

III ENTERTAINING

1	Introduction	17
2	Types of receptions	17
	(a) Official receptions	17
	(b) Reception on the national day	18
	(c) Meals	18
3	Invitations	19
4	Menus and dietary restrictions	20
5	Planning	21
6	Dress	21
7	Times of arrival and departure	21
8	Receiving line	22
9	Table plan and place cards	23
10	Order of precedence	23
	Conclusion	23

APPENDIX

—	Guide for Entertaining at Home while on Posting	25
---	---	----

BIBLIOGRAPHY