

Community Event 50-100 attendees

Duration: 60 minutes

Notes for Organisers

This programme would suit those coming to HMD for the first time. The duration of the event can vary and some elements will depend on the facilities available to you. This programme is intended to act as a guide only and should be adapted to best reflect the audience at your event. When planning your HMD event, make sure you have read the HMDT advice for organisers <http://www.hmd.org.uk/events/organising-a-local-activity> and that you've ordered our free Campaign Pack <http://www.hmd.org.uk/resources/campaignpack> and keep up to date with our new resources via our newsletter, sign up to the HMDT newsletter <http://www.hmd.org.uk/news>

Event Programme

In the run up to your event, ask a local theatre group to prepare a short piece of Mala & Edek <http://www.hmd.org.uk/resources/drama/mala-and-edek> which they will be asked to perform at the event.

Publicise your event widely <http://www.hmd.org.uk/events/organising-a-local-activity/marketing-and-publicity> to ensure that as many people as possible attend. You may find that making your event outside of working hours will make it easier for people to join you.

Display the posters from the free HMD 2011 Campaign Pack in your venue, and contact the HMD office **0845 838 1883** to order free handout materials to place on each chair in your venue for audience members to take away with them.

As guests take their seats, play a suitable song for the occasion. You'll find suggestions in our music section <http://www.hmd.org.uk/resources/music> – please make sure that you obtain the necessary permissions to do this.

1-5 minutes Ask your host to introduce the event. Explain the importance of Holocaust Memorial Day <http://www.hmd.org.uk/about> and why you are joining together today to create a safer, better future. You may wish to include details about the organisations and individuals who have come together to organise HMD in your local area.

5 – 7 minutes Introduce the performance from your local drama group. Set the scene and ask the audience to reflect on the messages within the play. You may want to explain that Auschwitz-Birkenau was the largest of the Nazi killing camps. Over 1.1 million men, women and children were murdered there in the space of a little under four years in a systematic campaign of violence and destruction. Auschwitz-Birkenau was liberated on 27 January 1945 by Russian troops, and it is on this date that we commemorate Holocaust Memorial Day internationally.

8 – 19 minutes Performance of Mala and Edek

19 – 25 minutes Introduce your key note speaker. This could be a local community representative, a survivor <http://www.hmd.org.uk/resources/survivor-stories/organisations-providing-survivor-speakers> or your local MP. Ensure that you brief your speaker on the aims of your event, Holocaust Memorial Day and the annual theme. <http://www.hmd.org.uk/resources/theme-papers/hmd-2011-untold-stories>

20 – 35 minutes Key note address. Brief your speaker on the aims and objectives of your event. You may wish to provide the facilities for a presentation to be made. The HMD 2011 Presentation <http://www.hmd.org.uk/resources/presentations/hmd-2011-presentation> may be suitable for this.

36 – 40 minutes HMD 2011 theme – **Untold Stories**. Ask your compere to outline the theme for HMD 2011. Ask them to explain that there are millions of stories from genocides that we will never know. But this does not mean that we can forget them. Whilst we know that 11 million people were murdered by the Nazis, including 6 million Jews, these numbers can feel like a statistic. It is when we remember that each of those 11 million murdered was an individual – a mother, a father, a child, a colleague or a friend – that the atrocities of the past become real to us today. HMD 2011 also encourages us to look for the **Untold Stories** in our own communities today. Your audience is gathered together, but do we know the stories of those sitting next to us? Have we asked ourselves what we share and can learn from one another? We each live our own **Untold Stories** every day, and HMD 2011 gives us the opportunity to make these part of our shared and safer future.

41 – 46 minutes Ask young people from your local schools or youth groups to read poetry which reflect the theme for HMD 2011. You can find some ideas for suitable poetry on the HMD website <http://www.hmd.org.uk/resources/poetry>

47 – 57 minutes Show the HMD 2011 film from your Campaign Pack <http://www.hmd.org.uk/resources/campaignpack>

57 – 59 minutes Ask your key note speaker, one of the young people, your compere and any local dignitaries to light a candle, and provide an opportunity for reflection for your audience.

59 – 60 minutes Close your event.

If your venue is suitable, and your budget allows, you may wish to hold a short reception after the event. Do follow our guidelines <http://www.hmd.org.uk/events/organising-a-local-activity/practical-advice> for providing refreshments at your event.