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Protocol for Special Events 2024

The following guidelines and checklist should enhance the efficiency and effectiveness of those who plan special events, programs, introductions, and other activities involving members of the Henrico County School Board, Board of Supervisors, and other dignitaries.

Event Invitations

School Board

1. All requests for School Board members to attend a district or school-organized event should be directed to the clerk of the School Board, Tiffany Burton, at 804-652-3837 or tmburton@henrico.k12.va.us. Notification should occur at least four weeks prior to the event.
2. If the request involves asking a School Board member to bring greetings or make a presentation, the organizer should provide information on the desired presentation topic, other speakers and the time allotted for the presentation.
3. The clerk will notify School Board members with a request for RSVP and respond to the event organizer in a timely manner.
4. The week prior to the event, the organizer should provide details to the clerk of the finalized program and any subsequent changes to the program.
5. The organizer should provide parking details to the clerk including arrival time, reserved parking location, and the specific entrance that should be used to enter the building.

Superintendent

1. Invitations for the superintendent to attend school-organized activities and events should be directed to the executive assistant for the superintendent, René Stewart, at 804-652-3717 or urstewart@henrico.k12.va.us. Notification should occur at least four weeks prior to the event.
2. Please refer to steps 2-5 above and provide event details to the superintendent's executive assistant.

Board of Supervisors

1. District and school-organized event invitations for the Board of Supervisors should be directed to the district mailbox of each supervisor as follows:
 - Daniel J. Schmitt – brookland@henrico.us
 - Roscoe D. Cooper, III – fairfield@henrico.us
 - Misty D. Whitehead – threechopt@henrico.us
 - Jody K. Rogish – tuckahoe@henrico.us
 - Tyrone E. Nelson – varina@henrico.us
2. Notification should occur at least four weeks prior to the event and include an RSVP request date.
3. If the invitation involves asking a supervisor to bring greetings or make a presentation, the organizer should provide information on the desired presentation topic, other speakers and the time allotted for the remarks.
4. The week prior to the event, the organizer should provide details of the finalized program and inquire if there are any questions.

5. The organizer should provide all parking details to include arrival time, parking location and the specific entrance that should be used to enter the building.
6. Should you need to communicate with the executive assistants for the Board, please contact Veta Herbaugh (her@henrico.us), Charlotte Whitten (whi15@henrico.us) or Gayle Fridley (fri51@henrico.us) at 804-501-4208.

County Manager

1. Invitations for the county manager to attend school-organized activities and events should be directed to the executive assistant for the county manager, Joyce Cooper, at 804-501-4386 or coo30@henrico.us.
2. Please refer to steps 2-5 above and provide event details to the executive assistant.

Recognition

At events organized or sponsored by the School Board or its schools, it is appropriate to introduce and recognize the School Board members before introducing and recognizing other elected officials or dignitaries who may be present. The master of ceremonies should use the following order of introduction:

1. School Board chair
2. School Board vice chair
3. Other School Board members (alphabetical in order by district)
4. Board of Supervisors chair
5. Board of Supervisors vice chair
6. Other members of the Board of Supervisors (alphabetical in order by district)
7. Other elected officials and/or dignitaries (highest to lowest rank)
8. Superintendent
9. County Manager
10. School principal, assistant principal (if a school is hosting the event)

If the presence of a board member is uncertain, the master of ceremonies should inquire as to whether there are any additional members of the School Board and/or Board of Supervisors present.

Greetings/Speaking Order

The most appropriate order of speakers will vary based on the type of event, number and nature of speakers, the keynote speaker, or the ceremony to be performed. Building principals should make the decision as to who will be the appropriate speakers for their events. Not all events would require board members to speak; however, if the principal desires School Board members and/or other officials to speak, the following order is suggested:

1. Introductory remarks by master of ceremonies, including recognition of board members and other dignitaries in attendance.
2. Pledge and/or *National Anthem* and invocation
3. Remarks from School Board chair, vice chair, or board member representing the School Board
4. Remarks from Board of Supervisors chair, vice chair or board member representing the Board of Supervisors
5. Superintendent and/or principal
6. Event organizer representative
7. Keynote speaker or ceremony
8. Closing remarks by master of ceremonies

Parking

1. Provisions for parking should be made for members of the School Board, Board of Supervisors, and other dignitaries. These provisions should be communicated to the appropriate contact(s) at least a week in advance.
2. Reserve parking spaces with cones in the front of the parking lot, closest to the entranceways.
3. Whenever possible, designate a staff member or student to direct the Board members and superintendent to their parking spots.

Other Considerations

1. Provisions should be made for all dignitaries to be greeted by staff and/or students.
2. Front row seating should be reserved for members of the School Board, Board of Supervisors, and other dignitaries if they will be seated in the audience. If federal or state dignitaries will be attending the event, please call HCPS Communications (804-652-3694) for more specific guidance.
3. Any printed programs or publications containing Board members' names, titles and other information should be proofed by an administrator before going to print. If the publication is being professionally printed (not copied), a digital proof should be requested for a second verification of information accuracy.
4. Verification of the pronunciation (phonetic, if necessary, for the master of ceremonies) of all dignitary names should be done well in advance of an event.
5. For guidance on security protocol for events, please contact the director of school safety, John Casullo, at 804-261-9501 or jcasullo@henrico.k12.va.us.

Protocol for Written Documents

The following is the correct way (and order) to print the School Board members' names:

Alicia S. Atkins, chair, Varina District
Marcie F. Shea, vice chair, Tuckahoe District
Kristi B. Kinsella, Brookland District
Ryan E. Young, Fairfield District
Madison T. Irving, Three Chopt District

If surnames are going to be used on a written program or document (i.e. *Mrs.* Kinsella), please be consistent throughout the document.

The following is the correct print version for the superintendent:

Dr. Amy E. Cashwell, Superintendent

The following is the correct way (and order) to print the Board of Supervisors' names:

Tyrone E. Nelson, chairman, Varina District
Daniel J. Schmitt, vice chairman, Brookland District
Roscoe D. Cooper III, Fairfield District
Misty D. Whitehead, Three Chopt District
Jody K. Rogish, Tuckahoe District

The following is the correct print version for the county manager:

John A. Vithoukias, County Manager

Protocol Checklist

School Board & Dignitary District or School-Organized Event Invitations

- Notify the appropriate contact(s) at least four weeks in advance of the event.
- Notify appropriate contact of the event details. (Provide information on the desired presentation topic and length as well as information on other speakers.)
- Provide details of the finalized program to the appropriate contact(s) a week in advance and follow up with any subsequent changes.
- Provide parking and seating arrangements for members of the School Board, Board of Supervisors, superintendent, and other dignitaries to the appropriate contact(s) at least a week in advance.
- Confirm names and titles of attendees with appropriate contact(s).

Parking, Seating and Other Considerations

- Reserve parking spaces with cones for members of the School Board, Board of Supervisors, superintendent, and other dignitaries who were invited. Consider using official signage that represents the school or district.
- Schedule staff or students to greet dignitaries and other important guests and, if possible, schedule a staff member or student to direct them to reserved parking spots.
- Reserve seats for members of the School Board, Board of Supervisors, superintendent, and other dignitaries in the front row, on the stage, or near the podium.
- Review draft or digital proof of printed program containing names of dignitaries.

Alicia S. Atkins, chair, Varina District
Marcie F. Shea, vice chair, Tuckahoe District
Kristi B. Kinsella, Brookland District
Ryan E. Young, Fairfield District
Madison T. Irving, Three Chopt District

Dr. Amy E. Cashwell, Superintendent

Tyrone E. Nelson, chairman, Varina District
Daniel J. Schmitt, vice chairman, Brookland District
Roscoe D. Cooper III, Fairfield District
Misty D. Whitehead, Three Chopt District
Jody K. Rogish, Tuckahoe District

John A. Vithoukas, County Manager

- Verify pronunciation of all dignitary names.