

# Event Protocol Policy

**Events Organized by City Officials;  
Events Organized by Outside Organizations – affiliated with the City;  
Recognition and Greetings**

## 1.0 Policy Statement

The City of Mount Pearl shall implement a protocol for events organized by the City and/or Outside Organizations (affiliated with the City), as it relates to recognition and greeting expectations of Council.

## 2.0 Background

The public has an expectation that the City and City-affiliated organizations will be active in the community and promote public events. Staff and organizers of community functions are to be made aware of the expectations and protocol for any City related event. This policy pertains to: any event organized by City-affiliated organizations that are funded by the City; City Organizations that are provided annual operating grants and any City-run event.

For the purposes of this policy, an **event** shall include but not be limited to:

- (a) type of event - any visit, meeting, ceremony, reception, luncheon, media conference, etc.,
- (b) hosted by - the City alone, by the City partnering with an external agency, or by an external agency with the City having limited involvement,
- (c) to an audience of – internal (variations of Council, Directors, Management, staff), external (select business or community representatives, an organization, the public, etc.)

The Office of the Mayor represents the Mayor, Council, and administrative support through the Office of the CAO.

## 3.0 Scope

This policy applies to events organized by the City of Mount Pearl employees, events organized by City-affiliated organizations funded by the City as well as non-affiliated organizations. This policy also applies to events taking place within City premises and or involving City Council.

## 4.0 Purpose

To establish a protocol and expectations for recognizing and greeting City of Mount Pearl Council during public events taking place within the City.

## 5.0 Procedure

For City-run events, the employee/manager (with the approval of the departmental Director) will name themselves, or another employee/manager, as coordinator of the event. The coordinator will consider each item on the checklist *Sample 1* for relevancy to the event they are planning.

The order for introducing guests (recognition) and bringing greetings (greetings) for the City-run, or the City partnering with an external agency, or by an external agency with the City having limited involvement, is:

### A. Events Organized by the City

#### I. Recognition

The event organizer must comply with the following criteria:

- When an invitation is extended and accepted the following order for **introducing guests** is suggested where public officials are invited:
  - Member of Parliament (MP)
  - Member of House of Assembly (MHA)
  - Mayor or Designate
  - Board Chair
  - Others

#### II. Greetings

The event organizer must comply with the following criteria:

- Order will be based on the type of event, number and kinds of speakers, key note or the ceremony to be performed. The following order is suggested for **bringing greetings** on behalf of the City:
  - Introductory remarks by Master of Ceremonies (Committee Member of Council)
  - Mayor or designate
  - MHA
  - MP
  - Keynote speaker
  - Closing remarks – Master of Ceremonies

### B. Events Organized by Outside Organizations (City Affiliated)

#### I. Recognition

The event organizer must comply with the following criteria:

- When an invitation is extended and accepted the following order for **introducing guests** is suggested where public officials are invited:
  - Member of Parliament (MP)
  - Member of House of Assembly (MHA)
  - Mayor or Designate
  - Board Chair
  - Others

## II. Greetings

The event organizer must comply with the following criteria:

- Order will be based on the type of event, number and kinds of speakers, key note or the ceremony to be performed. The following order is suggested for **bringing greetings** on behalf of the City-affiliated Organization:
  - Introductory remarks by Master of Ceremonies, including recognizing Board; then Board Chair
  - Mayor or designate
  - MHA
  - MP
  - Keynote speaker
  - Closing remarks – Master of Ceremonies

## 6.0 Roles and Responsibilities

When City staff are considering/planning an event, the employee/manager will:

- Assess to determine if appropriate to advise the Office of the Mayor or their designates attendance as appropriate.
- The employee/manager (with the approval of the departmental Director), arranging the event, will identify the coordinator for the event and the coordinator will follow the procedures checklist outlined in the attached *Sample 1* to ensure consistent quality service to all visitors to City events.
- The coordinator will contact the Communications Division and Parks Division (if signage required) to provide them with information about the event.
- Regarding events planned by individuals or groups external to the City, but for which the City would have some involvement, the Office of the Mayor or coordinator, will contact the Communications Division to provide information on the event and determine whether or not any involvement by the Communications Division is required; and, if so, outline the details of this involvement and prepare speaking notes.
- Prepare an event scenario of the event with staff concerned.
- Follow up on all procedures of the event, including invites to proponents and Council.

## 7.0 Related Documents

Please refer to the City's companion document: *Sample 1*.

## 8.0 Approvals

  
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Steve Kent, Chief Administrative Officer

February 6, 2019

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Date