

# GUIDELINES FOR EVENTS: MEETINGS

## 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 the VRP arrives they will be met at the door of the building by the chairperson or host who will direct them to an area to store outerwear. 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 where board members or 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 meeting room 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 the VRP 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.
- ☼ When HH is standing at his/her 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.**
- ☼ At the conclusion of the meeting, or following HH presentation, 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 host is remaining in the meeting room.