

Protocol Overview Statement

The City of Mississauga's Strategic Communications and Initiatives Division contributes to shaping Mississauga as a place where people choose to live, work, learn and play through the management and oversight of:

- Planning and execution of official openings and events;
- The administration of the City's Community Recognition and Civic Recognition programs;
- Support of the City's Indigenous Relations program; and
- The adherence and administration of several City policies including but not limited to:
 - [City Plaques](#)
 - [Civic Protocol](#)
 - [Official City Openings and Events](#)
 - [Flag Protocol at City Facilities](#)

What is Protocol?

Protocol is the official procedure or system of rules governing affairs of state or diplomatic occasions. Simply put, it's a series of rules that an organization follows.

What you need to know when hosting an event in Mississauga

When hosting an event in Mississauga, there are several rules of protocol that you are asked to follow. These rules are in place for all official City events, delivered and hosted by the Mayor and Members of Council, events produced in whole or in part with the support of City grant funding and community events in which a permit is secured to host an activity at a City owned and/or operated facility or outdoor space.

When planning your event, make note of the following requirements:

- The Mayor's office should be contacted at least four weeks prior to the event to share the following information:
 - A request for the Mayor to bring greetings during the event on behalf of all Members of Council;
 - The date/time of the event
 - A draft agenda
 - An overview of any additional speakers on the agenda
 - An estimated number of guests and a profile of event attendees
- The Councillor for the ward where the event is taking place should be notified about the event. If the Mayor is unable to bring greetings during the event, the Ward Councillor would be invited to speak.
- In terms of the speaking order, the Master of Ceremonies (MC) will introduce the Mayor and/or Ward Councillor first. As the Mayor or Ward Councillor are to bring greetings on behalf of the City, they are to speak first of the event agenda.
- If formal remarks and/or an opening ceremony are not part of the event, invitations would still be extended to the Mayor and Ward Councillor to attend the event.

For Questions or concerns, call 311 to be connected with the City's Strategic Communications and Initiatives Division.