

# GUIDELINES FOR EVENTS: SCHOOLS

## 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.
- ☼ During an official visit, the VRC enjoys meeting school children, including youth organizations such as Scouts, Cubs, Beavers, Guides, Brownies, Sparks and Cadets. If classes are in session, the VRC likes to visit students in their classrooms.
- ☼ When the VRP arrives they will be met at the door of the school by the principal and/or teacher 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 the school visit includes an assembly in the gym or auditorium, the school officials are encouraged to review **GUIDELINES FOR EVENTS: MEETINGS**. Please note that the Lieutenant Governor prefers to speak to the students from a podium on the same level as the students, rather than from a stage.
- ☼ When possible, students should have a prominent role in these visits. It may be desirable to appoint students to act as Honourary Aides-de-Camp. This arrangement would be made during the contact with the Office of the Lieutenant Governor. Students selected to perform this role would be briefed by the ADC and act under his/her supervision.