

## EVENT PROTOCOL

### Background

The Superintendent has been given the responsibility to ensure positive external and internal communications are developed and maintained. Proper protocol is to be followed for formal 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 The Bishop
  - 1.2 Other clergy
  - 1.2 Members of the Senate representing Alberta
  - 1.3 MPs (cabinet members first)
  - 1.4 MLAs (cabinet members first)
  - 1.5 Civic officials (Mayor or Reeve first)
  - 1.6 Board Chair
  - 1.7 Other civic councillors and trustees
  - 1.8 Elders and Tribal Council members
  - 1.9 Senior bureaucrats and heads of other organizations
  - 1.10 Prominent community members
2. When organizing a formal event at a Division school, the introductions will take place in the following order:
  - 2.1 Board Chair
  - 2.2 Vice-Chair
  - 2.3 Trustees in attendance
  - 2.4 Superintendent
  - 2.5 Other Senior Administrators
  - 2.6 Principal
  - 2.7 Vice-Principal
3. When organizing the order of speakers, protocol dictates that the most senior dignitary speaks last.

4. The most senior dignitary should be seated closest to the podium at all times.
5. Trustees should always be recognized if they are present.
6. Provision will be made for trustees and other important guests to be greeted by staff or students.
7. Dignitaries who are seated in the audience will be provided with reserved seating in the front row.
8. Trustee invitations will be issued by the Division Office and will outline their requested role and involvement at the event.
9. Provisions for parking will be made for dignitaries and trustees.
10. Trustees will be notified at least two weeks prior to the event.
11. The Office of the Superintendent will be contacted if a speaker is required at the Board or Division level.
12. The trustee invitation and Division Office notice will indicate who will serve as the Master of Ceremonies.
13. When no trustee is available to attend, the MC will be advised to express regrets on behalf of the Board.
14. For assistance with protocol for Division or school events, contact the Superintendent or designate.

#### Royal and Other Special Visits

While extremely rare, school jurisdictions or schools occasionally may be included in royal visits (including those of Canada's Governor-General and/or Alberta's Lieutenant Governor); visits by the Prime Minister or Premier, senior cabinet ministers, ambassadors; or other prominent dignitaries. In such circumstances, the formal protocol of either the Government of Canada or Province of Alberta takes precedent. Information on proper protocol in these special circumstances can be obtained from the Government of Alberta. The Division Office must be contacted in these instances.

In these circumstances, it is expected local event organizers will ensure local trustees are properly recognized and included in the event whenever possible.

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