



# PORTRAITS OF HONOUR PORTRAITS HONORIFIQUES



**Kin Canada**  
Association of Kinsmen and Kinettes  
Association des Kinsmen et Kinettes

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[www.portraitsofhonour.ca](http://www.portraitsofhonour.ca) **Toll Free:** 888.9HONOUR (888.946.6687)

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## TOUR ADVANCE INFORMATION REQUEST

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Hello,

Thank you to you and your committee for hosting an official Portraits of Honour event. We know your committee has worked hard to prepare a meaningful opportunity to bring your community together to remember, honour and celebrate our Canadian Forces and our fallen heroes.

As we prepare to bring the Portraits of Honour mural to your event, we require some advance information that our Tour Team will require to successfully attend your event.

Following are some questions. Please take a moment to answer them and send us back an email so we can ensure that we have everything we need to meet your expectations.

### 1. LOCATION INFORMATION:

- a. Where is your event located (address and directions)
- b. Is your event indoor or outdoor?
- c. Have you confirmed the trailer will fit your location? The trailer is 13'6" high x 8'6.5" wide (closed) 18' wide (open) x 53' long. (See attached specification sheet)
- d. Who will our onsite contact be when we arrive (name, position, cell#).
- e. Are we to go straight to the location or are you requesting that we stage outside of town and have an escort to the final location? (If escorted please provide assembly location, timing and details)
- f. If you are able to provide a map or site plan please do.

### 2. TIMING QUESTIONS:

- a. What time do you require the trailer to arrive?
- b. What time do you require the trailer to be completely set up and operational?

- c. What are your event timings?
  - i. doors open to public
  - ii. program start (ie ceremony, dinner, BBQ, viewing, etc)
  - iii. completion time.
  - iv.
- d. Are there restrictions on the timing of our load-in or load-out?

**3. TRAILER REQUIREMENTS:**

- a. Will power be available onsite? (If so, please indicate how many Amps, if you know, and distance from trailer to power source). If there is no power, the trailer can run off of it's onboard generator.
- b. Will you require the trailer to be used as a stage for a ceremony?
- c. Will you require use of our podium and/or sound system?

**4. APPEARANCE REQUESTS:**

- a. Do you have any private receptions, dinners or events that you wish Dave to attend?
  - i. Dave will be travelling with his wife Penny. Will she be invited?
- b. If Dave is attending a reception, dinner or ceremony please answer the following:
  - i. Are there any other invited special guests? (names, titles, organizations)
  - ii. Are there any special Kin guests invited (ie Governors, Life Members, etc)
  - iii. Please indicate who Dave will be sitting with (names, titles, organizations)
- c. Would you like Dave Sopha to speak at your event? (if so, duration and timing)
- d. Who will be the Emcee? (name and title)

**5. ACCOMMODATION DETAILS:**

Many committees have offered to provide hotel accommodation which we are grateful for.

- a. Is your committee providing rooms?
  - i. If so, please provide hotel name, location, number of rooms and reservation confirmation information.

**6. MEDIA RELATIONS:**

- a. Have you contacted local media already? (if so, please provide contacts)

**If you have questions or concerns please contact Sean Libin at 403-508-7313 (ofc) or 403-714-4133 (cell)**

Thank you again and we look forward to seeing you soon.