

EVENT PROTOCOL

Background

The Superintendent has been given the responsibility to ensure positive external and internal communications are developed and maintained. Proper protocol is to be followed for events organized by schools.

At least one trustee should be invited to participate in significant District or public school events (e.g. It is expected that event organizers will extend an invitation to the Superintendent to attend all such events.)

Protocols will vary from one situation to another, depending on who is involved in the particular event. Accordingly, in the planning for an event, the order of introductions and speakers must be given special attention.

Each event must include an Indigenous Land Acknowledgement and welcome at the start of the agenda.

Procedures

1. Introduce the most senior dignitaries first, for example,
 - 1.1 Members of the Senate representing British Columbia
 - 1.2 MPs (cabinet members first)
 - 1.3 MLAs (cabinet members first)
 - 1.4 Board Chair and Vice-Chair
 - 1.5 Mayor(s)
 - 1.6 Trustees and civic councilors
 - 1.7 Superintendent, Secretary Treasurer, Assistant Superintendents, and DLT members
 - 1.8 Dignitaries and guests from Kwikwetlem First Nation
 - 1.9 Senior bureaucrats and heads of other organizations
 - 1.10 Prominent community members
2. When organizing an event within District schools, the introductions will take place in the following order:
 - 2.1 Board Chair
 - 2.2 Vice Chair
 - 2.3 Trustees in attendance
 - 2.4 Superintendent, Assistant Superintendents, and DLT members
 - 2.5 Principal, Vice-Principal
 - 2.6 Dignitaries and guests from Kwikwetlem First Nation
3. Preferential Seating should be arranged so that those speaking are closest to the podium at all times. Senior dignitaries shall be included as platform guests, where feasible.
4. Trustees should be introduced at all times.

5. Provision should be made for trustees and other important guests to be greeted by staff or students at the door of the venue and instructed on where to gather.
6. As audience members, dignitaries should be provided with reserved seating on the speakers' platform or in the rows closest to the front. .
7. Invitations to trustees should be issued by an individual invitation. The role and expectation should be defined in the invitation.
8. Trustees should be notified at least two weeks prior to the event.
9. The Office of the Superintendent should be contacted if a speaker is required from the Board or District level.
10. The trustees' invitations and District office notice should indicate who will serve as the Master of Ceremonies.
11. When no trustee is available to attend, the MC will be advised to express regrets on behalf of the Board.
12. For assistance, contact the Office of the Superintendent.

Royal and Other Special Visits

While extremely rare, school boards or schools occasionally may be included in royal visits (including those of Canada's Governor-General and/or British Columbia's Lieutenant Governor); visits by the Prime Minister or Premier, senior cabinet ministers, ambassadors; or other prominent dignitaries. In such circumstances, the formal protocol of either the Government of Canada or Province of British Columbia takes precedent.

Information on proper protocol in these special circumstances can be obtained from the Government of British Columbia. District office must be contacted in these instances.

In these circumstances, it is expected local event organizers will ensure local trustees are properly recognized and included in the event whenever possible.

Reference: Section 65, 85, School Act

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