

## **GOVERNOR GENERAL'S RULES AND PROTOCOLS**

### **Attendance at Public Functions**

When the Governor General arrives to attend a public function, he/she is met outside, (weather permitting), at the door of a building by the senior official of the organisation, or his/her deputy, should the senior official be engaged in other NECESSARY duties - for instance, receiving guests, if it is a large function, or awaiting His/Her Excellency's arrival in a special room with certain distinguished guests.

While the Governor General should have been informed of the name of the official meeting him/her, it is the duty of the ADC to introduce the official and his/her spouse should he/she be presented to the Governor General, then to the Governor-General's spouse.

On occasions when the Governor General visits exhibitions or similar functions, a senior official must always be in attendance until he/she leaves.

The Governor General always goes first down a corridor, through a door or entering an elevator or car. The one exception is the Governor General's ADC, who precedes him/her to make sure all is in readiness.

### **When to Play the National Anthem**

The National Anthem is played when the Governor General (and spouse, if accompanied), reaches his/her designated seat, just before he/she sits down, NOT as he/she enters the room. All should rise at his/her entrance.

### **Presentation of Certificates and Prizes**

On occasion when the Governor General or his/her spouse is asked to present Certificates, Diplomas, Awards, Prizes etc., arrangements must be made for a suitable person (preferably of senior rank) to escort them from where they are seated, to the area where the presentations are to be made, and to escort them back to their seats afterwards.