



International



International Relay For Life

Ceremony Development Guidebook



WELCOME

Since its earliest beginnings in 1983 in Tacoma, Washington, USA, American Cancer Society Relay For Life has brought communities together to fight a common enemy – cancer. As it grew to reach more and more communities across the USA, Relay became a major player in every facet of the American Cancer Society’s mission to eradicate cancer. Now there are Relay For Life events in 20 countries and cancer organizations around the globe are finding that Relay is an incredible conduit for their country’s population to learn more about their organization’s mission and services.

Through Relay For Life cancer organizations are creating awareness about cancer, recognizing and celebrating survivors and those who care for them, remembering those who lost their battle against cancer, and encouraging citizens everywhere to become involved in the fight against cancer. The funds raised help cancer organizations achieve their mission and deliver their services.

The International Relay For Life Advisory and Training Team (IRATT) worked for months to make this guidebook one that will be helpful to staff and volunteers worldwide. Whether you are brand new to Relay – a new event or committee chair – or are simply searching for information to grow and improve your existing event, we think this guidebook will be a valuable resource.

We have combined the best information from RFL guidebooks across the United States, added time-tested tips and best practices from staff and volunteers and received input from international Relay staff and volunteers to make this guidebook one you can use to make your event the best it can be. From information on recruiting your first committee to planning ceremonies, we think you will find the tools you need in planning your Relay For Life event.

We offer a special thank you to the IRATT members who worked diligently to put this guidebook together. You will find them listed below. The work was done with the hope that Relay staff and volunteers worldwide will find the resources needed to help continue the Relay For Life tradition of excellence in communities across the globe. We wish you the very best of luck in planning and carrying out your event and thank you for all you do to help eradicate cancer. We are One Word – One Hope...and through International Relay For Life we are making a difference.

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THE ROLE OF RELAY IN THE FIGHT AGAINST CANCER

Since 1996, the American Cancer Society has collaborated with multiple cancer organizations in countries outside the United States to license and support Relay For Life programs. As a result, American Cancer Society Relay For Life events take place worldwide. The International Relay For Life program enables cancer organizations around the globe to increase their visibility and generate cancer awareness, outreach, and income while building survivorship, volunteerism, and advocacy efforts in their communities.

Through Relay, these organizations bring together passionate volunteers, promote their mission-based activities, and mobilize communities to take action in the international movement to end cancer. No matter where they take place in the world, Relay events give people a chance to celebrate the lives of cancer survivors, remember loved ones lost, and fight back against a disease that has taken too much.

INTERNATIONAL RELAY FOR LIFE STANDARDS

To be considered an International Relay For Life event, the following criteria need to be met:

1. The event must take place *overnight*.
2. There should be at least an *Opening Ceremony* and *Closing Ceremony*.
3. Survivors will be remembered through a *Candlelight (Luminaria) Ceremony*.
4. The event should incorporate *Survivorship activities*.
5. Through Relay, we will include *Mission Delivery (Cancer Education.)*
6. The event should be completely *Tobacco free*.



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Ceremony Development Overview



WHAT IS CEREMONY DEVELOPMENT?

CEREMONIES EXPLAINED

Relay For Life Ceremonies fall under the umbrella of Event Development. Event Development is one of the “6-D” components of Relay and is also referred to as “The Show,” which begins during event set up and includes all ceremonies and activities, including closing ceremonies and clean up. Ceremonies at your Relay should be impactful and memorable. International Standards require that all Relay events have the following ceremonies: Opening, Luminaria, and Closing Ceremonies. In this guidebook we will look closely at each of these ceremonies.

The ceremonies that take place during your Relay event are about giving every participant at your event the opportunity to celebrate the lives of those surviving cancer, remembering those that have lost their battle with the disease, and to give participants an opportunity to get involved with the programs and services that your cancer organization offers in your community. This enables us to fight back against this disease that has already taken too much and each of the Relay For Life ceremonies gives us that opportunity. Planning is essential in the message delivery during each ceremony.

As you and your committee plan your Relay ceremonies, ask yourself: How will you stand out from every other “cancer walk” in your community? How will you stand out from every other charitable event in your community? How will you keep your event unique and with a fresh twist year after year?

In order for all of your events’ ceremonies to be as impactful as possible, consider the following questions as you engage in your planning process:

- Are all Relay participants aware a ceremony is happening?
- Can the ceremonies be heard by participants?
- Are the participants comfortable during the ceremonies?
- Are the ceremonies a half an hour or less?
- Do the ceremonies allow participants to work through sorrow and gain Hope?
- Are the ceremonies interactive and engaging?
- Have you made certain your ceremonies begin and end on time?
- Have speakers and performers rehearsed, and become acquainted with the audio/visual equipment?

TYPES OF CEREMONIES

- **Opening Ceremony**
 - Announcements and Recognition
 - The Cancer Survivors' Recognition/Celebration of Life – this will also include your Survivors' Lap
 - Caregivers' Recognition
 - The Team Parade

- **Luminaria Ceremony**
 - Luminarias (staging/logistics)
 - Program

- **Closing Ceremony**
 - Awards and Recognition
 - Announcing Final Fundraising Total
 - Victory Lap

CEREMONY CHAIR

ROLE AND RESPONSIBILITIES

The Ceremonies Chair is responsible for the production of all Relay For Life ceremonies to ensure that a clear and concise message is communicated to all participants in an impactful yet moving manner.

Qualifications and Skills

- Creative
- Strong organizational skills
- Persistent
- Enthusiastic
- Goal Oriented
- Dedicated
- Time management skills
- Positive attitude
- Able to lead

DUTIES

- Recruit next year's Ceremonies Chair
- Recruit at least one new Relay team
- Recruit, orient, and train your subcommittees
- Work with the Event Chair to plan the Opening Ceremony and Closing Ceremony
- Work with the Luminaria Chair to plan the Luminaria Ceremony
- Work with the Logistics Chair to coordinate logistical needs
- Work closely with the Advocacy and Mission Delivery Chair to include government relations priorities and health initiatives in scripts
- Work with the Survivorship Development Chair to plan the Survivor Celebration
- Coordinate music and entertainment during the Opening, Closing, and Luminaria Ceremonies

CEREMONIES SUBCOMMITTEE

Your ceremonies committee will be crucial in helping you prepare, plan, and carry out your ceremonies. The size of your committee will depend on the size of your event. Talk with your Event Chair and Event Development Chair before you begin recruiting committee members.

As in all Relay committees, it is important that your committee reflects your community and your Relay. Whether yours is a first-year Relay or a more mature event, your committee should be structured with your event's future growth potential in mind.



International



Ceremony Development Details



THE OPENING CEREMONY

OPENING CEREMONY EXPLAINED

The Opening Ceremony creates the entrance to the entire event and sets the tone for the event and what's to come. It is also the time during the event that you can capture the largest audience, so it's the perfect time to make sure all attendees know the meaning of Relay For Life and its impact on your cancer organization.

The Opening Ceremony can peak observers' interest enough to persuade them to stick around, allowing the opportunity for recruitment and awareness; the opening ceremony can remind those who are committed "Why We Relay" as it pulls on the heart strings of the audience.

The Opening Ceremony consists of four main elements:

- Welcome and concise program
- The Survivors' Recognition/Celebration of Life/Survivors' Lap
- Caregivers' Recognition and Lap
- Team Parade

The Opening Ceremony of Relay For Life is about Celebrating – Celebrating the lives of cancer survivors and another group of heroes – the caregivers!

OPENING CEREMONY TIPS

- The Opening Ceremony should be concise, well organized, and very upbeat!
- If you have seating and shade for everyone, you can spend a little more time in the Opening Ceremony. If not, be conscious of your crowds' comfort and safety. The Opening Ceremony should be no longer than 30 minutes.
- **Less is More.** You have the next several hours to allow for sponsor and VIP recognition; the Opening Ceremony should include only a few speakers.
- The focus should be kept on *survivors* and *hope*. As important as sponsors are to our events, be certain that the Opening Ceremony does not become a commercial. The emotional attachment to Relay is what keeps teams, survivors, and participants coming back. Capture that emotion by focusing on survivors during the Opening Ceremony.
- Suggested Opening Ceremony elements include:
 - Short welcome by the Event Chair
 - Short story told by an Honorary Chair or survivor
 - Inspiring music
 - Information about Relay and the impact participants are making
 - The best survivor stories briefly explain their battle with cancer and describe how Relay and/or your cancer organization helped them make it through. Remember, survivor stories can also be shared through a caregiver, helpful doctor, or child of a cancer patient

- Music is very important for setting a tone and creating the desired atmosphere. Make sure the individual responsible for playing music is prepared with the appropriate music throughout the opening ceremony.
- Create a minute-by-minute script. This will ensure that everyone is organized, prepared, and kept on time.
- Take special effort in your Opening Ceremony to ensure that:
 - It starts on time
 - Speeches are kept short, but are still emotionally moving
 - Sound checks have been performed, speakers/performers rehearsed, and an “inclement weather plan” is in place and well-known by all involved
 - Participants are aware that the ceremony is taking place and are attending the ceremony rather than remaining at their campsites
 - Everyone can hear

The American Cancer Society has chosen to adopt the broadest definition possible for a cancer survivor – all those who choose to define themselves as survivors, from the time of diagnosis and through the balance of life. Your cancer organization should declare its definition of cancer survivor for publicity and inclusion purposes for awareness in your community.

If this is your first year, you might want to attend a nearby Relay to get ideas. Another idea is to network with other volunteers outside of your community to find out what they find effective.

Once you have a plan in mind, take a look at your local community to ensure that the resources you need are available. Your Relay Staff Partner has resources to assist you.

Some ideas for the Opening Ceremony:

- Ask Participants to fill out “Hope is...” cards as they register. Read some of these during the opening ceremony. The same thing can be done using “Cancer is so limited...”
- Ask a community leader to read the Proclamation.
- Confirm that the plan for the Luminaria ceremony is going to work effectively
- Ensure that all Luminaria supplies are obtained and secure any last minute needs
- Staff Luminaria area until ceremony ends
- Pick up Luminaria after event ends
- Recognize and thank Luminaria volunteers & in-kind donors

LUMINARIA CEREMONY

THE CEREMONY

- The Luminaria Ceremony or the Ceremony of Hope should take place once the sun has set.
- Create a meaningful ceremony to appropriately honor and remember those for whom Luminaria have been lit.
- Be sure that all activity on the field is stopped during this time of reflection – remind participants of the significance of the ceremony.
- Ensure that the ceremony is long enough to truly honor and remember those for whom Luminaria are lit, but keep the ceremony brief enough to maintain the interest of all participants. Usually 30 minutes or so is sufficient.
- Some events ask for photos of those remembered and honored. They are scanned into a PowerPoint Photo slideshow which is presented during the ceremony. This requires someone to scan in the photos and put together the PowerPoint – but makes the ceremony incredibly personal.
- Names can possibly be read from the stage for a first year event. Before deciding to read all names on Luminaria bags during your ceremony, consider the growth of Luminaria fundraising in coming years. A great alternative to reading names is to scroll them in an ongoing PowerPoint presentation or read a few names at the top of every hour during your Relay For Life.
- One idea: a college/university event created a giant Luminaria and lit it from within. During the Luminaria ceremony the giant Luminaria “bag” did double duty as a screen for which the names were scrolled.
- A nice option is to have participants fill out a “Why I Relay” card during the event and share these during the Luminaria ceremony.
- “The Empty Table” can be an element of the ceremony that is particularly moving.
- Have a “message board” nearby on which participants can write their sentiments throughout the event.
- A Bagpiper walking around the track or playing from a central location is a nice touch to set the mood.
- You could have an invocation to start off the ceremony.
- Choose someone to sing a moving song or two during the ceremony. Live singers make a ceremony special.
- Poem: Ask a caregiver who has lost a loved one to cancer read a poem. If you choose to have a speaker, visit with them beforehand and encourage them to stay within the timeframe they are given (5 minutes or so)
- Observe a moment of silence for participants to remember family, friends, or colleagues who have lost their battle with cancer and to honor those who are surviving. This can be optional but can be very touching and emotional
- Make sure this ceremony like all ceremonies is rehearsed and planned well before the event.
- Designate a volunteer to take a quick walk around the track to make sure the path is clear as the Luminaria ceremony begins and before the lights are taken down. When it is dark and as participants are walking and looking at Luminaria bags, they are not necessarily aware of obstacles that are sometimes near the inner edge of the track.

- At the end of the Luminaria Ceremony, bring the mood (and the lights) back up slowly and end with some really fun, upbeat music. Get the party started again.

The Luminaria ceremony can and should be one of the most memorable aspects of the Relay experience; it is a time to honor cancer survivors and a time to remember those whom we have lost.

The Luminaria Ceremony itself is not long; yet, the emotional impact goes on and on...

In order to maximize the ceremony and simplify the set up process, the Luminaria Chair must be organized. Obviously, this will all be much easier with help! As you recruit a Luminaria Sub-committee to assist you, you may want to consider dividing the tasks into the following areas: supplies, on-site coordinator, and the ceremony.

LUMINARIA CHAIR – VOLUNTEER RESPONSIBILITIES

Role and Responsibilities

This position is magical! The Luminaria Chair and committee have the power to move people to tears – tears of both sadness and joy – as the Luminaria Ceremony (often called A Ceremony of Hope) brings emotion into the event.

Duties

- Recruit Luminaria Sub-Committee volunteers and meet with them regularly.
- Attend event committee meetings
- Attend Team Captain meetings
- Develop a plan to increase Luminaria income
- Develop a plan for entering the names on to the Luminaria
- Plan the placement of Luminaria – how and who

Below are a few checklists to help guide you and your committee:

LUMINARIA DONATIONS [EVERYONE]

- Encourage Committee Members and Teams to promote Luminaria donations
- Remind team captains to have participants invite people to the Luminaria Ceremony.
- Distribute Luminaria brochures to: medical offices, oncology offices, hospitals, hospice, funeral homes
- Get as many people as possible to experience the impact of the Luminaria ceremony. They WILL form teams next year!
- Some events ask for a “minimum donation” while others leave the amount up to the donor. The Luminaria Committee can decide what is best for your local community.

ON-SITE COORDINATOR, VOLUNTEER RESPONSIBILITIES

Arrange for several work crews on the day of the event to:

- FILL bags with sand... you may need several crews for this. Start early! Youth clubs and organizations are terrific Luminaria volunteers. Put enough sand in the bags...but not too much. Two inches of sand in the bottom seems to work great. Too little sand in the bottom and the candles will burn out. Too much sand in the bottom causes the bags to be too heavy for clean up. Some people have found that putting the sand in small plastic baggies ahead of time helps the distribution process.
- Distribute bags around track. Children`s wagons work very well to carry the bags around the track during distribution.
- Volunteers to light the Luminaria.... or have people light their own Luminaria bags for a special touch! This can be challenging and requires an extra measure of organization, but can add the needed emotion to the ceremony. Teams whose campsites are near the bags can also be recruited to light candles.
- A crew to spell out the word HOPE with bags in the bleachers or stadium. Change to CURE during ceremony... then back to HOPE at end. This is just a suggestion and you may want to try it in the second or third year your event is held to add new touch.
- Windy venue? Try rolling down the top of the bags to give more stability. If you are going to do this, plan ahead and make sure the names are written or honor/memory cards are affixed low enough on the bags.
- Designate a Luminaria headquarters area at the Relay
 - You can accept donations for Luminaria at the event and write names on the bags.
 - You will need a few markers to write names on bags...and someone with nice handwriting to do it
 - You can allow participates to decorate their own bags prior to the ceremony, fill them with sand and place them around the track.
- CLEAN-UP at the end of the event [Tip: Don` t dump the bags and sand in track trash cans because they will be too heavy to lift!] Get some buckets to haul sand or load bags into the back of a truck at the end of the event.
- Before removing the bags allow time for people to take their bags if they choose. Make an announcement to this effect.
- Make sure volunteer/staff understand that correct body alignment and proper lifting technique can alleviate or reduce the risk of back strain or injury.

SUPPLIES

- Sand for Luminaria...
 - Work with Logistics Chair to arrange for pick-up or delivery. Transport in pick-up truck.
- Lighters for candles.
 - Log lighters work best – you`ll need a lot of these in order to get the candles lit quickly.
- Candles: get these donated, if you can.

- Long-burning candles are better than tea lights or regular votives which do not last very long. Have more on hand than you think that you will need because you do not want to run out.
- Glow Sticks are an option for events that face high winds during Relay.
 - Glow sticks cost a bit more than candles. Again, try to get these donated.
- Luminaria Bags
 - These bags come from a restaurant supply company or local bakery. Size #6 bags work the best – can be expensive, so always try to get them donated
- “In Memory” and “In Honor” cards can be attached to the Luminaria bags.
 - These can be run through a computer printer for ease of printing the names on the cards.
- Lanterns or Flashlights:
 - When you turn out the lights during the ceremony, you’ll need something to help you see the program and for singers to see their music.

CLOSING CEREMONY

The closing ceremony is a time for thank-yous, awards, reflection, and togetherness. It's the time to recognize people and teams who put in a lot of time, money, and energy to make the Relay For Life successful. The closing ceremony is the official end to your event. To make it a success, you should do everything possible to ensure that the teams and participants stay until the end. You can do this by ...

- Providing quality entertainment up until the closing ceremony
- Announcing awards at the closing ceremony, such as top fundraising team or best tent decorations
- Introducing all the services that your cancer organization provides in your community and the successful outcomes in research
- Encouraging team participants to get involved in the fight against cancer year around and not just the one day of Relay each year. Supporting Relay For Life and your cancer organization offers your community a way to fight back against a disease that has already taken so much.
- Holding a drawing for top fundraisers at the closing ceremony and mentioning that the contestants must be present to win
- Hosting a meal
- Announcing results, including number of Luminaria sold, number of survivors and total funds raised
- Announcing next year's Event Chair, date of Relay, and location if known as well as obtaining commitments for participation in next year's event.

The closing ceremony should celebrate what your Relay For Life has accomplished. After the awards, thank-yous, and recognition, having an all-participants' lap to end the event is a fitting finale. Everyone who made a difference in the fight against cancer will feel the spirit of togetherness and camaraderie.



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Ceremony Resources



CEREMONY RESOURCES

SAMPLE OPENING CEREMONY AGENDA

- Welcome/Opening Remarks- RFL Chair and Co-Chair
- Survivor “Chat”- Honorary Chair or other Survivor (this should be brief and inspiring), encourage using a mission facts from your cancer organization, great to share how the cancer organization impacts survivors
- Survivor Recognition (coordinate with Survivor Chair)
 - Signs
 - Medals
 - Goodie Bags
- Caregiver poem and “Chat”- caregiver (again, brief but uplifting)
- Caregiver Recognition (coordinate with Survivor Chair)
- Lap – a suggestion could be for survivors to start walking - carry banner and Caregivers start walking in opposite direction and meet up with them half way through.
- MUSIC: Survivor Lap- very upbeat, encouraging, light
Caregiver and Survivor Lap- continue to be very upbeat
- Team Laps (with introductions) – Team Development Chair
- MUSIC – Fight songs to encourage teams and thank them
- Announcements- regarding any activities that need to be made, such as team photos, upcoming entertainment, special activities, etc.
- Get ready to Relay!! Fun music to close and begin entertainment schedule

SAMPLE LUMINARIA CEREMONY SUGGESTIONS

The following are suggestions on how to structure your event's Luminaria ceremony. Each event is unique in its own way. Hopefully these tools can help you and the Ceremonies Chair develop an impactful Luminaria ceremony.

SUGGESTION #1: LUMINARIA CEREMONY OUTLINE

- Special song
- Survivor speaker
- Lights off
- Background music
- Reading of a poem
- Special song while acknowledgement of Luminaria (participants walking around the track viewing lit Luminaria)
- Closing

SUGGESTION #2: SAMPLE SCRIPT

Welcome to the Relay For Life in _____ Luminaria ceremony. Darkness has settled around us tonight, and yet this field glows with the enthusiasm of each participant, survivor and spectator. It glows with the light of more than _____ candles that have been made possible by the generosity of this community. Let us reflect on the candles that represent our love and respect for those who have battled cancer, and our hope that someday there will be a cure for this disease. Please remember those who have lost their battle, those who have beaten this enemy, and those who are currently enduring the treatments for cancer.

Let's take a moment of silence to reflect on the Luminaria given in memory of loved ones who have lost the battle. (participants can light all candles that are "in memory of" at this time.)

Let's take a moment to celebrate Luminaria given in honor of cancer survivors. (participants can light all candles that are "in honor of" at this time.)

Let us celebrate these survivors with a round of applause and a prayer in our hearts for their continued health.

Poem

Music

At this time I invite everyone to join me in walking a lap in honor or in memory of someone who has battled cancer. Let each step be a remembrance of the past, a celebration of today, and a step forward in the journey to a cure.

SUGGESTION #3: SAMPLE SCRIPT

Ladies and gentlemen, may I have your attention please?

Now comes the most special part of our celebration.... the Luminaria Ceremony.

- The paper sack represents our thick skin – what you need when you hear a cancer diagnosis.
- The sand offers us a firm foundation when we feel weak and falter.
- The candle is as solid as a rock. It's what our caregivers, family, friends, doctors and nurses are to us.
- The flame is the light of hope that a cure will be found before more Luminaria are lit. It's the burning desire in each of us to extinguish cancer NOW.

As the light of the candle burns bright in the darkness, we are mindful of the people who have been touched by cancer. We remember those we knew and loved who have lost their battle with cancer. We honor and are thankful for those who are here with us tonight who have suffered from this disease, but are now survivors and those survivors who continue to battle the disease.

We will pause to remember all of the people who have been touched by cancer.

By being here tonight, we are all doing our part so that the flame will continue to burn and a cure will be found. Let us all keep the flame alive and help to make it burn bright until the day comes when we have conquered cancer!

SUGGESTION #4: THE EMPTY TABLE

The Empty Table can be used in place of the poem or as part of another script. This script is also good to use at a kickoff or mini kickoff.

Supplies needed: small table, chair, white tablecloth, clear glass, plate, salt shaker, slice of lemon, one candle and candleholder, one rose and vase, pink ribbon and makers.

The Empty Table script can be found on the next page.

The Empty Table

Those of us here are ever mindful of the triumphs and tragedies represented by these people whose names you have just heard. We should never forget that while we enjoy our daily pleasures and the company of family and friends, there are others who have endured and are presently enduring the misery, deprivation, and discomfort of the diagnosis and treatment of cancer.

We call your attention to the small table that occupies a place of dignity and honor. It is set for one, symbolizing the fact that some of our loved ones are missing from this gathering. They have been diagnosed with cancer, and they are some of the names and faces behind the Luminaria.

The chair is empty. Many of those who fought the battle with cancer are no longer with us, but rather than mourning their loss, we choose to celebrate their life.

These people are unable to be with their loved ones and families now, so let us join together to recognize and honor them, and to bear witness to their struggle and their memory.

The table is small, symbolizing the frailty of a single patient, sometimes alone in the fight against his or her disease.

The tablecloth is white, symbolic of the medical profession: doctors, nurses, and researchers who helped fight the battle for life.

The single rose in the vase signifies the enduring love of their families and friends and the strength of the patients' will to fight the disease that ultimately claimed many of them.

The pink ribbon on the vase represents the ribbons worn on the lapels of millions who support a continued search for a cure. Not only for breast cancer, but for other cancers as well- cancers that are expected to kill millions this year. *(please update this section with statistics from your organization.)*

A slice of lemon on the plate reminds us of the bitter battle against a deadly disease, a battle fought by more than 1.3 million new patients each year.

The salt sprinkled on the plate reminds us of the countless tears of personal anguish shed by the patient and those shed by family members and friends who have lost a loved one.

The glass is inverted in memory of those people who are not here to join our celebration of successes.

But the candle represents the light of hope that lives in the hearts of all of us. Hope represented by cancer survivors and the hope for a cure discovered as a result of the detailed work of the medical profession made able through funds generated through events such as the Relay For Life.

On the table you will find markers that will be used to write on the cloth the name of the person you want to honor, or to write a message of love to them. You may visit the table anytime during the remainder of the Relay.

There will be a song offered now in honor of cancer patients everywhere. As the song begins you are invited to make your way to the table and reflect on what it means, and to leave a special message to your loved one. We ask that you take a few moments in the stillness and quiet of the night to walk around and view the Luminaria while remembering from personal experience a friend, family member, or colleague who is not with us tonight.

SUGGESTION #5: SAMPLE SCRIPT- LIGHTING OF THE LUMINARIA

Ask Relay Participants to stand in front of their loved ones' Luminaria and pick it up. They will be instructed to light at the appointed time. Once everyone is stationary on the track, turn the lights off.

Several lighters will be needed. This can be shared at team captain meetings and everyone who wishes to participate can bring a lighter.

Lighting of Luminaria

We come together today to renew our fight against cancer through Relay For Life and to celebrate our efforts thus far.

One aspect of this celebration is to honor those touched by cancer who were, and are an important part of our lives.

Cancer has no preference. It takes young, old, fathers, mothers, brothers, sisters, husbands, wives, best friends, old friends, and dear friends.

Please pick up your Luminaria.

Those honoring your mother, please light your Luminaria now.

Those honoring your father, please light your Luminaria now.

Those honoring a husband or a wife, please light your Luminaria now.

Those honoring a son or daughter, please light your Luminaria now.

Those honoring grandparents, aunts, uncles, cousins and other relatives, please light your Luminaria now.

Friends are treasures that can never be replaced. Those honoring friends or neighbors, please light your Luminaria now.

For those whose memory we honor tonight, this light represents the love we shared. It still burns for others to see, but it burns brightest in our hearts and in our souls. You were and will always be a part of us. Though we do not see you, we know you are with us.

For those who are currently fighting the battle or who have won, we light these candles as our continued commitment to the fight. These lights glow in honor of all of you today.

SUGGESTION #6: SAMPLE SCRIPT- TORCH OF HOPE (A LARGE TORCH THAT IS BROUGHT IN BY A SURVIVOR)

Torch of Hope Luminaria Service

A.

Ladies and gentlemen – as we approach the beginning of the (enter event name) Luminaria Service, may we direct your attention to the (enter location) where our Relay For Life Torch of Hope is beginning its journey for the opening of the Luminaria Service. As the Torch of Hope enters the area, we ask that you greet the torchbearer with applause while observing a quiet, reflective time in preparation for the Luminaria Service.

B.

Together we remember – good evening and welcome to the Luminaria Service – a celebration of life for survivors – a memorial for loved ones – a special time for all of us. As our symbolic Torch of Hope approaches, we begin the lighting of Luminaria as together we remember life and memories.

C.

Carrying together the Light of Life. The light from that single flame of our Torch of Hope now goes forth to bring the Light of Life to thousands of candles. Candles burn with a beauty and a brilliance that captivates all who look upon them. Their flame can be warmth, strength and calm. But their flame is delicate, and can be put out with one breath. The individuals who are honored during this ceremony are like candles.

Candles in the wind.

They accept the possibility that at best they are in danger of being extinguished by a gust of wind from nowhere, and yet they flicker and dance to remain alive, their brilliance challenges the darkness and dazzles all of us who watch their light.

The flame of these candles has even more meaning. Each and every individual that encounters someone who is living with cancer – a friend or a loved one – knows that a flame burns inside them all. This flame is their strength, their determination, their hope and their optimism.

Let us now come together in respectful reverence and carry that Light of Life in our minds and hearts.

D.

Ladies and gentlemen – now let us take a moment of silence.

E.

We light candles – a brightly shining flame for all the ones who’ve gone before – remembering each by name. We light candles for victories today – for survivors who have fought the fight, we celebrate today.

And we light candles that one day we shall light no more and offer up this simple prayer – praying one day for a cure – we light our candles.

As we conclude the Luminaria Service, we invite you to take some quiet time and walk among the Luminaria and reflect on all that they represent – life and memories.

SUGGESTION #7, SAMPLE SCRIPT USING LUMINARIA TO SPELL THE WORD HOPE IN A GRANDSTAND OR BLEACHERS

H.O.P.E.

As we light the “**H**” in hope let us take a few moments to delve further into the true meaning of the word. Emily Dickinson refers to hope as “The thing with feathers that perches on our souls” while Webster’s defines it as “A desire for some good, accompanied with at least a slight expectation of obtaining it, or a belief that it is obtainable.” Everyone with Cancer and those who surround them must have hope, we must embrace it as we awaken to a new day, and we must tuck it in with us as we dream in the night, we must place it deep within our hearts, and know it is the very thing that gives us strength when all seems lost, for it is the core of our being. It is with hope that the illness is at all even bearable, for hope is at times the light at the end of the tunnel. It is with hope that our souls are nurtured, our dreams are fulfilled, and our lives are

lived. When hope is all you have, know that you hold the key to serenity, for it is obtainable, it is believable but, most of all, it's what truly feeds our souls.

We light the letter **“O”** to symbolize what people who are afflicted with Cancer are taught, but how everyone should live their lives, **“One day at a time.”** Everyone should be blessed with this knowledge of awakening to one day filled with lives blessings, so that it is not shadowed by weeks of lives necessities. To know that today was given to you to enjoy, whether it be the sun glistening on the trees, or the rain falling on your doorstep, it's a gift that's yours, live it as if it will never come your way again, for it belongs to you only once. As the sun begins to set, take a few moments to reflect the day's treasures, and know that you were truly given a gift, that today is yours to keep. Know that One Day at a time is more than any of us could ask for, because tomorrow is never guaranteed, it's only promised. So when the promise of a new day is fulfilled, don't merely exist in it, live in it, and by all means love in it. For it is the hope of a new day, that gives us all a reason to dream about tomorrow.

Let the **“P” in hope stand for progress.** It is with progress that a cure is obtainable; each year research has progressed in a way unachievable without the help of people such as you who are dedicated to the cause & ultimately the cure. People who are searching to find a way out of the pain, struggle, and ultimately the fight, it's through people like you and all who are dedicated to finding a cure that it is truly obtainable. It is with progress that the very thing with feathers that perches on our souls, will one day take flight, and soar through all of our hearts who have been touched by this disease and put an end to the hope of a cure but give us an answer to the illness.

As we light **the letter “E”** in hope. Know that it is what ends the word, but by all means is not the end of the word, it is just the beginning of what all of us hold in our heart of hearts. It also brings the word together, as we all stand here tonight, together in the fight, together for the cause together defining hope, together learning from one another, searching each other's faces for the meaning to all this, knowing that one day we will discover that hope is each of us together, and those who are no longer with us that fought so valiantly, united in the fight to find a cure for cancer. We light up the night together with our hearts in our hands, our spirits on our shoulders and with hope in our souls at the very depth of our being. We stand confident that one day the hope we have will put an end to the search for a cure. It is with this belief, and it is with this yearning in our hearts that we will see the day Cancer ends for us all. So that our Mother's & Father's our Sister's & Brother's, our children & grandchildren, our friends & loved ones can live in a world cancer free, forever. As we light up this night, together, let's stand in hope that one day we will see that bright, beautiful light at the end of the tunnel, and that all we had ever hoped for will one day be achieved simply by believing, that it is always better to light a candle than it is to curse the darkness.

Thank You

Written by, Venus Ugolini, Relay volunteer, Missouri

A Few Reminders:

- Where to get the bags and candles/glow sticks:
 - restaurant supply companies, bakeries.
 - Size #6 bags are just the right size.
 - Bags are pretty inexpensive - try to get them donated.
 - Regular votives and tea lights don't last very long. Be sure to order long-burning candles
 - Order more than you'll ever need! You don't want to run out of bags and candles! You can always use any leftovers next year.
- Designate a Luminaria Headquarters area at Relay:
 - You can accept donations for Luminaria here and write names on bags (let the Logistics committee know if you need signage).
 - You'll need a few black markers to write names on bags... and someone with nice handwriting to do it.
- Allow participants to decorate Luminaria Bags on-site:
 - Participants can decorate Luminaria bags during the day prior to ceremony.
 - Be sure to have colored markers and stickers available for personalizing.
 - Note: This also keeps kids busy during the day.
- Windy venue? Try rolling down the top of the bags to give more stability. If you're going to do this... plan ahead and make sure the names are written or honor/memory cards are affixed low enough on the bags!
- Put enough sand in the bags... but not too much. Two inches seems to work great. Too little sand and candles will burn out; too much sand and you'll have a lot of heavy sand to get rid of in the end.
- Make sure people don't dump sand in garbage cans or on field – the trash cans will be too heavy to lift! Get some buckets to haul sand; or load bags into the back of a truck at end of event.
- Have Release And Waiver Of Liability forms been signed by volunteers?
- Do volunteers/staff understand the lifting procedures, and/or have they seen the lifting video?



International



International Relay For Life Resources



LISTING OF INTERNATIONAL RESOURCES

CONTACTS

Iris Pendergast

American Cancer Society International Relay For Life
Lead Training Manager

(p) 1-303-284-7674

(e) iris.pendergast@cancer.org

WEBSITE INFORMATION

International Relay For Life Homepage <http://www.RelayForLife.org/relay/international>

SharingHope.tv <http://www.SharingHope.tv>

Facebook Homepage.....
..... <http://www.facebook.com/home.php?#/pages/American-Cancer-Society-International-Relay-For-Life/29709031925?ref=ts>

INTERNATIONAL CANCER ORGANIZATIONS

AUSTRALIA

Cancer Council Queensland
Cancer Council ACT
Cancer Council New South Wales
Cancer Council Northern Territory
Cancer Council South Australia
Cancer Council Tasmania
Cancer Council Western Australia
Cancer Council Victoria

..... www.cancer.org.au
<http://www.relayforlife.org.au>

CANADA

Canadian Cancer Society www.cancer.ca/
www.cancer.ca/relay/

DENMARK

Danish Cancer Society www.cancer.dk
<http://www.cancer.dk/Cancer/The+Danish+Cancer+Society.htm>

FRANCE

Ligue Nationale Contre le Cancer..... www.ligue-cancer.net
<http://www.relaispouurlavie.net/index.php>

GERMANY

Schleswig-Holsteinische Krebsgesellschaft e – V www.krebsgesellschaft-sh.de
www.laufinsleben.de

GUATEMALA

Una Voz Contra el Cancer

HONDURAS

Asociación Hondurena de la Lucha Contra el Cancer www.ccancer.hn
<http://www.ccancer.hn/indexrelevo.htm>

IRELAND

Irish Cancer Society www.cancer.ie

JAMAICA

Jamaica Cancer Society www.jamaicacancersociety.org
<http://www.jamaicacancersociety.org/relayforlife.htm>

JAPAN

Japan Cancer Society <http://www.jcancer.jp/english>
<http://www.jcancer.jp>
<http://www.jcancer.jp/relay>

LUXEMBOURG

Fondation Luxembourgeoise www.cancer.lu
www.relaispouirlavie.lu

MALAYSIA

National Cancer Society Malaysia – Kuala Lumpur
National Cancer Society Malaysia – Penang

..... www.cancer.org.my

NEW ZEALAND

Cancer Society New Zealand..... www.cancernz.org.nz
www.relayforlife.org.nz

PHILIPPINES

Philippine Cancer Society

PORTUGAL

Liga Portuguesa Contra o Cancro www.ligacontracancro.pt

SOUTH AFRICA

Cancer Association Of South Africa

<http://www.ligacontracancro.pt/content.aspx?sid=2c9a0e7b-fee-4014-88d4-11f1e2a3c0ef&cntx=6IMJBoZMlIKzyZveAjth37FSb1L%2BDTcfCLUnQsBOC0U%3D>

THE NETHERLANDS

The Dutch Cancer Society <http://www.kwfkankerbestrijding.nl>
<http://www.kwfkankerbestrijding.nl/index.jsp?objectid=17776>

UNITED KINGDOM

Cancer Research UK..... www.cancerresearchuk.org
<http://www.cancerresearchuk.org/relay>

UNITED STATES

American Cancer Society www.cancer.org
www.RelayForLife.org

One World One Hope

International



**International Relay For Life
One World - One Hope!**

**www.RelayForLife.org/relay/international
www.cancer.org
1-800-ACS-2345**