

GUIDELINES FOR EVENTS: RECEPTIONS

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.
- ☼ At receptions and teas, the VRC likes to circulate among the guests after they have been presented. The hosts should remain with them to help with introductions and provide information.

Alternatively, the VRC may decide to remain in one location; in this case the host should assist the ADC in bringing groups of 2 or 3 individuals to chat. Changes should be made at least every 3 to 5 minutes. The VRC is always pleased to meet as many of the guests as possible, not just senior officials, in the time set aside for the visit.

- ☼ Guests do not normally leave until the VRC has departed.