



## Office of the Lieutenant Governor of Alberta Protocol and Ceremony

### **Hosting the Lieutenant Governor**

When attending public events, the Lieutenant Governor is accompanied by a member of his staff of volunteer Aides-de-Camp (ADC). The ADC will contact the organization prior to an event and will be happy to assist with any protocol questions or arrangements. Organizations may also be contacted by the Alberta Sheriff assigned to provide security services to the Lieutenant Governor.

### *Arrival and Departure*

The Lieutenant Governor is accorded the honour and respect due to the Queen's representative. Individuals should rise when he enters a room or arrives at a function and should also rise when he departs. At a dinner, ceremony or meeting the Lieutenant Governor and those accompanying him (known as the Vice Regal Party) should always be the last to enter and the first to leave.

It is customary for the senior member of the hosting organization and his/her spouse to meet the Lieutenant Governor upon his arrival, preferably when his vehicle arrives at the venue. After the ADC makes initial introductions, the ADC will lead the party into the building. The Lieutenant Governor walks and sits on the host's right and is always first through a doorway or into an elevator, immediately following the ADC who always precedes the Lieutenant Governor. The host's spouse and remainder of the head table or official party enter prior to the Lieutenant Governor and remain standing until the Vice-Regal Party has entered. The Vice-Regal Salute is played once the Lieutenant Governor has arrived at his designated place. *See the Vice Regal Salute section below for further details.*

At the conclusion of an event, guests stand and remain in place while the Vice-Regal Party exits. It may be helpful to arrange for ushers in order to prevent the exit route for the Vice-Regal Party from being blocked. The host and his/her spouse should also accompany the Lieutenant Governor to the car to say farewell. Note: It is not necessary for guests to rise during an intermission.

### *Vice-Regal Salute*

It is customary to have a musician(s) play the Vice-Regal Salute, which consists of the first six bars of "God Save the Queen," followed by the first and last four bars of "O Canada." The Vice-Regal Salute is not played while the Lieutenant Governor and party are walking but rather once they have arrived at their table or seats and while still standing. The Vice-Regal Salute is not sung.

It is customary for the MC to remind the guests of Vice Regal Salute protocol prior to entrance of the head table. The Salute can be omitted if it cannot be rendered well or if it places an inconvenience on the host through the cost of hiring musicians, renting a piano, etc. However, this should be cleared with the ADC. The ADC can provide Vice Regal Salute sheet music, a CD or cassette tape.

### *Acknowledgements*

Speakers other than the Chair should acknowledge the Chair first, then the Lieutenant Governor, e.g. "Mr. Chairman, Your Honour...." The Table of Precedence for the Province of Alberta is useful in determining the correct order when numerous dignitaries are in attendance. The table is available online at <http://alberta.ca/home/251.cfm>.

### *Speeches*

When asked to address a function, the Lieutenant Governor speaks either first or last. This should be determined in discussion with the ADC or the Lieutenant Governor's office staff.

### *Luncheons and Dinners*

The Lieutenant Governor is served first and in the case of a buffet should be the first in line immediately followed by the host.

### *Introductions*

The event host will normally introduce guests wishing to meet the Lieutenant Governor. However, the Aide-de-Camp may assist if requested to do so beforehand.

To avoid confusion with introductions, use the phrase "Your Honour, may I present..." The ADC and host should ensure that conversations are kept short so that as many people as possible have an opportunity to visit with the Lieutenant Governor. The normal etiquette during introductions is to shake hands. Bowing or curtsying is not required.

### *Toasts*

The Toast to the Queen (also known as the Loyal Toast) is the first toast to be given at any formal function.

The toast is proposed after dinner and before dessert and coffee have been served. In most cases, the Lieutenant Governor will be honoured to propose the Toast to the Queen. This can be arranged through the Aide-de-Camp.

To propose the Toast to the Queen:

- The host/MC asks the audience to rise so that they may join in a Toast to the Queen.
- Once the guests have risen, the person proposing the toast raises his/her glass and simply says: "Ladies and Gentlemen, The Queen." The audience responds to the toast by repeating: "The Queen." Guests do not "clink" glasses for this toast.
- In the event that the Governor General or the Lieutenant Governor is present, but is not proposing the toast, the proposer would say: "Your Excellency (or Your Honour), Ladies and Gentlemen, The Queen."

If there are musicians in attendance and it has been decided that there will be a musical salute and a toast, the Lieutenant Governor stands and the musicians play a full verse of "God Save The Queen." When the music concludes, the Lieutenant Governor offers the toast. If the host or chair wishes to toast the Governor General (if present) or the Lieutenant Governor, they should not do so immediately after the Toast to the Queen.

### *Notice to Facilities*

If the event is being held in a hotel, convention centre, arena or theatre, the manager should be given advance notice of the Lieutenant Governor's attendance as it is customary for the manager to be on hand for the arrival of the Lieutenant Governor. In addition to greeting the Vice-Regal Party on arrival, the manager can arrange for other courtesies such as parking and holding doors and elevators.

## Forms of Address

The full title of the Lieutenant Governor is “His Honour, The Honourable Norman L. Kwong, CM, AOE, Lieutenant Governor of Alberta.”

“Her Honour, Mrs. Mary Kwong” should always be introduced at the same time as the Lieutenant Governor.

The Lieutenant Governor is addressed personally in the second person as “Your Honour.” Sir may be used but is not recommended.

In the third person, the Lieutenant Governor is referred to as “His Honour” or “The Lieutenant Governor.” The spouse of the Lieutenant Governor is referred to as “Her Honour.”

Letters to the Lieutenant Governor are addressed to:

The Honourable Norman L. Kwong, CM AOE  
Lieutenant Governor of Alberta  
3rd Floor, Legislative Building  
10800 - 97 Avenue NW  
Edmonton, Alberta. T5K 2B6

The salutation may read: Your Honour; My dear Lieutenant Governor; or Dear Lieutenant Governor Kwong.