



The Worshipful Company of Constructors

CITY ETIQUETTE – MANSION HOUSE

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 and in particular at Mansion House. As Freeman and Liverymen of the Constructors, 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 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 ties. Cummerbunds if worn should be black, not coloured. White jackets are also not usually worn in the City, and certainly not at Mansion House.

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 unless the event is specifically designated a cocktail reception. It is usual at dinner however for ladies' shoulders to be covered.

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 during dinner.
- 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 Queen' and nothing more.
- There will only be a Sung Grace at Mansion House or where there are musicians.
- Unless you have been invited as an official guest you should not wear the badge of office of another organisation to a Company event but you are encouraged to wear our own Livery medals. The badges or miniatures of recognised honours such as an MBE may also be worn.
- 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 photographs during dinner is not allowed. The photographers at Mansion House are no longer permitted to sell photographs after dinner. As soon as photographs are available on their 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.