
EVENT PROTOCOL

Background

It is important that appropriate protocol is followed for events organized by the Division and schools. Events organized by both individual schools and the Division must reflect the vision, mission, values and beliefs of the Division in content and presentation.

The Principal will extend an invitation to local Trustees to school events and celebrations as it strengthens the Division's ties with its stakeholders and with its community members. Being part of these events also provides trustees with an important opportunity to deliver key information and messages to a larger community audience.

When recognizing a local organization, representatives should receive a written invitation from the principal or designate. When government representatives are invited to a Board event, the invitation must be extended by the Board Chair. Notice of invitations to elected officials will be provided to the Office of the Superintendent.

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

Procedures

1. Extending Invitations of Attendance

- 1.1 At least one trustee must be invited to participate in significant public Division and school events such as graduation ceremonies, awards' nights, and community open-houses. It is also expected that event organizers will extend an invitation to the Office of the Superintendent to attend such events.
- 1.2 Invitations will be extended in writing one month prior to trustees, or to the Board Chair, as appropriate through the Office of the Superintendent. Invitations to the Superintendent will be extended in writing to the Office of the Superintendent.
- 1.3 Where the Board Chair is unable to attend, the determination of who will attend will be as follows:
 - 1.3.1 For events outside of the Division, the order of who will be asked to bring greetings on behalf of the Board Chair will be the Vice Chair, followed by trustees according to their availability and suitability, as determined by the Board Chair and Vice Chair.
 - 1.3.2 For events within the Division, the determination of who will attend will be on the basis of the ward/zone.
- 1.4 If the Principal wishes for a presentation to be made, it must be clearly stated on the invitation, along with the time allotted and specific topic or theme if needed.

- 1.5 The Principal will notify the event host of the trustees attending and those sending greetings and/or regrets. Principals are also responsible to ensure that the event host understands the order of introduction and speaker order as stated in this Administrative Procedure.

2. Introductions

At events organized or sponsored by the Board or within its schools, it is appropriate to introduce and recognize trustees before introducing and recognizing other officials and dignitaries who are present. The Board Chair and trustees will be introduced first, then the most senior dignitaries (elected officials and dignitaries) in the following order:

- 2.1 Board Chair (ward/zone they represent);
- 2.2 Other trustees (Board Vice Chair first);
- 2.3 Members of the Senate representing Alberta;
- 2.4 Members of Parliament (cabinet members first);
- 2.5 Members of the Legislative Assembly of Alberta (cabinet members first);
- 2.6 Civic officials (Mayor or Reeve first);
- 2.7 Other civic councillors;
- 2.8 Senior bureaucrats and heads of other organizations;
- 2.9 Prominent community members;
- 2.10 Superintendent/Deputy/Assistant;
- 2.11 Principal/Assistant Principal (if school hosting).

3. Order of Speeches

When organizing the order of speakers, protocols dictate that the most senior dignitary speaks last. Trustees are to be introduced at all events.

The following speaking order is suggested if a trustee is asked to bring greetings to an event sponsored by the Board or one of its schools:

- 3.1 Introductory remarks by the Master of Ceremonies, including recognition of trustees and other dignitaries in attendance.
- 3.2 Greetings from:
 - 3.2.1 Principal/Assistant Principal (if appropriate);
 - 3.2.2 Superintendent/Assistant Superintendent (if appropriate);
 - 3.2.3 Local government officials (Mayor, Reeve);
 - 3.2.4 Board of Trustees (Chair, Vice Chair, local trustee);
 - 3.2.5 Provincial government;
 - 3.2.6 Federal government;
 - 3.2.7 Premiers;
- 3.3 Closing remarks by event host.

4. Styles of Address

The following is protocol for addressing dignitaries:

<u>Dignitary</u>	<u>Salutations</u>	<u>Introductions</u>
Prime Minister	Prime Minister	Prime Minister, then: Dr./Mr./Mrs./Miss (name)
Premier	Honourable Premier, Premier	Premier, then: Dr./Mr./Mrs./Miss (name)
Provincial Minister	Honourable	Honourable, then: Dr./Mr./Mrs./Miss (name)
Mayor	His Worship	Mayor, then name
Councillor	Councillor	Councillor, then name
Elder (Aboriginal)	Our Elder	Our Elder, then name

5. Other Considerations

- 5.1 As audience members, dignitaries are to be provided with reserved seating in the front row.
- 5.2 Seating is to be arranged so that the most senior dignitary is closest to the podium at all times.
- 5.3 Provision is to be made for trustees and other important guests to be greeted by staff or students.
- 5.4 Provisions for parking are to be made for dignitaries and trustees.
- 5.5 Matters of introduction at events sponsored by external agencies would have protocol established by their organization.

References: Section 33,52,53,197,222 Education Act
Provincial Government Protocol
Federal Government Protocol

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