


Administrative Procedure Event Protocol	
	Department: School Operations
	Approved by: Leadership Council
	Date Approved: January 22, 2024
	Revision Date(s)
	Review Date:
	External References • <i>The Education Act, 1995</i>
	Internal References • None

Purpose

- This administrative procedure establishes guidelines for planning, organizing, and executing events at Saskatchewan Distance Learning Centre (Sask DLC). This procedure ensures that all events align with Sask DLC’s mission, values and objectives and are conducted in a professional and effective manner.

Scope

- This procedure applies to all Sask DLC staff, contractors and external partners involved in the planning and execution of events, including but not limited to internal and external gatherings. Protocols will vary from one event to another, depending on who is involved and what the purpose of the event is.

Policy Statement

- The Chief Executive Officer (CEO), with support from the Communications department, will develop and maintain positive communications internal and external to Sask DLC. Proper protocol is to be followed for events organized by Sask DLC. Any Sask DLC staff member wanting to organize an event must first contact their supervisor and the Communications Director.

Procedures:

1. Order of Introductions:
 - a) Members of the Senate representing Saskatchewan;
 - b) Members of Parliament – Cabinet Ministers first;
 - c) Members of the Legislative Assembly – Cabinet Ministers first;
 - d) Mayor(s);
 - e) Other civic councilors and trustees;

- f) Elders and Hutterian Brethren;
 - g) Senior bureaucrats and heads of other organizations;
 - h) Prominent community members.
2. Contact is to be made with the Communications Department from the appropriate level of government who may provide details and assist with planning protocols.
 3. When organizing an event within Sask DLC, the introductions will take place in the following order:
 - a) Minister Responsible for Sask DLC
 - b) CEO
 - c) Members of the Senior Executive Team
 - d) Principal(s), Vice Principals
 4. When organizing the list of speakers, dignitaries speak in the order prescribed for introduction in procedure 1 above.
 5. Seating is to be arranged so that the most senior dignitary is closest to the podium.
 6. The CEO is to be contacted if a speaker is requested from the Minister or Sask DLC level.
 7. Communications will coordinate all media requirements including media releases and media presence at school events.
 8. Sask DLC may be included in royal or vice-regal visits, (Canada's Governor General and/or Saskatchewan's Lieutenant Governor); visits by the Prime Minister or Premier, senior cabinet ministers, ambassadors, or other prominent dignitaries.
 - a) The Formal Protocol of either the Government of Canada or the Province of Saskatchewan takes precedence.
 - b) Information on proper protocol in these special circumstances can be obtained from the Government of Canada and the Government of Saskatchewan protocol websites.
 9. The CEO and Communications are to be contacted in the event of a Dignitary visit to Sask DLC.