

## Protocols for Hosting an Event

In hosting an event, organisers should ensure that the following are given proper consideration:

- (a) The placement of the flag or flags
- (b) The set-up of the room i.e. will there be a head table or not?
- (c) The list of officials/persons who have confirmed their attendance at the event
- (d) The rank or status of the official
- (e) Salutation or oral recognition of the official during the event i.e. correct pronunciation of names and calling of titles
- (f) Properly addressing written correspondence, including invitations
- (g) The time and timing of the event
- (h) The smooth Flow of the event
- (i) The use of ushers
- (j) Greeting VIPs on arrival and escorting on departure