**Administrative Procedure 145**

# EVENT PROTOCOL

## Background

The Director will develop and maintain positive communications internal and external to the Division. Proper protocol shall be followed for events organized by the Division or its schools. When trustees are in attendance at a school event, they shall be introduced and where possible a connection between their role and the event at hand shall be made. Schools are requested to make arrangements to provide a respectful, hospitable welcome to trustees and all other dignitaries.

## Procedures

1. Order of introductions:
   - 1.1 Senators
   - 1.2 Members of Parliament – Cabinet Ministers first
   - 1.3 Premier of Saskatchewan
   - 1.4 Members of the Legislative Assembly – Cabinet Ministers first
   - 1.5 Clergy
   - 1.6 Elders, Chiefs, Vice Chiefs
   - 1.7 Board Chair
   - 1.8 Other trustees
   - 1.9 Mayor; other civic councillors
   - 1.10 Elders and Hutterian Brethren
   - 1.11 Senior bureaucrats and heads of other organizations
   - 1.12 Prominent community members

2. Contact shall be made with the Communications Department from the appropriate level of government who may provide details and assist with planning protocol. The Saskatchewan Table of Precedence and contact information is available Table of Precedence.

3. When organizing an event within the Division, the Board Chair and the subdivision trustee will be invited and the introductions will take place in the following order:
   - 3.1 Clergy
   - 3.2 Elders, Chiefs, Vice Chiefs
   - 3.3 Board Chair
   - 3.4 Vice-Chair
   - 3.5 Trustees in attendance
   - 3.6 Director
   - 3.7 Superintendent(s)
   - 3.8 Principal and vice-principal

4. When organizing the list of speakers, dignitaries speak in the order prescribed for introductions in procedure 1 above.

5. Seating shall be arranged so that the most senior dignitary is closest to the podium at all times.

6. The Director shall be contacted if a speaker is requested from the Board or Division level.

7. The Board or schools may be included in royal visits (Canada's Governor-General and/or Saskatchewan's Lieutenant Governor); visits by the Prime Minister or Premier, senior cabinet ministers, ambassadors, or other prominent dignitaries.
   7.1 The Formal Protocol of either the Government of Canada or the Province of Saskatchewan takes precedent.
   7.2 Information on proper protocol in these special circumstances can be obtained from the Government of Canada and the Government of Saskatchewan protocol websites.
   7.3 The Director shall be contacted in the event of a Dignitary visit to a school.

References: Sections 85, 87, 109, *The Education Act, 1995*

Approved: June 16, 2014