

EVENT PROTOCOL

Background:

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

Procedures:

1. At events organized or sponsored by the Division or its schools, it is appropriate to introduce and recognize school trustees before introducing and recognizing other elected officials or dignitaries who may be present. The following is the proper order of introduction of trustees and other dignitaries:
 - 1.1. Board Chair
 - 1.2. Board Vice-Chair
 - 1.3. Trustees in attendance
 - 1.4. Greetings and regrets from trustees not in attendance
 - 1.5. Clergy (if appropriate)
 - 1.6. Superintendent, associate superintendents, directors.
 - 1.7. Principals, assistant principals (if school is hosting the event)
 - 1.8. Other elected officials and dignitaries attending using the correct [styles of address](#) and [order of precedence](#)
 - 1.8.1. Members of the senate representing Alberta
 - 1.8.2. Members of Parliament (cabinet ministers first)
 - 1.8.3. Members of the legislative assembly of Alberta (cabinet ministers first)
 - 1.8.4. Mayors and reeves
 - 1.8.5. Municipal councillors
 - 1.8.6. Other dignitaries (senior bureaucrats, heads of other organizations, prominent community members)
 - 1.8.7. Members of the media (when in attendance as a special guest rather than reporting the event)
2. At events organized or sponsored by the Division or its schools, the following is the proper speaking order for trustees and other dignitaries:
 - 2.1. Welcome and introductory remarks by the master of ceremonies (MC)
 - 2.2. [Land and People Acknowledgement](#) (if appropriate)
 - 2.3. *O Canada*
 - 2.4. Specific introductions of trustees and other dignitaries in attendance
 - 2.5. Blessing or grace (if appropriate)
 - 2.6. Remarks from the Board Chair, Board Vice-Chair or Trustee representing the Board
 - 2.7. Greetings from representatives of:
 - 2.7.1. [Federal government](#)
 - 2.7.2. [Provincial government](#)

- 2.7.3. Municipal government
- 2.8. Superintendent, principal (if appropriate).
- 2.9. Event organizer—superintendent, principal, school council chair, student council chair. Unnecessary if the Board is hosting the event.
- 2.10. Keynote speaker or ceremony
- 2.11. Closing remarks by the MC
- 3. Trustees are to be introduced at all times.
- 4. Provision is to be made for trustees and other important guests to be greeted by staff or students.
- 5. As audience members, dignitaries are to be provided with reserved seating in the front row.
- 6. Invitations to trustees and Division personnel must be submitted to the Director of Communication Services at least three weeks prior to the event using the [Function Representative Request](#) (Form 155-1). The role and expectation are to be defined in the invitation.
- 7. When no trustee is available to attend, the MC will be advised to express regrets on behalf of the Board.
- 8. For assistance, contact the Director of Communication Services.

Reference:

Section 52, 53, 197, 222 *Education Act*

Provincial Government Protocol

Federal Government Protocol