

Protocol Guidelines

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

1. We suggest that you reserve seating at the front of the room for officials and important partners, especially those who will be speaking.
2. 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.

3. 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.
4. If an Minister is speaking, anyone (e.g., the host organization's executive director) wishing to greet or thank them with a handshake should stand up and do so from the sidelines, either before the MNA goes on stage or when they return to their seat. This is recommended over having anyone else walk on stage as the MNA is preparing to speak or stepping down from the podium.