**Guidelines & Procedure for Haida Events held in School District #50**

Who will be the main organizing group?

Pick the date & venue.

Be sure to invite the guests well in advance of the event. (actual invites school letterhead/logo, telephone, email)

Order supplies if needed.

Arrange for seating of elders & invited guests

Do you need tables set up?

Will transportation be required? For who? What will they need? Who will pick up & return?

Arrange food depending on the event, coffee, tea, juice, & small snack are the basics (cake, cookies, sandwiches), will it be a meal?

What’s needed for the food? Plates, cups, serving spoons, cutlery, napkins, coffee pots, tea pots, juice jugs, serving trays, aprons etc…)

Who will prepare the food?

Who will serve the food?

Set the program for event determine beginning & end time.

Gather any supplies needed during the event, extension cords, scissors, tape,

Assign students & staff to welcome @ the door

Choose MC for event

Opening & Welcome, Prayer

Students singing & speaking

Dancers?

Speakers list: Hereditary Chief (s) Band Councillors, Dignitaries

Business of the event

Payment for witnessing, depends on the event:

Large events (naming, opening of new buildings/rooms, pole/plaque raisings require larger payment (blankets, baskets, paddles, framed prints, etc.. for Chiefs, Dignitaries)

smaller events (bookmarks, pins, pencils)

Closing Haaw’a

Clean up Venue site and other areas that may have been used.

Thank you notices, on SD website, school newsletter, band newsletter, Observer, just be sure the event was publicly acknowledged.