

# GUIDELINES FOR EVENTS: CONCERTS OR PLAYS

## Abbreviations and definitions:

<b>ADC</b>	Aide-de-Camp	<b>LG</b>	Lieutenant Governor
<b>HH</b>	His/Her Honour	<b>VRP</b>	Vice-Regal Party
<b>VRC</b>	Vice-Regal Couple		
<b>HHS</b>	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.
- ☼ If there is a reception prior to the performance, special guests should be directed to take their seats in the theatre before the entry of the VRP. At the appropriate time, the VRC, preceded by the ADC, advance to the entrance of the theatre.
- ☼ The MC will ask the guests to rise and either 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. If entering with their hosts, the host normally walks on HH left and the host's spouse (guest) on HHS left. The party proceeds to their seats.
- ☼ When the VRC are in position in front of their chairs, 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 VRC may retire during the intermission to chat privately with others. No official procedure is appropriate for the departure or return at intermission.
- ☼ The withdrawal at the end of the concert or play is similar to the entrance, the audience remaining in their places until the VRC and party have left the theatre.
- ☼ Often, but not necessarily, the cast, orchestra, or soloists are presented at the conclusion of the performance. This is frequently done on stage with the curtains closed.
- ☼ On departure from the theatre, the VRC should be accompanied to the door by the hosts and the manager of the theatre.