

# GUIDELINES FOR EVENTS: ROLE OF THE AIDE-DE-CAMP

## Abbreviations and definitions:

<b>ADC</b>	Aide-de-Camp		
<b>HH</b>	His/Her Honour	<b>LG</b>	Lieutenant Governor
<b>VRC</b>	Vice-Regal Couple	<b>VRP</b>	Vice-Regal Party
<b>HHS</b>	Spouse of the Lieutenant Governor		

- ☼ When the Lieutenant Governor attends an official function, he/she is accompanied by an ADC. ADCs are presently serving, or former officers of the Canadian Armed Forces (Navy, Army or Air Force), the Royal Canadian Mounted Police, or municipal police forces.
- ☼ Most ADC are employed full-time in a variety of professions, with others fulfilling military or community commitments. As a consequence, they serve as ADC as their individual schedule allows.
- ☼ An ADC will make contact with the host group prior to the function. This will provide an opportunity for the organizers to ask questions regarding protocol and other details. The ADC will want to become familiar with the plans and will provide whatever assistance may be required concerning particulars such as time of arrival, greeting at the door, reception, introduction of the Lieutenant Governor by the Master of Ceremonies, Vice-Regal Salute, seating arrangements, departure timings and procedure, etc. **Any changes to the details for the event must be approved by the ADC.**
- ☼ The ADC does not sit at a head table but should be seated where he/she can see and be seen by the Lieutenant Governor, and near enough to be of service.
- ☼ The ADC should not be introduced or announced by the MC. The role of the ADC is to assist the Lieutenant Governor in the performance of his/her duties, and to ensure that the appropriate protocol is followed to create a smooth, efficient event.