

# GUIDELINES FOR EVENTS: SUMMARY

- ⦿ **TIMINGS:** Following the entrance of the guests and head table or other dignitaries, all are invited to rise for the entrance of the Lieutenant Governor. In a situation where there is a reception time of 6:00 p.m. and dinner at 7:00 p.m., the Lieutenant Governor would arrive around 6:30 p.m. There are exceptions to this if, for example, there was a Receiving Line at 6:30 p.m., the Lieutenant Governor would arrive around 6:20 p.m. For a performance, the arrival time would be 5 or 10 minutes prior to the scheduled start time.
- ⦿ **VEHICLE PARKING:** Provision should be made for a parking place for the official vehicle at the entrance of the building.
- ⦿ **GREETING THEIR HONOURS:** The host and hostess should meet the Lieutenant Governor at the entrance of the building and arrangements should be made for outerwear to be taken to a secure location.
- ⦿ **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 personally in the second person as “Your Honour”, “Sir/Madam”, or “Mr./Ms. (Surname)” (in decreasing order of formality). In the third person, he/she is referred to as “His/Her Honour”, “the Lieutenant Governor”, or “Mr./Ms. (Surname)”. The Lieutenant Governor’s spouse is addressed as “Your Honour”, “Sir/Madam”, or “Mrs./Mr. (Surname)”. **NOTE: Schofield is pronounced SKO-FIELD.**
- ⦿ **RECEPTION PROTOCOL:** The Lieutenant Governor should be escorted to a reception room to meet head table guests or dignitaries. The Lieutenant Governor likes to circulate among guests; however, hosts should accompany to help with introductions and provide information, if necessary. Just prior to the beginning of the event, the guests should be invited to take their places.
- ⦿ **ANNOUNCING THEIR HONOURS:** 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)”. **(In Canada, “lieutenant” is pronounced “lef-tenant”).** The name of the Aide-de-Camp is never included in the announcement.
- ⦿ **ENTRANCE:** The Lieutenant Governor enters preceded by the Aide-de-Camp. If the host enters with the Lieutenant Governor, the Lieutenant Governor should always enter to the right of the host. Following are three possible scenarios:

ADC	ADC	ADC
Host - LG	LG Spouse - Host - LG	LG Spouse - LG
Spouse - LG Spouse		

- ⦿ **VICE-REGAL SALUTE:** When the Lieutenant Governor has arrived at his/her place of seating, the ADC should 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.**

# GUIDELINES FOR EVENTS: SUMMARY

## continued

- ☼ **NATIONAL or ROYAL ANTHEM:** At some events, it may be appropriate to sing “O Canada” and “God Save The Queen”.
- ☼ **SEATING:** The rule to follow is that the Lieutenant Governor sits to the right of the host. The Aide-de-Camp 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.

Host's Spouse – LG – Host – LG Spouse

Rectangular Head Table

Round  
Head  
Table

LG Spouse - Host - LG - Host's Spouse

- ☼ **SPEAKING ORDER:** The Lieutenant Governor should speak first.
- ☼ **LOYAL TOAST:** The Loyal Toast (Toast to The Queen) may be proposed between dinner and dessert. The MC may wish to instruct guests that when toasting Her Majesty, guests raise their glass, but do not clink glasses.
- ☼ **DEPARTURE:** At the conclusion of the event, or at the predetermined departure time, the MC will ask the guests to rise for the departure of the Vice-Regal Party. The guests will rise, the Lieutenant Governor and the Aide-de-Camp will depart the room, and the event can continue. If it is their pleasure, the Lieutenant Governor may re-enter the room and mingle briefly, after which they may depart at their leisure without further announcement.
- ☼ **PROGRAM:** If the host group is printing a program for the event and plan to have the Lieutenant Governor listed in the program, the wording should be as follows:

His/Her Honour the Honourable (First & Surname)  
Lieutenant Governor of Saskatchewan

OR

His/Her Honour the Honourable (First & Surname)  
Lieutenant Governor of Saskatchewan

and

His/Her Honour Mr./Mrs. (First & Surname)

- ☼ **PRINTED MATERIALS:** Please submit all printed materials that reference the Lieutenant Governor to the office for approval prior to printing. This includes items such as invitations, press releases, announcements, and programs.