



# How to plan a commemorative service

Holding a commemorative service can demonstrate your organisation's **support** for and **recognition** of the service of veterans.

The below is a list of considerations to help you deliver a commemorative service in a **respectful, considerate** and **meaningful** manner.

## Steps:

### 1 Scope interest of veteran employees

Check in with your current veteran employees to see if they would like to participate in, and/or assist with planning, a commemorative service.

### 2 Ensure support from leadership

Support from leadership can ensure that commemorations are well-resourced, and employees are granted the capacity to participate.

### 3 Establish organising group

This may involve setting up a committee or working group or engaging with an existing veteran committee or group.

### 4 Involve a veteran or current ADF member

Aim to involve veterans, reservists or other staff members with ADF connections. You may consider inviting a guest who is a veteran or serving member to participate.

### 5 Consider your budget

When planning, consider how your organisation might fund the commemorative service. This can determine the size and scope of your service. You may also wish to apply for a grant to fund commemorative services or activities that benefit the wider community. These grants are typically limited to not-for-profits and community groups.

Grant opportunities include:

Department of Veterans' Affairs	<a href="#"><u>Saluting Their Service Commemorative Grants Program</u></a>
The Victorian Government	<a href="#"><u>Grants to support and commemorate veterans</u></a>
The NSW Government	<a href="#"><u>Anzac Community Grants Program</u></a>
The Queensland Government	<a href="#"><u>Queensland Remembers Grant Program</u></a>
The WA Government	<a href="#"><u>Anzac Day Trust Grant</u></a>
The Tasmanian Government	<a href="#"><u>Teddy Sheean VC Memorial Grants Program</u></a>

## 6 Consider audience and context

Consider and plan for the following:

- How many people will attend?
- Who will attend? Will you invite only staff members, or will you also invite friends and family members and members of the wider community?
- Where can the service be held?
- Can you stream the service online for those who can't attend in person?
- How can you ensure that participation in the event is equitable across employee groups?

## 7 Plan an order of service

The Department of Veterans' Affairs provides a resource on [Planning an Anzac Day service or commemorative event](#). This resource also includes:

- suggested [orders of service](#) for Anzac Day and Remembrance Day
- [music and anthems](#) you can play at the service
- [poems](#) you can recite at the service
- [sample speeches](#).

The NSW Office for Veterans Affairs provides resources on [how to plan and deliver a commemorative activity](#). These include helpful tips and event planning considerations.

## 8 Invite employees and others to attend

Ensure that all employees are given the opportunity to attend the service.

Consider extending invitations to those outside your organisation, such as:

- clients
- customers
- colleagues at other organisations
- members of the community.