Standard seating plans
1. Round table seating

**Standard Event**
1. Host
2. Guest of Honour
3. Guest 1
4. Guest 2
5. Guest 3
6. Guest 4
7. Guest 5
8. Guest 8

**Standard Event (with partner’s attending)**
1. Host
2. Guest of Honour
3. Guest of Honour’s Partner
4. Host’s Partner
5. Guest 2
6. Guest 1
7. Guest 1’s Partner
8. Guest 2’s Partner

**Event where the host is not the most senior person attending (according to the Queensland Order of Precedence)**
1. Senior Guest
2. Host
3. Host’s Partner
4. Senior Guest’s Partner
5. Guest 2
6. Guest 1
7. Guest 1’s Partner
8. Guest 2’s Partner

- 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. 

**Entrance**

**Stage/Lectern**

**Table 3**

**Table 2**

**Table 4**
2. Rectangular seating

- 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.