# Day of Mourning Event Checklist

| **Done** | **Step/Process** | **Suggestions** | **Person responsible** | **Date completed** (yyyy-mm-dd) |
| --- | --- | --- | --- | --- |
|  | Ceremony event tips | Things to consider:   * Host * Location * Ceremony time * Invite letter * Agenda * Moment of silence * Set-up (podium w/microphone, PA system, food/beverage, chairs, garbage cans) * Media * Advertising |  |  |
|  | Select location | Find a site where an audience can comfortably stand and hear the presentations |  |  |
|  | Gather Day of Mourning related information | Available on [dayofmourning.bc.ca](http://www.dayofmourning.bc.ca/):   * Statistics — fact sheet * Background * Media advisory  (template available if required) * News release  (see provincial news release at Day of Mourning website) |  |  |
|  | Create invitation | See generic invitation template |  |  |
|  | Book speaker(s) | * Management * Injured worker or family member affected by a workplace incident * Front-line worker * WorkSafeBC safety officer * Unions * Labour council * Local city representative * Partners |  |  |
|  | Generic speech | Template available on [dayofmourning.bc.ca](http://www.dayofmourning.bc.ca/) |  |  |
|  | Order Day of Mourning decals | Available on [dayofmourning.bc.ca](http://www.dayofmourning.bc.ca/) and can be used to hand out to staff or attendees |  |  |
|  | Order Day of Mourning poster | Available on [dayofmourning.bc.ca](http://www.dayofmourning.bc.ca/) to post in approved locations |  |  |
|  | Order flowers or wreath for ceremony | Contact your local florist |  |  |
|  | Media and outreach | * Send media advisory to local media (see template) * Send out information via social media (Twitter, Facebook) * Communicate ceremony to staff via email or at staff meeting |  |  |
|  | Advertising | Generic ad template available on [dayofmourning.bc.ca](http://www.dayofmourning.bc.ca):   * Run ad in local paper * Day of Mourning poster * Day of Mourning decals |  |  |
|  | Create agenda | See template with space to include:   * Host introduction * Speakers (list them out) * Piper/music * Moment of silence * Lay wreath/flowers |  |  |

**Note:** The following generic templates are available at **[dayofmourning.bc.ca](http://www.dayofmourning.ca)**.

* Invitation
* Speech
* Advertisements (colour and black & white)
* Email signatures