



Operational Guideline

Opening Ceremonies	O.G. # 3.02.04	
	Effective: November 5, 2016	Initial of Pres DG

Purpose: To provide a method for organizing the Opening Ceremonies for the Annual Educational Conference and Training Workshop.

Scope: The BCFTOA membership.

Policy: The Conference Committee will organize and host the Opening Ceremonies for the Annual Educational Conference and Training Workshop.

Procedure:

The Conference Committee will organize the agenda, invite honoured guests and provide the master of ceremonies for the Annual Educational Conference and Training Workshop.

The recommended agenda for the Opening Ceremonies will include the following:

- Pipe in the Podium Guests - Piper
- March of the Colours – Honour Guard
- National Anthem(s) – Singer
- Chaplain's Blessing (note, this may include a First Nation's blessing as well)
- Welcome by the BCFTOA President
- "Pay the Piper" – Local representative and the Piper
- Podium Speaker Greetings – as listed below
- Introduction of Special Guests – Master of Ceremonies
- Memorial Service (See OG 3.02.05)
- Message from the Conference Chairperson
- Declaration that the Conference is Open – BCFTOA President
- Pipe out the Podium Guests - Piper
- Announcements – Master of Ceremonies
- Group Photo

Honoured guests will include local dignitaries, local fire chiefs, Provincial representatives and the Presidents of Provincial fire service organizations. Invitations to the Opening Ceremonies should be sent to dignitaries 4-6 months prior to the event in order to allow sufficient time for dignitaries to place the event in their personal calendars.

The recommended guest list for those invited to speak and/or say greetings should include the following:

- Fire Commissioner of BC
- Local Member of the Legislative Assembly of BC

- Local Member of Parliament
- Mayor(s) of the host community
- Local Fire Chief(s)
- Local representatives of the IAFF and/or Volunteer Firefighter organizations
- Fire service association Presidents:
 - Fire Chiefs Association of BC
 - BC Fire Training Officers Association
 - Fire Prevention Officer's Association of BC
 - BC Volunteer Firefighters Association
 - BC Professional Firefighters Association
- Conference Chairperson(s)

Those invited to speak should be advised to keep their comments brief.

In addition to those listed above the Conference Committee may invite other guests to witness the Ceremonies, such as local Councilors, the Chief Executive Officer and Directors of the community, local First Nations representatives and other dignitaries as determined by the Committee.

A master of ceremonies should be selected by the Conference Committee that can keep the agenda for the Opening Ceremonies flowing. The master of ceremonies will provide direction for the various activities of the Opening Ceremonies and invite various speakers to the podium according to the agenda.

The Conference Committee will leave with the venue staff to arrange for a podium, dais and seating for the speakers at the front of the assembly.

The Conference Committee will arrange for an Honour Guard to escort the colours into the venue. The Honour Guard may be invited from an emergency services organization (preferably a fire service organization) or a contingent of the local fire department. The colours should include the Canadian flag, the Province of British Columbia flag, the local community flag and any other flags as deemed appropriate. At a minimum the Canadian flag will be escorted into the venue by members of the local fire department.

The Conference Committee will arrange for a piper to pipe honoured guests and Honour Guard into and out of the venue as well as play for the Memorial Service. As part of this they should arrange a suitable beverage and glasses to "Pay the Piper" during the ceremony.

The Conference Committee will arrange for a singer to sing the national anthems. The anthems will include O'Canada and may include the Star Spangled Banner (to honour guests from the United States). Music may be arranged to support the singer as appropriate.

The Conference Committee will arrange for a bugler or trumpeter to play the "Last Post" and "Reveille" for the Memorial Service.

The Conference Committee will arrange for a Chaplain to say prayers for the Opening Ceremonies and Memorial Service. They may also arrange for a First Nations blessing as well.

At the conclusion of the Opening Ceremonies, all guests and delegates will be invited to be included in a group photograph to commemorate the event. The Conference Committee will

select a suitable location for the photograph and arrange for a photographer with suitable skills to take the group photo. A copy of the group photograph will be provided to Conference delegates and posted on the BCFTOA website.

Reference:

3.02.01 – Annual Conference Timelines

3.02.05 – Memorial Service

 Signature of President	This OG replaces Issued: NA
--	---