

Appendix C - Invitations to Events

The following table should be used for guidance when inviting Members, Officers and Partners to attend an official opening.

Please refer to the 'Events' and 'Photography and Filming' sections of the Press and Media Protocol for further guidance on invitation for photo call.

	Major event	Official openings/launches	Cutting of the sod/development or project launch	Local event
Leader	X	X	X	
Relevant Executive Board Member(s)	X	X	X	X
Chair or Vice Chair	X	X		X
Consort or Vice Chair Consort	X	X		X
Leader of the opposition	X	X	X	
Chief Executive	X	X	X	
Relevant Director(s)	X	X	X	
Relevant Head(s) of Service or Service Manager	X	X	X	X
Partner representative(s)	X	X	X	

Explanatory notes

Major events – for example, large audience, county-wide/national interest

Official openings/launches – for example, school or new building and facility openings

Cutting of the sod/development or project launch – for example, start of works on new schools/buildings, small project launches

Local events – for example, flag raising ceremonies, open days, local interest, community events supported CCC