

GUIDELINES FOR EVENTS: BALLS

(This section should be read in conjunction with Events Guidelines – Dinners when the occasion is a dinner and dance).

Abbreviations and definitions:

ADC	Aide-de-Camp	LG	Lieutenant Governor
HH	His/Her Honour	VRP	Vice-Regal Party
VRC	Vice-Regal Couple		
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 an area to store outerwear, then escort them to the room where other special guests are assembled. While HH will have been informed of the name of the official meeting him/her, it is the duty of the ADC have that information and to introduce the official (and spouse if present) to HH, then HHS.
- ☼ It is usual for the VRP to enter the ballroom after all of the other guests have assembled. 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. If the spouse of the ADC is attending, they should be seated prior to the entrance of the Vice-Regal Party.
- ☼ Upon arrival at his place of seating, 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 normally be played.
- ☼ Care should be given to planning for the departure of the VRC so not to interfere with the dance, or its continuation. The ADC should ensure that the host(s), should they not be with the VRC, are informed that the VRC is to retire shortly and ask them to rejoin for farewells.
- ☼ The host or other guests should not assume that they have a responsibility to dance with HH or HHS.