



## AP 160 – EVENT PROTOCOL

### BACKGROUND

Saskatoon Public Schools regularly hosts and participates in school and division based events involving students, staff, trustees, community partners, and external guests. Consistent and respectful event protocol supports positive relationships, reflects the division's values, and ensures clarity of roles and expectations.

This administrative procedure provides guidance for event planning, introductions, speaking order, seating, and invitations. When events involve elected officials or external dignitaries, AP 161 – Dignitary Visits and Protocol must also be followed.

This procedure applies to the following, but is not limited to, school celebrations and ceremonies, openings, announcements, community and partner events.

### PROCEDURES

1. The event organizer (school principal or division designate) is responsible for planning and coordinating event protocol, confirming attendance and the roles of speakers and guests.
2. Order of introductions for external dignitaries

When an event includes dignitaries from outside the division, elected officials should speak first and introductions should generally follow an order of precedence based on the office held. A guiding framework is listed below:

- Federal representatives (e.g., senators, members of Parliament)
  - Provincial representatives (e.g., premier, cabinet ministers, MLAs)
  - Municipal representatives (e.g., mayor, city councillors)
  - Board chair
  - Other trustees in attendance
  - Senior administrators and organizational leaders
  - Community partners and guests
3. Order of introductions for internal division events  
When an event involves only Saskatoon Public Schools representatives, introductions typically occur in the following order:
    - Board chair
    - Board vice-chair (if in attendance)
    - Trustees in attendance
    - Director of Education and deputy director(s)
    - Superintendents of education
    - School administration (principal and vice-principal)
  4. Order of speakers – As a general principle, the most senior dignitary or official speaks first, followed by others in descending order of office. All speaking roles must be confirmed in advance and clearly communicated.



## 5. Seating arrangements

- Seating should reflect the order of precedence, with the most senior guest seated closest to the lectern or center position.
- Reserved seating should be provided for trustees and other invited guests, clearly identified and located near the front.
- Designated seating should be provided for all elected officials. Organizers should escort officials to this seating area.
- When dignitaries are not seated at the speakers' table, reserved seating must still be arranged.

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