

Schedule
Visit of Their Majesties
King Juan Carlos I & Queen Sofia
Jackson, Mississippi
Saturday, March 31, 2001

- 11:00 a.m. Depart Governor's Mansion to travel to airport
- 11:20 a.m. Arrive at Air National Guard Facility, Jackson International Airport
Hanger 102, Flight Line Office
(You will get out of the car and it will be placed in the motorcade.)
- 11:30 a.m. Assemble to welcome King Juan Carlos I & Queen Sofia

(When introducing both the king and queen, they should be referred to as "Their Majesties, the King and Queen of Spain". When you welcome them at the airport you can say "Welcome Your Majesties to the State of Mississippi."

Governor, you will introduce yourself and then introduce Melanie by saying... "Your Majesties, may I present the First Lady of Mississippi, my wife, Melanie Musgrove."

At this time the First Lady will shake the hand of the king and present the bouquet of flowers to the queen. Governor and Mrs. Musgrove will then step out of line and lead the king and queen through the rest of the introductions. The Governor will introduce the rest of the dignitaries by saying... "Your Majesties, may I present U.S. Supreme Court Justice Antonin Scalia." Etc.....

Individually, he is introduced as "His Majesty King Juan Carlos" and she as "Her Majesty Queen Sofia". Although it is not required, a slight bow of the head when being introduced is a nice gesture toward both the king and queen. A cordial handshake is appropriate when meeting both the king and queen.

When presented or introduced, the royal speaks first, usually saying how nice it is to meet you. It is always appropriate to say, "It is an honor to meet you, Your Majesty".

The king or queen should be addressed as "Your Majesty," and referred to as "His Majesty" or "Her Majesty" respectively. During prolonged conversation, the king may be referred to as "Sir" and the Queen as "Ma'am", unless the king or queen have asked you to do otherwise.)

Welcoming Committee

Mississippi Governor Ronnie Musgrove
First Lady Melanie Musgrove
U.S. Supreme Court Justice Antonin Scalia
U.S. Senator Thad Cochran
Member/s of the Mississippi Congressional Delegation
Mississippi Lieutenant Governor Amy Tuck
U.S. Ambassador to Spain the Honorable Edward L. Romero
Jackson Mayor Harvey Johnson, Jr.
Mrs. Johnson
Major General James H. Lipscomb III, Adjutant General of the
Mississippi Military Department
Speaker of the Mississippi House of Representatives Tim Ford

Governor and Mrs. Musgrove will escort the King and Queen to their car and then will get into their car. Tell the king and queen that you will meet them at the Arts Pavilion.

11:45 a.m. Depart the International Airport for Mississippi Arts Pavilion

12:00 p.m. Arrive at the Mississippi Arts Pavilion
(Governor and Mrs. Musgrove should exit their car and move directly to meet and walk with the King and Queen.)
Fanfare by The United States Army Herald Trumpets
Greeted by Jack Kyle and his Board of Directors – (Governor and Mrs. Musgrove should move through the greeting line following the King and Queen shaking the hands of the Board of Directors.)
Her Majesty will receive a bouquet of flowers from Margret Taylor (a student from Brookhaven)

Enter Mississippi Arts Pavilion (through center glass doors)
(Governor and Mrs. Musgrove should still be immediately behind the King and Queen as they enter the Arts Pavilion.)

Unveiling of Stone Plaque to Commemorate their Visit- The king and queen will stand on either side of the plaque and remove the drape.

Tour the exhibit. You will view the film and then enter the first room. The media have been instructed to begin filming when the king and queen reach the throne (on the left in the room). When you exit the film, walk next to the king and queen.

There will also be cameras in the Gondola room. They will remove the barriers for this viewing, so get close to the king and queen as they look at the Gondola. The media will be set up to the front left (in the corner) of the Gondola.

The next room is the “gun room”. This is when Jack’s board will exit to set up for the unveiling of their gifts to the king and queen.

If you continue to view the exhibit, make sure you exit it right behind the king and queen so that you can be up close for Jack’s presentation.

At the conclusion of the tour Jack’s Board will present gifts to the king and queen. Board Chair William L. Stevens is making the presentation of the “William Faulkner” bust by Bruce Brady and “Eudora Welty bust” by Dr. Kim Sessums.

Guests will be escorted to the VIP Lounge (which should be directly behind you. It is the volunteer lounge.) at this time.

VIP Lounge – a call will be made to let VIPs know when to line up to enter the luncheon. Line up will be in the ticket booth area.

1:00 p.m. All guests are seated in Bernini Grand Lobby & International Banqueting Hall for Luncheon

Fanfare for the entrance of the king and queen by the United States Army Herald Trumpets

When the drum roll begins you will be led through the “horse statue room.” The media will line the wall to your right and tables will be all around the room. You will reach the center of the room and walk down the aisle through the center doors into the adjoining room.

The head table is a 14-person round table. The podium will be in the left corner of the room. The local tv stations will be filming along with Spanish television and the closed circuit television (which will be beamed to the people in the adjoining room.) The speeches will be filmed and when they are over, the media will be escorted out of both rooms.

Remarks by Jack Kyle

Remarks by Governor Musgrove (3 minutes)

Introduction of Queen Sofia by Senator Cochran

Introduction of King Juan Carlos I by Senator Cochran

Speech by King Juan Carlos I (5 minutes or less)

Luncheon (three courses) U.S. Army Strings will play during each course served

Toast by Governor Musgrove – dessert and champagne will be served, the music will stop and you will give the toast toward the end of the dessert course. (Your toast will not be seen by the members of the media.)

As host, you would face the person you are toasting, make your remarks and at the conclusion, look straight into the person’s eyes, raise our glass high in salute, say “to their majesties the king and queen of spain” and sip from the glass, still keeping your eyes on those toasted. Then you put your glass down on the table.

(FYI – if you are the one being toasted, you do not take a drink with the others.)

The best toast is one minute in length. A substantive, important toast lasts three-to-five minutes.

At the conclusion of your toast the fanfare will begin and the king and queen will depart with the people at the head table following, etc.

- 2:30 p.m. Governor and Mrs. Musgrove depart for Governor’s Mansion
King and Queen will depart for Fairview
- 3:00 p.m. Governor and Mrs. Musgrove depart Governor’s Mansion for State Capitol.
- 3:15 p.m. Lt. Governor Amy Tuck and Speaker Tim Ford meet Governor and Mrs. Musgrove in the Governor’s 3rd floor office. (The office will be set for the king and queen’s visit with flowers on the center round table set with coffee and water.)
- 3:20 p.m. Governor Musgrove, Mrs. Musgrove, Lt. Governor Tuck and Speaker Ford descend stairs to greet the king and queen. You will wait together on the bottom set of stairs.)
- 3:24 p.m. Fanfare by The United States Army Herald Trumpets begins. The 17 members will be lining the outside stairs of the State Capitol.
- 3:25 p.m. Greet the king and queen upon their arrival to the State Capitol.
(When the car pulls toward the drive the Governor and Mrs. Musgrove will walk down the sidewalk to meet the king and queen at the car. The king, queen, Governor Musgrove and Mrs. Musgrove will walk toward the Capitol and will meet the Lt. Governor and Speaker directly behind the statue.

After greetings are made, all 6 individuals should turn toward the media for pictures. According to protocol, the order should be (starting from the left) Governor Musgrove, King Juan Carlos, Mrs. Musgrove, Queen Sofia, Lt. Governor Tuck and Speaker Ford

After giving sufficient time for the media, all 6 individuals should ascend the stairs and proceed to the Governor's office for a private meeting.

3:30 p.m. Private meeting with the king, queen, Governor Musgrove, First Lady, Lt. Governor, Speaker, members of the Senate, members of the House and Spanish Delegation.
(At this time coffee and water will be available.)
(Governor Musgrove will ask the king and queen to sign the Governor's office book, which will be located in his office. A pen will be resting in the center of the book..)

3:45 p.m. The king, queen, Governor Musgrove, Mrs. Musgrove, Lt. Governor and Speaker will leave the Governor's office and walk down one flight of stairs to the 2nd floor rotunda. (Layout of the presentation area is attached.) You will be seated in the following order: 1. Governor Musgrove 2. King Juan Carlos 3. Mrs. Musgrove 4. Queen Sofia 5. Lt. Governor Tuck 6. Speaker Ford

Governor, you will not be seated, but will instead go directly to the podium to begin speaking. Governor Musgrove will welcome the crowd, introduce the Lt. Governor for comments, introduce the Speaker for comments, introduce the king and queen and present the gifts from the state.

After you present the gifts, the king will speak.

After he speaks you will return to the podium, thank everyone for coming and announce that the king and queen would like the opportunity to meet and talk with some of you.

Then turn to the king and queen and those seated and motion them toward the crowd.

Governor Musgrove and Mrs. Musgrove should walk with the king and queen and introduce them to people through the crowd.

4:15 p.m. The king and queen will be escorted from the Capitol to their car. Governor and Mrs. Musgrove should walk with them to their car, which will be located in the same place they arrived at the Capitol.

At this time it is the Governor and Mrs. Musgrove's decision about where they will go.

- 5:30 p.m. Governor Musgrove, Mrs. Musgrove, Jordan and Carmen Rae will need to be ready to receive guests at the Governor's Mansion. The guests have been invited to the Mansion at 6:00 p.m., but have been told to be there no later than 6:00 p.m. at the request of the Secret Service.
- 5:30 p.m. The media will be allowed on the Mansion grounds to set up at this time.
- 5:30 –6:15 p.m. Governor Musgrove, Mrs. Musgrove, Jordan and Carmen Rae will mingle with invited guests.
- 6:25 p.m. Governor Musgrove, Mrs. Musgrove, Jordan and Carmen Rae will be in place to greet the king and queen. The United States Army Herald Trumpets will be in place on the grounds of the Mansion. The media will be in place on the grounds of the Mansion.
- 6:30 p.m. The king and queen arrive and Governor and Mrs. Musgrove walk down the steps to meet them at the car. Governor and Mrs. Musgrove will escort the king and queen up the stairs and introduce Jordan and Carmen Rae. You will all then turn toward the media to allow them time for photos. Governor, you will then lead everyone into the Mansion and close the door.
- Wesley Ellis and the King's photographer will be the only "media types" allowed inside the Mansion.
- 6:40 p.m. Lisa Mader and staff will assist the media as they leave the Mansion grounds.
- 7:30 p.m. Governor and Mrs. Musgrove will escort the king and queen to their car and then will return to the Mansion to bid farewell to their guests.