

February 28, 2015

Dear *Name of Principal*:

We are students of *Name of Teacher's* class. We've been studying Canadian Government and would like to meet with you to discuss inviting the Lieutenant Governor to our school. We think this would celebrate and draw the attention of the community to some the good things that go on at *Name of School*.

Date: We suggest that His/Her Honour be invited before Spring break during the week of *insert dates* dates. This would give us lots of time to prepare. We checked with your assistant *Name*, who told us that the school calendar seems reasonably free around that time.

Time and program: We have drafted a program to allow the maximum exposure of the vice-regal visit to the school community, and for Her/His Honour to see highlights of our school.

OUTLINE PROGRAM

10:00 am – Her Honour arrives at front entrance, met by Principal X, Chairman of Parents' Committee Y and the student committee. Student photographer and videographer Y and Z are introduced, and accompany the Vice-Regal party throughout the visit.

10:05 am – Her Honour, escorted by the greeters, proceeds to the gymnasium where she observes a 10-minute show by our award-winning gymnastic team. After the show she mingles with the coaches and gymnasts for five minutes.

10:20 am – Her Honour goes to the Science Wing classroom X. There she meets with teachers, students and janitorial staff who have led our energy efficiency project, observes a multi-media demonstration of their work and related displays.

10:45 am – Her Honour goes to the cafeteria where she meets staff to hear about their healthy lunches initiative, mingles with students who are in the cooking program and samples some of our school's healthy cookies.

11:00 am – Her Honour goes to the Principal's Office, meeting his support staff as she enters. She is then interviewed for 15 minutes by X and Y of the student newspaper, after which she has 10 minutes to relax. Meanwhile

the Principal and student committee go to the Assembly Hall to make sure everything is prepared (microphone, band or pianist, announcer).

11:30 am – The Principal and student committee escort Her Honour to the Assembly Hall where students and parents are seated. X announces her arrival and everyone stands. When Her Honour has reached the platform, the school band plays the Vice-Regal salute. The Principal then invites everyone to join in singing the National Anthem. Student Y then greets Her Honour (2 minutes) and introduces the Jazz Band, already on stage. The Jazz Band performs (5 minutes). The Principal invites Her Honour to speak. Her Honour addresses the school and brings greetings in the Name of The Queen. (7 minutes). Student Z then presents a gift to Her Honour. The Principal thanks Her Honour and invites everyone to stand. The School Band leads the singing of The Royal Anthem. The vice-regal party leaves the auditorium and proceeds to the front entrance.

12:00 noon – Her Honour departs.

We look forward to meeting with you at your convenience.

Yours sincerely,

Your Names Here