 <**Title of Event>**

**<Date of Event>**

**Time of Event**

**Run of Show:**

* Enter in person location.
* Example limited capacity in-person in the Nawapon/Ishkodewan and Perth Student Commons.
* Dry Run <Enter Date> – A dry run is a practice session that includes everyone involved in the event including ITS. This gives you the opportunity to review everyone’s roles and responsibilities during the event. As well make sure sound, slides, and videos are functioning properly.

**Host:** - Enter Host Name and Location. If your host is in person add necessary equipment

Example- mic and teleprompter

**Guest(s):**

Enter Guests Name and Location. If your host is in person add necessary equipment

Example- mic and teleprompter

<ENTER TIME> (30 minutes before event start) Quick Dry Run – Use this time to review the agenda and assigned roles.  Test, power point presentations, and videos that will be presented.  This should occur 30 minutes prior to event start.

<ENTER TIME> (15 minutes before event start)

* Panelists on site, in event rom. Use this time to sound check all panelists/hosts that will be speaking in the meeting.
* Review the agenda and roles.
* Guests arrive in person.

<ENTER TIME> - (5 minutes before event)

* All guests are seated.
* Host and guests ready with mics.

<ENTER TIME> – (1 minute before event)

* Emcee/Host at front of room/podium ready to begin
* Plays music, if required

<ENTER TIME> – (start of event)

* Start event

<ENTER TIME> Host Introduce Speaker(s)

<ENTER TIME> – Speaker(s) Presentation

<ENTER TIME> –

* Host   – Thanks speaker (s) and opens the floor for Q+A and moderates questions

<ENTER TIME>

* Host - Take last question and wrap up Q&A

<ENTER TIME>

* Host to thank speaker(s)

<ENTER TIME> – Closing

* Host - Closing remarks

<ENTER TIME>

* Event Support - End webinar

**Example Script for 2022 Remembrance Day Ceremony**

**Run of Show:**

10:30am Stage Party assembles in Nawapon and will be cued by Events team to process to Marketplace Salons.

10:40am Military formation in front of stage:

* + - First year student Military GIS program Corporal Rafal Jamrozy
    - First year student Military GIS program Private Andrew Larabie
    - Second year student Military GIS program Corporal Max Wolochatiuk
    - Second year student Military GIS program Corporal Jeremy Drover
    - Candidates

Procession leaves Nawapon led by piper.

* Events team and Security Services will walk in front of precession to guide and clear path.

***[Immediately before procession enters Salon B Sgt Lalonde gives command - “School of Military mapping, Attention]***

10:48am Stage Party enters Marketplace Salons and takes their seats.

Slide show presentation ends and procession is spotlighted by ITS as they enter Marketplace Salons

***[Sgt Lalonde gives command – “School of Military Mapping, Stand at Ease”.]***

10:50am On stage: Welcome by Bolu Olutunda, SA President

* Joanne cues Bolu to begin.

***Good morning. Please be seated.***

***My name is Bolu Olutunda, and I am the President of the Algonquin Students’ Association, and on behalf of President Brulé and the students and employees of the College, I welcome you both virtually and in person, to this special ceremony.***

***To begin, I would like to first acknowledge that Algonquin College acknowledges that today’s ceremony is taking place on the traditional unceded, unsurrendered territory of the Anishinaabe Algonquin People.***

***We gather today to honour the memory of our parents, grandparents, friends, and relatives who gave of themselves in wartime, so that we could live in peace. It is thanks to their courage that we are able to live freely and enjoy all the wonderful benefits of living in Canada.***

***At this time, I would like to extend a sincere welcome to our military special guests.***

* ***Commanding Officer, 76 Communications Regiment: Lieutenant Colonel (LCol) Martin Coudé***
* ***Regimental Sergeant Major, 76 Communications Regiment: Chief Warrant Officer (CWO) Stephane Rochette***
* ***Commandant School of Military Mapping: Major John Mason***
* ***Chief Instructor School of Military Mapping, Mapping and Charting Establishment: Master Warrant Officer (MWO) Christopher Brace***
* ***Course Warrant Officer, School of Military Mapping, Mapping and Charting Establishment: Warrant Officer (WO) Claude Pellerin***
* ***First year student Military GIS program Corporal Rafal Jamrozy***
* ***First year student Military GIS program Private Andrew Larabie***
* ***Second year student Military GIS program Corporal Max Wolochatiuk***
* ***Second year student Military GIS program Corporal Jeremy Drover***
* ***And all the Candidates here today***

[Bolu gestures to the CF personnel side of stage and group in front of stage]

***Thank you everyone for being here today.***

10:52am [Bolu leads the audience in applause]

***To continue with our ceremony, we will now lay four wreaths.***

***At this time, I would like to call upon Diane McCutcheon, VP Human Resources. Diane will******lay the first wreath on behalf of the college employees escorted* by first year student Military GIS program Corporal Rafal Jamrozy**

[Diane is given a wreath and stands with escort at side of stage. Together they approach the first empty stand. They face the stand, the escort salutes. Diane steps forward and lays wreath. Diane then takes a step back. They pause for 2-3 seconds. The escort salutes and they turn and return to their places.]

**And now, I would like to invite Rena Bowen, past Chair of the Alumni & Friends Network on behalf of family and friends *to honour all those who served.***

[Rean is given a wreath and stands with escort. Together they approach the second stand. They face the stand, the escort salutes. Rena steps forward and lays wreath. They then take a step back. They pause for 2-3 seconds. The escort salutes and they turn and return to their places.]

**I would now call upon, Gwyn Jones, SA Director, who will lay a wreath on behalf of Algonquin students.**

[Gwyn is given a wreath and stands with escort. Together they approach the third stand. They face the stand, the escort salutes. Gwyn steps forward and lays wreath. They then take a step back. They pause for 2-3 seconds. The escort salutes and they turn and return to their places.]

***And finally, I would like to call upon Eric Johnston, Manager, Mamidosewin Centre, who is laying a wreath today in honour of all Indigenous veterans, past and present.***

[Eric is given a wreath and stands with escort. Together they approach the fourth stand. They face the stand, the escort salutes. Eric steps forward and lays wreath. They then take a step back. They pause for 2-3 seconds. The escort salutes and they turn and return to their places.]

10:56am ***And now, I would like to ask Claude Brulé, President and CEO of Algonquin College to do us the honour of reading “In Flanders Fields”, a poem written by John MacCrae. Claude was Chief of Staff at the Canadian Forces School of Communications and Electronics. Claude….***

10:56am [Claude approaches podium and reads]

***In Flanders fields the poppies blow***

***Between the crosses, row on row,***

***That mark our place; and in the sky***

***The larks, still bravely singing, fly***

***Scarce heard amid the guns below.***

***We are the Dead. Short days ago***

***We lived, felt dawn, saw sunset glow,***

***Loved and were loved, and now we lie,***

***In Flanders fields.***

***Take up our quarrel with the foe:***

***To you from failing hands we throw***

***The torch; be yours to hold it high.***

***If ye break faith with us who die***

***We shall not sleep, though poppies grow***

***In Flanders fields.***

10:57am [After Claude finishes, Bolu returns to podium and says:]

***Thank you, Claude.***

***I now ask all who are able, as is customary on Remembrance Day, to please stand, as the trumpeter, Eric Littlewood, plays “The Last Post”, followed by two minutes of silence in memory of all who fallen for our freedom during wartime. At the conclusion of our two minutes of silence, we will hear The Lament*** (lah-ment) ***by piper Kevin Murison, followed by the Reveille* (rev-ah-lee) by trumpeter *Eric. Chaplain Yuriy Derkach will then read the Act of Remembrance and Alumna Areeya Rattanavong will lead us in the singing of our National Anthem.***

10(h):57(m):30(s) ***[Sgt Rochette gives command - “School of Military Mapping, Attention” ]***

Elicia cue Eric- Eric plays “The Last Post”

Elicia time two minutes- Two minutes of silence

Elicia cue Kevin- Kevin plays “The Lament”

Elicia cue Eric- Eric plays “The Reveille”

[Chaplain Yuriy Derkach to podium and reads “*They Shall Grow Not Old*” – Act of Remembrance]- Joanne to cue

***They shall grow not old, as we that are left grow old:***

***Age shall not weary them, nor the years condemn.***

***At the going down of the sun and in the morning***

***We will remember them.***

[Areeya to podium and leads the singing of O’Canada.]- Joanne to cue

***[Sgt Rochette gives command - “School of Military Mapping, Stand at Ease”]***

11:09 [Bolu returns to podium:]

**This *concludes our ceremony. I would like to thank our special guests once again from the Canadian Forces; our wreath layers; students and members of the Military Geomatics program and the Mapping and Charting Establishment; the trumpeter and piper; the National Anthem singer; and of course, all the Algonquin College community including the Executive team, employees, and students for participating today.***

***We do hope everyone will take a moment to view our Lest We Forget presentation on the screens, honouring the memory*** ***of veterans from all conflicts who are related to or friends of employees and students at the College.***

***And finally – may I say thank you to all of you for taking the time out of your day to commemorate the memory of all our special war heroes. Please stay in your place until the military troops have been dismissed.***

***[Sgt Rochette gives command - “School of Military Mapping, Attention”]***

[After command is given, Piper begins playing

Recession of Stage Party to Marketplace Food Court Lobby

After stage party has exited room, CF student honour guard are given dismissal]

***[Sgt Rochette gives command - “School of Military Mapping, Dismiss”]***