



## **RESIDENTIAL SCHOOL, DAY OF REMEMBRANCE**

ANNUAL DAY EACH NOVEMBER TO REMEMBER  
THOSE THAT ATTENDED RESIDENTIAL SCHOOL

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### **DATE |**

THE MONTH MARCH 14<sup>TH</sup>, 2019 THURSDAY 12PM – 3PM

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THIS EVENT GUIDE IS CREATED TO ASSIST FIRST NATION'S WITH STEPS TO HOSTING A DAY'S EVENT TO REMEMBER OUR RELATIONS WHO ATTENDED RESIDENTIAL SCHOOL AND TO INSTILL A NEW UNDERSTANDING OF RESIDENTIAL SCHOOLS BY THOSE THAT ATTEND THE EVENT

THE FOLLOWING IS A STEP-BY-STEP PROCESS TO ORGANIZING THIS ANNUAL EVENT, INCLUDING THE PLANNING, PREPARATION AND HOSTING.

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## OVERVIEW

**Residential School, Day of Remembrance** is intended to be annual in nature, taking place on the third Thursday of every November. The event is created for First Nation communities to host a gathering for one day a year in ceremony, meaningful in its dedication to remembering those that attended residential school. Just as important, you will hear some of the names of the non-survivors and the survivors read aloud by family and volunteers, to all those in attendance. The ceremony will be inclusive to all and is a gathering time where family and friends can share memories of loved ones. Each First Nation community in Canada that is interested in holding the naming event will have an Elder that will share in a brief prayer and ceremony at the beginning and end of the residential school name readings. A residential school survivor from the First Nation will be invited to share in a brief storytelling to bring awareness to the lived experiences of residential schools.

The purpose of the day will be to provide each First Nation community with the opportunity to host a meaningful event, invite surrounding communities, so that they can learn about the residential school experience and by hearing the names and stories of the non-survivors and survivors.

**Remembering Residential School Survivors Day** will create an opportunity for Families, First Nation Leaders and community leaders to share in remembering those that attended Residential

School in their area, by saying aloud their name in a respectful community led environment.

The event will open and close with a prayer and ceremony that is reflective of the First Nation culture of that region. A brief statement of the facts of the residential school experience will be shared, as well as a brief personal account from a residential school survivor. After the presentations, the names of those who attended residential schools from that province or territory will be read aloud by various people.

The non-Indigenous public will be invited and encouraged to attend the event as well, and promotional efforts will be made to invite people who work directly in the educational and employment fields. Depending on the First Nation community, the approximate attendance of the event could range from 100 to 500 people.

By voicing the names of the non-survivors and survivors of residential schools, the Canadian public will have an opportunity to feel empathy, and consider the effect that the residential schools have had on an intergenerational scale.

The day will foster community and personal development by bringing together First Nation survivors and First Nations people who were inter-generationally affected. It will also provide a sharing and learning environment where Indigenous and non-Indigenous people from surrounding areas can connect and remember those that attended residential school.

# THINGS TO REMEMBER

**Important things relevant to planning the event include:**

## **Date of Event:**

- Date should always be held on the 3<sup>rd</sup> Thursday of every November
- The same annual date is inclusive of all First Nations in Canada that are participating

## **Location:**

- In determining the location to hold the day of remembrance, it should be large enough to hold the invitees, the community and youth that will be in attendance
- Ensure the location has provisions for the event
- If available, work with location caterers, to determine menu that is suitable for refreshment and sandwiches/cookies/bannock.
- Confirmation of ordering catering date should be determined and signed within the contract provisions, signed by both parties (if applicable)

## **Master(s) of Ceremony:**

- When inviting for the Master(s) of Ceremony duties, it is important to consider that person should be prepared with informed knowledge of the event and why it is being held. The person or peoples should be respected members of the community, with awareness and topic sensitivity in their Master(s) of Ceremony duties
- Agenda should be provided to MC(s) well in advance
- Prepare binder for MC , include agenda & backgrounder

# CHECKLIST REMINDER

First Nation Logo Here	
Date of Event	
Master(s) of Ceremony	
Leadership Invited	
Venue Name & Address	

## CHECKLIST – CONTINUED

CHECKLIST		
status/completed		
<input type="checkbox"/>	Goals & Objectives established	
<input type="checkbox"/>	Backgrounder of event prepared, name event	
<input type="checkbox"/>	Information on First Nation website, social media, signage	
<input type="checkbox"/>	Organize team and coordination efforts based on timelines of event dates and duties leading up to	
<input type="checkbox"/>	Prepare and send out invitation letters to potential speakers at event naming portion of agenda	
<input type="checkbox"/>	Prepare budget, work with FN Finance Department	
<input type="checkbox"/>	Prepare and distribute news release just prior to event	
<input type="checkbox"/>	Volunteers determined, list established, duties given	
<input type="checkbox"/>	Management Team – roles and responsibilities of each	
<input type="checkbox"/>	Food and Beverage coordination	
<input type="checkbox"/>	Invitations to dignitaries developed, signed by Chief and sent	
<input type="checkbox"/>	Prepare Information Kits for event	
<input type="checkbox"/>	Prepare FN Community Announcement about event	
<input type="checkbox"/>	Organize venue logistics, podium, lights	
<input type="checkbox"/>	Elder(s) determined, honorariums prepared in advance	
<input type="checkbox"/>	Establish an evaluation process for event, speakers and attendees	

# PLANNING COMMITTEE

A Planning Committee with Sub-Committees, as needed, should be organized for each area of the day's event.

## The following committee duties are needed for:

- Committee Chairperson
  - The Chairperson will set the meeting dates, establish agenda, run the meetings, ensure action items are followed up
  - Respect and reiterate to committee, the reason for the annual event and protocol required
- Marketing and Media Relations
  - Create marketing poster of event, at least 3 months prior to day. Outline within poster, the reason for event is to remember the names of those that attended residential school from the First Nation
  - Prepare letters for invited speakers to bring welcome greetings - Chief and Council, Youth and Elder
  - Determine who and invite Master(s) of Ceremony
  - Develop advertisement for local and area newspapers/magazine/tv/radio
  - Ensure information is listed on community website
  - Prepare community announcement, distribute prior to event
  - news release, media kits, and signage prepared
- Readers Invitations
  - Prepare and send invite to Readers at event – at least three months prior to event
  - Establish list of names to be read during ceremony. Send request for names to community



- members for those wanting family members mentioned – at least three months prior to event
- Have list of names determined at least two weeks prior to event date
- Send readers their names to read at least one week prior to event date
- Develop list of invitees, retrieve addresses and draft letter to invited readers, that may include:
  - Youth in the First Nation and surrounding areas
  - Survivors, family members of non-survivors
  - Community leaders – Chiefs, Councils, Elders, Mayors, politicians, teachers, students
- Financial Considerations
  - Committee member to work with First Nation Finance to determine budget, donations, venue and logistical costs
  - Prepare budget for approval by Chief and Council
  - Monitor cost accordingly
  - Complete final financial report for department and Chief and Council
  - Determine honorariums
- Agenda
  - Develop agenda to include dignitaries speaking, youth and Elders included
  - Share agenda with Master(s) of Ceremony
  - Base the timeframe of agenda on number of names that are to be read, that will be determined when letters are sent to community asking interest in having their or their family names read
  - Get agenda approved by Chief and Council
  - Hold a rehearsal agenda meeting with MC
- Venue/Logistics

- Secure venue at least three months prior to day of event
- Sign any pertinent contract for venue
- Check with potential catering at venue
- Ensure lighting, podium, seating and condition of venue is to standard
- Volunteers
  - Determine number of volunteers needed based on duties required and amount of people attending
  - Decide if honorarium will be paid to volunteers
  - Select youth from community whenever possible to volunteer
  - Training for volunteers to learn their roles

**FOR MORE INFORMATION AND/OR ADVISING SUPPORT DURING PREPARATION OF EVENT, PLEASE CONTACT:**



206-1075 Portage Avenue  
Winnipeg, Manitoba  
R3G 0R8  
(204) 940-1700  
1-866-940-1700

Or visit:

[www.ildii.ca](http://www.ildii.ca)

# APPENDICE – DRAFT AGENDA

Remembering Residential School Survivors  
(First Nation Logo here)

## AGENDA

Date / Time

- November 15, 2019
- 10:00 am – 12:00 pm
- Master of Ceremony
  - Welcome Guests
  - Welcome Chief and Council/Leadership
  - Introduce Elder
- Elder prayer and sharing
- Master of Ceremony
  - Provide overview of event
  - Key agenda items
  - Invite Chief and Council to podium
- Chief and Council
  - Welcome Greetings
- Master of Ceremony
  - Introduce Speaker(s)/Storytellers
- Speaker(s) – Provided 5 minutes on agenda
- Master of Ceremony begins introduction of speakers for naming procession
  - 7 speakers at a time introduced
  - Naming speakers each read 7 names (1 minute provided on agenda for each speakers)
- Master of Ceremony – Closing Remarks
- Elder – Closing Prayers
- Refreshments in common area provided