



### EVENT PROTOCOL

#### Background

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

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

#### Procedures

1. When organizing a public event at which dignitaries are present, the dignitaries are introduced in the following order:
  - 1.1 Archbishop.
  - 1.2 Other Bishop(s).
  - 1.3 Members of the Senate representing Alberta.
  - 1.4 MPs (cabinet members first).
  - 1.5 MLAs (cabinet members first).
  - 1.6 Board Chair.
  - 1.7 Trustees.
  - 1.8 Mayors and Reeves.
  - 1.9 Councillors.
  - 1.10 Parish Priest(s).
  - 1.11 Elders and Tribal Council members.
  - 1.12 Senior bureaucrats and heads of other organizations.
  - 1.13 Prominent community members.



2. When organizing an event within the schools of the Division, 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, Deputy, Assistants.
  - 2.5 Principal, Assistant Principal.
3. When organizing the order of speakers, protocol dictates that the most senior dignitary speaks last.
4. Seating is to be arranged so that the most senior dignitary is always closest to the podium.
5. Trustees are always to be introduced.
6. Provision is to be made for trustees 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. Trustees are to be notified at least two (2) weeks prior to the event.
9. The superintendent is to be contacted if a speaker from the Board or Division is required.
10. When no trustee is available to attend, the MC will be advised to express regrets on behalf of the Board.
11. For assistance, contact the Office of the Superintendent.

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