

School, Communities, and Home Relations 11003 <u>Protocol for Hosting an Event</u>	Administrative Application	
	Last Reviewed / Approved on:	August 14, 2024
	References:	Administrative Application 2100 – Inviting Board Trustees, Director of Education and/or Special Guests to Events RCSD Master Calendar Policy 12 – Role of the Director
	Status:	Operational

Preamble

The Regina Catholic School Division (RCSD) recognizes the significance of many school and division-wide events throughout the school year. Our school communities commemorate special events ranging from classroom art exhibits and school science fairs to celebrations such as graduations, school openings and blessings, and milestone anniversaries. **If at all possible, particularly in division-wide, special events or visits, it is important to review the RCSD Master Calendar to prevent overlapping of major events.**

All events must be approved by the School Based Administrator/Supervisor.

Application

The following guidelines will assist you in hosting an event for your school and/or for the division.

1. **Preparation for your Event**

In consultation with your School-Based Administrator, Supervisor or Superintendent, determine the type of event you will be hosting using the category list below.

If you are hosting a major event, review the RCSD Master Calendar (accessed through the RCSD Outlook Calendar under "Rooms") before finalizing a date for your event. This will help prevent overlap, particularly for division-wide events or visits.

a. **Minor Event**

- i. Classroom Event
- ii. School Event

b. **Major Event**

- i. Multiple School Event (e.g. Truth & Reconciliation Day, Band Days, High School Christmas Concert)
- ii. Division-wide Event (e.g. Moving in Faith)

- iii. Special Event (Ministry, Premier)
- iv. Special Visits and/or Royalty (Prime Minister, Lieutenant Governor, Governor General, King)

2. **Inviting Board Trustees, Director of Education, and/or Special Guests to Events**

If you would like to invite Trustee(s), Director of Education, and/or Special Guests, follow the guidelines in the *Administrative Application 2100 – Inviting Board Trustees, Director of Education and/or Special Guests to Events*.

The Director of Education is to be informed of all major events. The event organizer(s) should consider extending an invitation to the Director and Board of Trustees.

3. **Communications and Media**

The Communications and Media Coordinator will coordinate all media requirements including media releases and media presence at your school or division events.

4. **Event Logistics**

The following items should be considered prior to your event:

- a. Reserved parking for dignitaries
- b. Provision made for staff and/or students to greet Board Trustees and other important guests
- c. Seating arranged so that the most senior dignitary is closest to the podium
- d. Reserved seating for dignitaries

5. **Introduction of Invited Guests**

The order of precedence in matters of introduction is determined from the highest ranking to lowest ranking. For introductions, the host would usually welcome the audience and provide short opening remarks.

- Introductions of invited guests should be made prior to lights being dimmed (when applicable).

Opening remarks must include a land acknowledgement and an opening prayer.

6. **Events Involving Royal and Other Special Visits**

While extremely rare, school divisions or schools occasionally may be included in royal visits (including those of Canada's Governor-General and/or Saskatchewan Lieutenant Governor); visits by the Prime Minister or Premier; senior cabinet ministers; ambassadors; or other prominent dignitaries. In such circumstances, the formal protocol for either the Government of Canada or Province of Saskatchewan takes precedent.

Information on proper protocol in these special circumstances can be obtained from the Government of Saskatchewan. With regard to the Lieutenant Governor, the Lieutenant

Governor enters last; everyone rises until they are seated. The march that is played for the Lieutenant Governor is played once the Lieutenant Governor is seated.

The host would then call on the platform guests to rise when their names are called. In general, invited and visiting dignitaries are to be introduced from the federal level and go in order back to the most local level. Premiers rank above federal ministers. A full formal platform of introductions at an event hosted by the principal would go as follows:

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| 1. Prime Minister | 14. Director of Education |
| 2. Premier | 15. Superintendent |
| 3. Federal Minister | 16. Principal |
| 4. Member of Parliament | 17. Vice Principal |
| 5. Provincial Minister | 18. Coordinator |
| 6. Member of Legislative Assembly | 19. Consultant |
| 7. Mayor | 20. Catholic School Community |
| 8. Councillor | 21. Ministry Officials |
| 9. Clergy (Archbishop, Bishop, Priest, Deacon) | |
| 10. Elders | |
| 11. Chairperson of the Board* | |
| 12. Deputy Chairperson of the Board* | |
| 13. Trustees* | |

7. **Speeches & Greetings**

The speaking order is generally the reverse of the above. In other words, start with greetings from the CSCC and conclude with greetings from the Prime Minister. The following order is suggested for an event:

- a. Introductory Remarks by Master of Ceremonies
- b. Land Acknowledgement
- c. Opening Prayer
- d. Introduction of Board Trustees, Director of Education and other dignitaries in attendance
- e. Remarks from dignitaries
- f. Event organizer representative
- g. Keynote speaker
- h. Closing remarks, Master of Ceremonies
- i. Closing Prayer