

## **EVENT PROTOCOL GUIDELINES**

### **Background**

The Director has been given the responsibility to ensure positive external and internal communications are developed and maintained. Proper protocol is to be followed for events organized by the Board or its schools.

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

### **Procedures**

1. Introduce the most senior dignitaries first; for example,
  - 1.1 Members of the Senate representing Saskatchewan
  - 1.2 MPs (cabinet members first)
  - 1.3 MLAs (cabinet members first)
  - 1.4 Mayor
  - 1.5 Board Chair
  - 1.6 Other civic councilors and Board members
  - 1.7 Senior bureaucrats and heads of other organizations
  - 1.8 Prominent community members
2. When organizing an event within the schools of Division the introductions will take place in the following order:
  - 2.1 Board Chair
  - 2.2 Vice Chair
  - 2.3 Board members in attendance
  - 2.4 Director, Superintendents
  - 2.5 Principal and Vice Principal
3. When organizing the order of speakers, protocols dictate that the most senior dignitary speaks last.
4. Seating is to be arranged so that the most senior dignitary is closest to the podium at all times.
5. Board members are to be introduced at all times.

6. Provision is to be made for Board members and other important guests to be greeted by staff or students.
7. As audience members, dignitaries are to be provided with reserved seating in the front row.
8. Invitations to Board members are to be issued by an individual invitation to the Central Office. The role and expectation is to be defined in the invitation.
9. Provisions for parking are to be made for dignitaries and Board members.
10. Board members are to be notified at least two weeks prior to the event.
11. The Director is to be contacted if a speaker is required at the Board or Division level.
12. The Board member invitation and Central Office notice is to indicate who will serve as the Master of Ceremonies.
13. When no Board member is available to attend, the MC will be advised to express regrets on behalf of the Board.
14. For assistance, contact the Office of the Director.

Reference: Section 108, 109, Education Act