Order of Introductions When You Have a Head Table

Generally speaking, the least important are introduced first, and the most important are introduced last (making the person on the President’s far right of “medium” importance). Make each introduction brief, giving the name of the person and their present title (or titles). If no present title, give most important past title.

[Audience]

<table>
<thead>
<tr>
<th>Cynthia High</th>
<th>Susan Hart</th>
<th>Jean Leader</th>
<th>Δ</th>
<th>You</th>
<th>Gloria Speakwell</th>
<th>Reena Reddi</th>
<th>Jack Cash</th>
</tr>
</thead>
<tbody>
<tr>
<td>Inspiration</td>
<td>Pledge</td>
<td>Immed. Past</td>
<td>Podium</td>
<td>President</td>
<td>Speaker</td>
<td>Pres-Elect</td>
<td>Vice Pres. Mbrshp</td>
</tr>
</tbody>
</table>

You may wish to ask your audience to hold their applause until all the head table guests have been introduced. In this case, ask the guests to remain standing after you introduce them, then lead applause at the end and ask them to be seated.

To my far left…
1. Cynthia High, our most recent Member of the Year
2. Susan Hart, our Ways & Means Chairman
3. Jean Leader, Immediate Past President

And on my far right…
4. Jack Cash, our Secretary-Treasurer
5. Reena Reddi, President-elect; and
6. Gloria Speakwell, our guest speaker, who will be more fully introduced to you later.
7. Do not introduce yourself.

At an Installation Banquet, where there may be a larger head table, the seating arrangements would look something like this:

[Audience]

<table>
<thead>
<tr>
<th>Eveyn Smart</th>
<th>Trudy Best</th>
<th>Emily Keepwell</th>
<th>Nancy Now</th>
<th>Δ</th>
<th>Δ</th>
<th>Samantha Gofar</th>
<th>Vivian Almost</th>
<th>Ray Tain</th>
<th>Liz Thrift</th>
</tr>
</thead>
<tbody>
<tr>
<td>Inspiration</td>
<td>Pledge</td>
<td>Benediction</td>
<td>Current</td>
<td>Podium</td>
<td>President</td>
<td>Board Pres. &amp; Emcee</td>
<td>Pres-Elect</td>
<td>Incoming VP of Membership</td>
<td>Incoming Secr-Treasurer</td>
</tr>
</tbody>
</table>

Again, introductions are made starting with “On my far left…”, then “On my far right…”