

Appendix 6

Ceremony Running Order and Time-table

Time	Event	Tasks	Materials	By Whom
7.15	Arrivals	Welcomed and brought to seat	Music Classical Low	Staff
7.33	Introduction	Explain background and Running Order	Microphone	Clinician
7.38	Symbols to front of room	Assist Service Users gather with symbols	Symbols – song 'We Will Remember'	Service Users
7.45	Speaker input	Short talk on 'Remembering'	Microphone	Invited speaker
7.55	Introduction of candle-lighting event	Clear instructions on how this will happen	Music playing at low volume Photos projected	Clinician Staff
8.00	First centre introduced (5)	Introduce staff and service user. Staff calls name and service user closes with memory	Candles, candle lighter, table decoration	Staff and service user Staff
8.05	Second centre (10)	As above	As above	As above
8.13	Third centre (4)	As above	As above	As above
8.17	Children's services (6)	As above	As above	As above
8.22	Fifth centre (5)	As above	As above	As above
8.26	Sixth centre (3)	As above	As above	As above
8.30	Speaker input	Reassuring, anchoring and closing	Microphone	Invited speaker
8.40	Close	Thank people	Microphone	Clinician
8.45	Refreshments	Serve tea and coffee Mingle Awareness of reactions	Tea, coffee, cake and biscuits	Staff and clinicians