

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 events organized by schools. The Superintendent is to be informed whenever elected officials or dignitaries are involved in District or school events.

The success of a District 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 normally flow smoothly.

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. When organizing a public event at which dignitaries are present, introduce the most senior dignitaries first:
 - 1.1 Members of the Senate representing British Columbia;
 - 1.2 MPs (cabinet members first);
 - 1.3 MLAs (cabinet members first);
 - 1.4 Board Chair and Vice-Chair;
 - 1.5 Mayor;
 - 1.6 Other trustees and civic councilors;
 - 1.7 Senior bureaucrats and heads of other organizations;
 - 1.8 Prominent community members.
2. When organizing an event within the District schools, the introductions will take place in the following order:
 - 2.1 Board Chair;
 - 2.2 Vice-Chair;
 - 2.3 Trustees in attendance;
 - 2.4

-
-
3. When organizing the order of speakers, protocols dictate that the most senior dignitary speaks last.
 4. Trustees are to be introduced at all times.
 - 5.