



PRINCE ALFRED COLLEGE

VISIT BY HIS ROYAL HIGHNESS THE PRINCE EDWARD, EARL OF WESSEX KG GCVO

to Prince Alfred College, 23 Dequetteville Terrace, Kent Town

Wednesday 18 April 2018 from 9.30am to 11.30am

INFORMATION FOR GUESTS

Responding to the invitation

To register your attendance, please respond by **Wednesday 11 April** using the link provided in the invitation. If you are bringing additional guests, their details must be added to your online registration.

No late RSVP's can be accepted.

Dress: Business / Lounge Suit / Smart Casual/ Students in school uniform

Arrival and departure to the College

On arrival all guests (with the exception of children under the age of 18) must present their entry ticket and photographic identification.

Access to the College will be available only via Dequetteville Terrace, Capper Street and The Parade West.

Please note: No parking will be permitted along the main driveway. Limited parking will be available on the College back oval (via the Parade West). No vehicle access available after 9.45am.

Format for the day

- 7.30am Gates Open
- 9.30am Duke of Edinburgh's International Award participant's displays
- 9.45am All guests on site (no vehicle entry available after 9.45am)
- 10.15am HRH to view Duke of Edinburgh's International Award Displays
- 10.30 am Guests seated for formal proceedings
- 10.50am Unveiling of Sesquicentenary commemorative plaque by His Royal Highness
- 11.00am Refreshments available

Royal Protocols

The following etiquette is provided as a guide and include matters specific to HRH The Earl of Wessex, noting that it is more a matter of tradition than an obligatory code.

His Royal Highness The Prince Edward, Earl of Wessex KG GCVO

Chairman of the Board of Trustees of The Duke of Edinburgh's International Award Foundation

1. First contact/meeting: "Your Royal Highness"
2. Subsequent discussion: "Sir"
3. Bow (head only) or small curtsy is appropriate (not exaggerated) for formal introduction or if being presented (eg certificate/award) rather than when he walks up to meet and greet.
4. Shake hand if offered (not too firmly). Can also offer to shake hands in the normal way. No touching otherwise eg. No hugs or cheek kissing
5. No selfies (photos) and no requests for setting up group shots (unless in the event run sheet)
6. Casual photos allowed, avoiding intrusive or close proximity photography. Requesting The Earl to pose for photos must be avoided as this distracts him from maintaining conversation and moving freely.
7. He appreciates being asked questions (not personal/family) re: his observations, most enjoying or most surprising on his trip, Duke of Edinburgh's Award related.

If you have any enquires about these arrangements, please email: jdaly@pac.edu.au or phone 08 8334 1200