



AP 160 – EVENT PROTOCOL

BACKGROUND

Proper protocol is to be followed for events organized by Division or school personnel.

Protocols will vary from one situation to another, depending on who is involved in the event. Accordingly, in the planning for an event, the order of introductions and speakers must be given special attention.

PROCEDURES

1. If the event involves dignitaries from outside the school division, introduce the most senior dignitaries first; for example:
 - 1.1. Members of the Senate representing the province of Saskatchewan
 - 1.2. Members of Parliament in the following order
 - 1.2.1. Prime Minister
 - 1.2.2. Cabinet Ministers
 - 1.2.3. Members of Parliament from the governing party
 - 1.2.4. Members of Parliament from opposition parties
 - 1.3. Members of the Legislative Assembly in the following order
 - 1.3.1. Premier
 - 1.3.2. Cabinet Ministers
 - 1.3.3. MLA's from the governing party
 - 1.3.4. MLA's from the opposition parties
 - 1.4. Mayor
 - 1.5. Board Chair
 - 1.6. Other civic councilors and trustees
 - 1.7. Senior bureaucrats and heads of other organizations
 - 1.8. Prominent community members
2. If the event involves only dignitaries from within the Division, the introductions will take place in the following order:
 - 2.1. Board Chair
 - 2.2. Board Vice Chair (if in attendance)
 - 2.3. All trustees in attendance
 - 2.4. Director, Deputy Director(s), Superintendents of Education in attendance



2.5. Principal and Vice Principal

3. When organizing the order of speakers, protocol typically states that the most senior dignitary speaks first (eg. if both the Minister of Education and the Board Chair are speaking, the Minister speaks first).
4. Seating should be arranged so that the most senior dignitary is closest to the lectern at all times
5. Please ensure that trustees and other important guests are greeted at the entrance of the school by staff or students and taken to their seats.
6. Please ensure those dignitaries sitting in the audience (and not at the speakers' table) have reserved seating in the front row. Place a reserved sign on the seat of each chair.
7. Invitations to trustees should be issued by an individual invitation and not by a group email. The role and expectation of the trustees during the event should be defined in the invitation. (e.g. making a speech, bringing brief greetings on behalf of the Board Chair, cutting a ribbon, etc.)
8. Please ensure dignitaries and trustees have a parking spot close to the school.
9. Trustees should be notified at least two weeks prior to the event when possible.
10. When no trustee is available to attend, the MC is advised to express regrets on behalf of the Board.

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