

## **Local Recognition Ceremony Sample Format**

You may choose to follow the format of the Provincial Recognition Ceremonies.

### **Before the ceremony**

- As recipients and guests arrive, they are welcomed and directed by the greeter(s). Recipients are directed to the registration desk. Guests are directed to the hall.
- The recipients sign in, get numbered 'cue card' and are directed to the 'holding' area; guests are asked to take their seats.
- In the holding area the recipients are asked to fill out their cue cards and are placed into presentation order, which is also the order in which they will be seated.
- Ensure the colour party is organized with flags and are given instructions on how they will enter the hall. See below for Flag Procession Best Practices.
- The order for the procession is colour party, special guests, recipients in presentation order.

### **Ceremony**

- MC asks guests to rise for colour party.
- Procession enters the hall.
- Flags are placed in stands; recipients are directed by volunteers to their seats.
- Everyone remains standing for 'O Canada', as directed by the MC.
- MC's opening remarks and welcome to special guests (sample script for MC is available).
- MC introduces the first guest speaker.
- First guest speaker.
- Presentation to recipients. As each recipient goes up on stage she hands her 'cue card' to the MC to read.
- MC introduces the second guest speaker.
- Second guest speaker.
- MC asks everyone to stand for reaffirmation of Promise (include request to Guiders and guests to join the reaffirmation).
- Taps.
- Procession leaves the hall in the same order as they entered the hall.

### **After the ceremony**

- Opportunities for photographs.
- Light refreshments.

## Flag Procession Best Practices

**Plan ahead and practice ahead of time.** Girls and Guiders must feel comfortable in what they are doing. All eyes are on the girls at this time and they are at an age where they want to “Do It Right”. Be sure to provide lots of encouragement and praise!

You need **flag bearer(s) and guards**. If the ceremony is in a church you can have the flag alone. The girls should have a **holster** in which to put the flag. It is much easier to carry it this way. The flag is **carried straight up and down on the right side of the body with the right hand on top** (thumb to nose). Left hand on the bottom. The point of the flag is brought back and held in the left hand. The girls should be in **perfect uniform**. They can do it...insist.

Have some music available. It is much easier to walk to music. Peter Piper, Harmony, anything with a steady beat will do. Girls should walk through the process at first without the music to get the calls and to picture in their minds what is to be done. They then need to do it with music.

### Flag Placement

If the flags are going to be placed on stage the Canadian flag would go on the right of the speaker, (the left as seen by the audience). If it is being placed on the floor in front or beside the stage the Canadian flag goes on the right of the audience. Go on line to the Federal Government web site and you can get the whole book of protocol.

### The Process

The girls should know when to start walking so they are together. If there are turns to be made they need to know what to do. They can wheel, all walk together in an arc, or the inner person turns on the spot and the other 2 walk left or right. Alternatively, girls can all turn individually, stop, (left turn-left foot bring right foot to it, step forward on left and keep going, opposite for right turn. )

Turns should be made together. Give the girls a count to follow or have someone where turns are to be made to count for them.

The flags should be held for the singing of O Canada. About turn to face audience for singing and then about turn to face the stands. Girls then simultaneously put flags in stands. Have a count. This is another time there needs to be practice of timing, turns etc.

### Completing the turn

- All turn the same way. It takes a count of 4 to about turn:
- 1-Left foot 90 degrees
- 2-Bring right foot to it
- 3-Left foot 90 degrees
- 4-Bring right foot to it. Voila – you are all the way around!

Girls should then turn back and walk off in a similar manner.

*Thank you to Jennifer Kennedy for preparing this resource!*