

GUIDELINES FOR EVENTS: CONVOICATIONS/GRADUATIONS

Abbreviations and definitions:

ADC	Aide-de-Camp		
HH	His/Her Honour	LG	Lieutenant Governor
VRC	Vice-Regal Couple	VRP	Vice-Regal Party
HHS	Spouse of the Lieutenant Governor		

- ☼ Provision should be made for the LG vehicle to pull up to a space near the entrance of the building.
- ☼ When VRC arrives they are met at the door of the building by their host(s) who will direct them to a secure room to store outerwear, then escort them to the area where other special guests are assembled.
- ☼ HH and the ADC will assume the last two positions in the academic procession. Upon their arrival at the entrance to the hall, an official of the university or school will ask the guests to rise and announce, “His/Her Honour the Lieutenant Governor of Saskatchewan”. (In school settings it may be desirable to have the ADC make this announcement). HH, preceded by the ADC, will then move to the platform.
- ☼ If HHS is not in the academic procession, the name of the person to escort HHS to his/her place and the names of those seated around him/her should be provided.
- ☼ When HH is in position in front of his/her chair, the Vice-Regal Salute (the first six bars of “God Save The Queen” and the first four and last four bars of “O Canada” played without a break between the two anthems) will be played. **The Vice-Regal Salute may also be referred to as the Royal Salute.**
- ☼ The ADC need not be seated on the platform but should be positioned so that he/she can be of assistance to HH, if needed.
- ☼ Upon the completion of the convocation/graduation the ADC and HH will lead the procession from the platform.
- ☼ University convocations may differ somewhat from these procedures due to long-standing practices and procedures.
- ☼ In school settings, it may be desirable to appoint students to act as “Honourary Aides-de-Camp”. Such students would be briefed by the ADC and act under his/her direction.