

**COVID Day of Remembrance: August 20, 2021**

**Suggestions for planning your meeting’s involvement**

*On Friday, August 20, 2021 between 8 – 8:20 PM, Friends across South Jersey will gather*

*at or near their meetinghouses to hold a silent candlelight vigil remembering*

*the impact of the COVID Pandemic on our families, our communities, and globally.*

*We will be linked by Zoom, and welcome individuals who wish to join us from their homes.*

**Initial steps:**

1. Plan the event: Will you hold another activity along with the candlelight vigil such as a potluck supper or a modified memorial service during which members share their experiences during the pandemic? This could include both sorrows and joys, lessons learned, new or deepened friendships. Also: identify a spokesperson to talk with the media, and several people with interesting stories such as first responders, people who lost a loved one, and someone with a hopeful story.
2. Do you want to invite others to join you as co-sponsors or participants, such as the local interfaith coalition, first responders, or people living nearby? Contact them early to determine their interest - and whether planning will be done jointly or by your meeting.
3. Select an outdoor location for your vigil, on or near your meetinghouse property. The location should be visible to people will be passing by.
4. Email [SouthJerseyQuakers@gmail.com](mailto:SouthJerseyQuakers@gmail.com) to confirm your participation in the vigil and include the vigil location, co-sponsors if any, and contact information for your Zoom facilitator. We will include your details in our press work and newsletter.
5. Do you want people to RSVP? We can set up an online RSVP form; email us at [SouthJerseyQuakers@gmail.com](mailto:SouthJerseyQuakers@gmail.com) Ask if people who don’t drive at night need rides.
6. Check the Internet if you need to order “candles for a vigil.”
7. Determine if you need to inform local police that you will be holding the vigil. This might be helpful if you want to ask about prohibiting parking at the vigil site.

**Contacts at SouthJerseyQuakers:**

Salem Quarter: Carleton Crispin – carleton.southjerseyquakers@gmail.com

Haddonfield Quarter: Joshua Ponter – haddonfieldquarteryouth@gmail.com

Burlington Quarter and outreach to media:

Linda Lotz –SouthJerseyQuakers@gmail.com

**Publicity:**

1. Develop an invitation for digital media (Facebook, Instagram), email and leaflets. Make sure to include contact information, in case people have any questions.
2. Encourage meeting members to share the invitation with their family and friends, or post it on their social media accounts. Post flyers at the library and other community spaces.
3. Prepare a press advisory, with basic information about the vigil. Enter this information into community calendars on the websites for local newspapers, radio and TV stations. Consider which reporters to contact about covering the event.
4. Make or have a local printer prepare a large banner announcing the silent vigil, with date and SouthJerseyQuakers logo or your own.

**Several days before the vigil:**

1. Invite local media to cover the event. Include people they might interview about their COVID experiences, as well as alternate location in case of rain.
2. Review logistics: Confirm when your committee members should arrive, visit the site to confirm where people will stand, remind meeting members to attend, share Zoom info with those who cannot attend in person. Confirm rides for those who don’t drive after dark. Prepare a short handout with information about your meeting, joint sponsors if any, and purpose of the vigil.

**On Friday, August 20:**

1. Arrive no later than 7:45 PM, make the zoom link, unfurl your banner or share signs, and begin welcoming participants. Photographer takes photos and asks for permission to publish them. Offer the handout to participants and those passing by. At the conclusion, thank everyone who came. Possibly, stand together in a circle.
2. Send us information about your vigil and photos. Make sure to include how many participated, whether this included community members, and any press coverage.