

## Protocol Guidelines

Here are a few tips that might come in handy if an elected official is attending your event:

1. All pandemic-related precautions must be taken:
  - Have hand sanitizer available at the main entrance.
  - Have a supply of disposable masks on hand for those who may be in need.
  - Avoid contact with door handles wherever possible.
  - Obey the 2-metre (6-foot) physical distancing guideline at all times.
  - When taking pictures, make sure subjects are no closer than 2 metres (6 feet) to one another. If this is not possible, ask them to put on their mask.
2. We suggest that you reserve seating at the front of the room for officials and important partners, especially those who will be speaking. Any such speakers must keep their mask on during their approach to the podium, but they may remove their mask to speak and once they have returned to their seat.
3. If a Member of the National Assembly is speaking at an event, their team will often ask for a small private space in which to hold a pre-event briefing. They may also ask that a Quebec flag be displayed at the event. If the mayor of the host city is present, a municipal flag may be required as well. It is best to verify these details with officials' teams in advance.

Positioning of flags: The Quebec flag must be to the left of the lectern (as you are looking at the podium) and the municipal flag must be to the right.

4. At the very start of the event, the emcee/host should share some formal words of welcome. As part of this, they should name the officials in attendance from most to least important. For example:
  - Minister
  - MNAs
  - Municipal officials
  - Heads of major regional/local organizations