



# Event Protocol

## Protocol When Hosting the Lieutenant Governor

Protocol relates to rules of diplomatic conduct, professional courtesies and the appropriate use of national symbols, which can differ from one place to the next. The various aspects of protocol that are involved when hosting the Lieutenant Governor can be challenging. This document provides background information about protocol to assist with event planning and programming.

## The Lieutenant Governor and Official Party

### The Honourable Janet Austin

The full title of the Lieutenant Governor is:

Her Honour, the Honourable Janet Austin  
Lieutenant Governor of British Columbia

The Lieutenant Governor is addressed personally in the second person initially as “Your Honour”. In the third person, the Lieutenant Governor is referred to as “Her Honour” or “The Lieutenant Governor”.

Her Honour should be seated with hosts at the head table when attending a meal-based event; for theatre-style seating, Her Honour should be seated either on stage or in the front row.

## Honorary Aide-de-Camp

Honorary Aides-de-Camp (HADC) are military or civil officers in uniform, acting on a volunteer basis. They mark the official status of The Queen’s representative and accompany the Lieutenant Governor to all official engagements. They will assist with arranging the procession and provide support to Her Honour throughout an event.

The HADC will assist in seating the Lieutenant Governor but need not be seated at the head table. They should be seated near the Lieutenant Governor in a position that allows for easy visual contact and a prompt response to any signals or situations.

The Official Party may also include:

- **His Honour Ashley Chester** (the Vice Regal Consort)– requires a seat at the same table as Her Honour. Mr. Chester is addressed personally in the second person as “Your Honour”. In the third person, the Vice-Regal Consort is referred to as “His Honour”.
- **Honorary Aide-de-Camp in training** – when in attendance, training aides should be seated nearby with the ability to make eye contact but do not have to be seated with the HADC. The HADC will be responsible for the HADC-in-training.
- **Driver** – does not require admission to event or a seat for meals, but always appreciated if they are able to attend. It is also appreciated if parking can be reserved for Her Honour’s vehicle.
- **Government Security Officer (GSO)** – Certain events may be attended by additional security detail. The Office of the Lieutenant Governor will inform the organizer in advance if this is the case. The GSO does not require any accommodations and will likely arrive before Her Honour’s party.
- **Additional staff personnel** – Depending on the event, Her Honour may be accompanied by additional staff from the Office of the Lieutenant Governor, such as her Private Secretary, Director of Communications, Programs and Outreach or a Communications Officer.
- **MacDuff** (the Vice Regal Canine Consort)– if an event is dog-friendly, Their Honour’s dog MacDuff loves to meet people!

## Protocol for Run-of-Show

### In advance of the event:

The HADC will contact the organizer prior to the event to arrange a *recce* (also known as an advance), which can involve a site visit, run-through of event proceedings, meeting with the hosts or participation in rehearsal for the event. Immediately prior to an event, they will call ahead to alert the organizer of Her Honour’s impending arrival. During the event, the HADC is the onsite contact for any last-minute changes or questions.

The organizer may also be contacted in advance by the government security officer.

**1. The HADC will call approximately 5 minutes in advance of the Lieutenant Governor’s arrival.** Please provide the name and phone number of whom they should call.

**2. Representatives of the hosting organization greet Her Honour as she arrives at the entrance to the venue.** Initial introductions will be made by the HADC. The normal etiquette during introductions is to shake hands. No nodding of heads, bowing or curtsying is required. Representatives of the hosting organization will then escort Her Honour into the venue and to the appropriate location.

**3. Once the guests have been seated, a procession is formed by the HADC outside of the event space.** Below is an example of a very basic procession. The HADC will work with the Office of the Lieutenant Governor to assist in organizing according to the Order of Precedence.

← Bagpiper (if applicable)	First Nations Elder	Speaker #1	HADC	Her Honour
		Speaker #2		Host

The event host, those speaking at an event alongside Her Honour, and those giving an Indigenous blessing, welcome or territorial acknowledgement should be invited to join the procession. The organizer should arrange to have those in the procession meet Her Honour in the holding area before they enter the event space.

**5. A director of ceremonies asks all guests to rise for the entrance of the Lieutenant Governor and the official party:** “Please rise [if you are comfortable doing so], for the entrance of the Honourable Janet Austin, Lieutenant Governor of British Columbia, and the official party”.

**6. The procession is led by the HADC to the appropriate area** (to their seats, onto the stage, etc). The procession can be led by a bagpiper or by an Indigenous drummer, but neither is required. Please note for events outside of Government House, if organizers would like the Lieutenant Governor to be piped or drummed in, they must make their own arrangements.

**7. The director of ceremonies asks the guests to be seated.**

**8. Her Honour should give remarks first or last in the program**, if applicable, however it is appropriate for her remarks to be preceded by welcome remarks from the host or director of ceremonies and by an Indigenous welcome or blessing. Her Honour should only be called on stage once.

Her Honour’s remarks are typically 2-5 minutes. For remarks beyond five minutes or different formats such as keynote speeches, panel moderation, etc., please coordinate with the Office of the Lieutenant Governor. If Her Honour does not have a speaking role, please acknowledge her presence at the start of the program.

**9. At luncheons and dinners, the Lieutenant Governor and the Vice-Regal Consort are served first** and, in the case of a buffet, should be the first in line immediately followed by the host. If there are Indigenous Elders in attendance, they should be invited ahead of Her Honour.

**10. At formal seated events, Her Honour should be the first to depart.** Guests are asked to rise for the departure of the Lieutenant Governor. This is not required during an intermission. Representatives from the hosting organization should also accompany the Lieutenant Governor to the waiting vehicle to bid farewell.

At events where guests may be mingling, Her Honour may do a “soft exit”. In this case, representatives from the hosting organization will be alerted by the HADC to bid farewell to Her Honour when she departs.

### **Protocol for Formal Occasions or Ceremonies**

At formal or official occasions or ceremonies, particularly those involving the military or diplomatic visitors, there is additional protocol to observe. Please contact the Office of the Lieutenant Governor if you are not sure whether to include the following and for additional details:

#### **Receiving Line**

A receiving line or private meeting with the hosts or speakers at the event may occur between Her Honour’s arrival and the start of the event. Normally, the host will make all introductions to the Lieutenant Governor; however, the Honorary Aide-de-Camp may assist if requested to do so beforehand. Receiving lines should not exceed 75 guests.

#### **Vice-Regal Salute**

At the start of formal or official occasions and ceremonies, it is customary for a band, orchestra or pianist to play the Vice-Regal Salute, which consists of the first six bars of “God Save The Queen”, followed immediately by the first four and last four bars of “O’ Canada”. No singing accompanies the Vice-Regal Salute.

#### **“O Canada”**

If “O Canada” is played at an event, it should take place immediately following the procession of the Lieutenant Governor and Official Party, before the guests are seated.

#### **Royal Anthem (“God Save the Queen”)**

If appropriate to the occasion, the first verse of “God Save the Queen” can be played at the conclusion of the official proceedings. It is appropriate to accompany this with singing.

#### **Loyal Toast**

The Loyal Toast, also called the Toast to The Queen, should be given after the main course and before dessert when the Lieutenant Governor is present at a formal lunch or dinner. This does not include buffets and should only be done at plated events.