

EVENT PROTOCOL

Background

To ensure effective and consistent event planning, proper protocol is to be followed for events organized by the Board or its schools. The success of a Division or school event depends largely on good planning, as well as having a defined agenda and purpose for the event. If the event is well planned protocols should flow smoothly.

At least one Trustee should be present at significant Division or public school events (e.g. graduation ceremonies, awards nights, community open-houses, orientation nights for parents). It is expected that event organizers will extend an invitation to all Trustees and the Superintendent to attend all such events.

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. 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:
 - a. Board chair
 - b. Board vice-chair
 - c. Trustees in attendance
 - d. Greetings and regrets from trustees not in attendance
 - e. Superintendent, associate superintendents, directors.
 - f. Principals, assistant principals (if school is hosting the event)
 - g. Other elected officials and dignitaries attending using the correct [styles of address](#) and [order of precedence](#)
 - h. Members of the Senate representing Alberta
 - i. Members of Parliament (Cabinet Ministers first)
 - j. Members of the legislative assembly of Alberta (Cabinet Ministers first)
 - k. Mayors and reeves
 - l. Municipal councillor.

- m. Other dignitaries (senior bureaucrats, heads of other organizations, prominent community members)
 - i. 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:
- a. Introductory remarks by the master of ceremonies (MC), including recognition of trustees and other dignitaries in attendance.
 - b. *O Canada (if appropriate)*
 - c. [Acknowledgement](#) of Land and People (if appropriate)
 - d. Blessing or grace (if appropriate)
 - e. Remarks from the Board Chair, Board Vice-Chair, or Trustee representing the Board
 - f. Greetings from representatives of:
 - i. [Federal government](#)
 - ii. [Provincial government](#)
 - iii. Municipal government
 - g. Superintendent or designate,
 - h. Principal or assistant principal.
 - i. Keynote speaker or ceremony
 - j. Closing remarks by the MC

Not all individuals listed are required to speak. Depending on the function and the number of dignitaries in attendance, it may or may not be appropriate or necessary for some individuals to speak. Principals should consult with the superintendent as needed.

- 3. Seating should be arranged so that the most senior dignitary is closest to the podium at all times.
- 4. Provision should be made for Trustees and other important guests to be greeted by staff or students, provided a program and escorted to their reserved seats in the front row.
- 5. Invitations to Trustees should be issued by an individual invitation sent to their mailbox at Central Office or through electronic means. The role and expectation of the Trustee should be defined in the invitation.
- 6. Trustees should be notified at least two weeks prior to the event.
- 7. The Office of the Superintendent should be contacted if a speaker is requested at the Board or Division level.
- 8. The Trustee invitation and Central Office notice should indicate who will serve as the Master of Ceremonies as well as contact information for further information.
- 9. When no Trustee is available to attend, the Master of Ceremonies will be advised to express regrets on behalf of the Board.
- 10. For assistance, contact the Office of the Superintendent.

Royal and Other Special Visits

While extremely rare, school boards 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. Central 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.

December, 2003

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References

<https://www.alberta.ca/protocol-and-ceremony.aspx>