GUIDELINES FOR EVENTS:
DINNERS (INCLUDING DINNERS & DANCES)

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		

Note: The following is the normal pattern when the VRC attends a public dinner or luncheon, but it may vary according to locale, the nature of the organization, numbers present, and the subsequent itinerary.

❈ 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.

❈ If there is a reception where head table and special guests will be presented, this can be accomplished in two ways:
   1. Guests line up with their spouses and the host will accompany the VRC down the line, presenting them to the guests. Other officials would follow the VRC. **This is the preferred way to introduce the VRC.**
   2. A Receiving Line where the host or ADC will announce the name of the guest who will then move by the host, HH, HHS and the host's spouse and other officials.

   After the VRC has been introduced to the special guests, if a reception will continue the VRC can circulate among the guests with the host.

❈ At the appropriate time, guests, including head table guests, will proceed to the dining area to await the entry of the VRP.

❈ When the guests are in place, the MC will ask the guests to rise, then the MC or the ADC will announce the arrival of HH as follows: Their Honours the Lieutenant Governor of Saskatchewan and Mr./Mrs. (Surname)". The VRP can enter with their hosts, preceded by the ADC, or just with the ADC leading them. The host normally walks on HH left and the host's spouse (guest) on HHS left. The VRC, preceded by the ADC, will move to their assigned places. If the spouse of the ADC is in attendance, they would be seated prior to the entrance of the VRC. If the host and spouse will accompany the VRC to the table, the following arrangement is appropriate:

<div align="center">

ADC

Host   HH

Spouse   HHS

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If they must go in single file, HH will follow the ADC.

GUIDELINES FOR EVENTS: DINNERS (INCLUDING DINNERS & DANCES) continued

❀ Prior to the procession the ADC will ensure that the pathway to the head table is clear to allow for easy passage.

❀ At smaller, less official or informal dinners, changes to the foregoing may be acceptable, but HH should always be among the last to arrive. Such changes are to be approved by the ADC.

❀ When HH is standing at his chair, the ADC will signal the musician/sound technician, and 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.**

❀ Grace may then be offered (HH should be informed beforehand whether grace will be said, and by whom).

❀ Organizers of dinners are encouraged to arrange that the Loyal Toast (The Toast to The Queen) is made no earlier in the dinner than after the main course has been consumed by the majority of those at the head table(s). **It has been noted that in many instances, this Toast is incorrectly given before the meal.** (See Section regarding "Toast to the Queen").

❀ At the conclusion of the dinner program, the MC will ask the guests to rise for the departure of the VRP. Guests should remain standing until the VRP has left the room. The procession is in the same order as for entering, or HH immediately behind the ADC if the hosts are remaining at the table.

(See also **GUIDELINES FOR EVENTS: BALLS** when the event is a Dinner and Dance with an interval between the two events).

❀ **Table Seating Arrangements**: If there are circular or rectangular tables where the host and hostess are facing each other, the normal arrangement is for the hostess to have HH on her right and the host to have HHS on his right. If the head table is at the front and facing guests seated at other tables, HH will sit on the right side of the host and HHS will sit on the left. The spouse of the host will sit on HH right. For other seating arrangements, e.g. U-shaped, E-shaped, I-shaped, etc., the rule to follow is that HH sits to the right of the host.

It is not necessary, nor in some cases desirable, to seat the ADC at the head table; the ADC should be seated so as to be able to see and be seen by HH, and near enough to be of service.

Organizers of dinners are encouraged to check on the most appropriate seating arrangements when other important officials are present; e.g. cabinet ministers, senators, members of parliament, members of the legislative assembly, mayors, etc. Contact can be made at the Office of the Lieutenant Governor (306-787-4070).

❋ **Military, Naval, R.C.M.P. Dinners**: Although these dinners conform to a general format, there are usually important variations to different locales, ships, units, regiments, squadrons and corps. Dinners and luncheons should not necessarily be limited to senior officers only; where possible, functions including non-commissioned ranks might be planned. The ADC should obtain the following information concerning the dinner:
  ➢ special marks of respect to be paid on arrival;
  ➢ dress code for the guests;
  ➢ if band will be playing and, if so, will there be an opportunity to thank the musical director;
  ➢ if the chef will be presented, and if so, whether it is customary to offer the chef a glass of wine;
  ➢ notable guests attending, especially recipients of decorations or awards (Order of Canada, Cross of Valour, Order of Military Merit, Saskatchewan Order of Merit, etc.)
  ➢ customs particular to the unit;
  ➢ how and when the port is passed;
  ➢ after dinner arrangements – HH is always pleased to meet those attending (the custom is for HH to circulate casually).

❋ **Private Dinners**: No special protocol applies.