a First Cabinet in office
- Presidents of the Board and of the Regional Council
- Secretaries of State
- Presidents of Parliamentary Committees and Councils

**1b National and European Parliamentarians**

- 2a Prefect
- Mayor of the City
- President of the Court of Appeals territorial
- General Prosecutor of the Court of Appeal
- Prosecutor of the Court of Auditors

**2b Members of the Superior Council of Magistracy**

**Diocesan ecclesiastical authority**

**Vice-President of the Board and the Regional Council**

**Commander of Military Region, the Naval Department, the Air Region, the Police and the Guardia di Finanza.**

**Quaestor and Commander of the Territorial Military Presidio, the CC and GdF**

**President of the Municipal Council.**

**2c Rector**

**President of the Court**

**Prosecutor**

**Regional Councilors**

**Regional Directors of Government Offices**

**Deans of university faculties**

**Regional Councilors**

**Municipal councilors**

**3a Executives of state and equivalent qualifications**

**Presidents of municipal districts**

**Municipal Councilors**

**Director General of the Municipality**

**Municipal Secretaries**

**3b Director General Local Health**

**Presidents of municipal companies**

**Presidents of municipal institutions**

**Executives of local authorities**