

GUIDELINES FOR EVENTS: NOTES FOR MASTER OF CEREMONIES

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		

☼ **PRE-EVENT MEETING:** Prior to the event, the Lieutenant Governor's ADC will arrange to meet the event organizer on site to confirm details. **It is preferable for the MC to attend this meeting.**

☼ **THE ENTRANCE:**

- The Lieutenant Governor is the last person to enter a room at official events. After guests and dignitaries are assembled, the audience should be asked to rise for the entrance of the Vice-Regal Party and to remain standing for the playing of the Vice-Regal Salute. The MC may instruct the guests that the Vice-Regal Salute is not sung (the Salute is comprised of excerpts from "God Save The Queen" and "O Canada"). **The Vice-Regal Salute may also be referred to as the Royal Salute.**
- Once guests are standing, the MC or the Aide-de-Camp should announce the arrival of Their Honours as follows: "Their Honours the Lieutenant Governor of Saskatchewan and Mr./Mrs. (Surname)" or, if just the Lieutenant Governor is in attendance: "His/Her Honour the Lieutenant Governor of Saskatchewan".
- Once Their Honours have reached their place, the Vice-Regal Salute is played (not sung).
- After the Vice-Regal Salute has been played, the MC may invite the guests to be seated or continue with the program and invite the guests to be seated when it is appropriate.
- If there is a head table, the MC may announce the entrance of all of the dignitaries as follows: "Please rise for the entrance of the head table guests and remain standing for the entrance of the Lieutenant Governor and the playing of the Vice-Regal Salute".
- If the dignitaries are being piped in, either of the following options may be followed:
 1. The piper can pipe in the head table guests and the Lieutenant Governor, who will enter a few steps behind the last head table guest; or
 2. The piper can pipe in the head table guests and then, while continuing to play, return to the entrance to pipe in the Vice-Regal Party (this option may be less preferable if there is a great distance from the platform to the entrance).

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- ☼ **ADDRESSING THEIR HONOURS:** At no time is it appropriate to address the Lieutenant Governor or their spouse by their given name. Out of respect for the office, the Lieutenant Governor is addressed as “Your Honour” in the second person, and “His/Her Honour” in the third person. The Lieutenant Governor’s spouse is also addressed as “Your Honour” in the second person, and “Her/His Honour” in the third person.
- ☼ **SPEAKING ORDER:** If the Lieutenant Governor is one of a group of dignitaries bringing greetings, it is appropriate for him/her to speak first. If the Lieutenant Governor is the keynote speaker, it is appropriate for him/her to speak last.
- ☼ **RAFFLES/SILENT AUCTIONS/FUNDRAISING ACTIVITIES:** It is inappropriate to involve the Lieutenant Governor or their spouse in any fundraising activities. If there are draws or silent auction items to be claimed at the end of the evening, the Vice-Regal Party would formally depart prior to this activity.
- ☼ **INTRODUCING THE LIEUTENANT GOVERNOR:** If the Lieutenant Governor is bringing greetings, a lengthy introduction is unnecessary. It would be appropriate for the MC to say, “It is my pleasure to invite the Lieutenant Governor to offer greetings on behalf of the Crown”. If the Lieutenant Governor is a keynote speaker, a biography, which is available from the Office of the Lieutenant Governor, may be used to compose a brief introduction. The biography is not intended to be read verbatim, but is provided as a resource.
- ☼ **THE DEPARTURE:** The Lieutenant Governor is the first person to depart an official event. Therefore, at the conclusion of the event, or the predetermined departure time, the MC should ask the audience to rise for the departure of the Vice-Regal Party. Once guests are standing, the Lieutenant Governor and the Aide-de-Camp would depart the room and the event can continue. If it is HH pleasure, the VRC may re-enter the room and mingle briefly, after which they may depart at their leisure without further announcement.