

Official Ceremony Notes

1. The first person to speak should (a) remind audience to mute cell phones and (b) acknowledge dignitaries on behalf of all subsequent speakers.

Example “ it is my honour to acknowledge those dignitaries joining us this afternoon/evening.” (if you have not received RSVPs from the invited Ministers and MLAs it would be silly to recognize individuals that are not present).
2. Name the dignitaries in order of precedence (call if you need clarification)
3. Do not include spouses (exception is spouse of Governor and Premier)
4. Do not mention post-nominals in verbal address (JP, MBE, OBE, CVO etc.)
5. Advise all other speakers to address audience “distinguished guests, ladies and gentlemen.” Subsequent speakers SHOULD NOT repeat acknowledgements so please advise them in advance.
6. The Governor and all Ministers should be provided with parking, greeted upon arrival and escorted to their seat.
7. The event should begin within 10 minutes of arrival of the most senior invitee (the Governor or the Minister). So be specific about the time you want him to arrive.
8. Platform seating usually for speakers, presenters and graduates.
9. Plan photo opportunity in advance and advise the Governor/Minister when they arrive.
10. Make sure the Cayman flag and the Union Jack are in the correct position on the platform.
11. The National Anthem is sung before the National Song.
12. More than 3 speakers usually makes for a long ceremony. Please be specific about how long the speech should be.
13. Everyone does not have to speak. One minister will defer to the other responsible.