

Inviting an Elder – Checklist

- ❑ Make your request well in advance of the event. Two weeks minimum is a good guideline. Be clear about what you expect and are asking them to do.
- ❑ Arrange Honorarium [as per university guidelines](#). Purchase or make a small Thank You gift and handwritten card or thank you letter.
- ❑ Confirm with Elder a few days prior that they are still available, confirm they have transportation and give parking details and meeting spot. There is designated Elder parking spaces near the Library Building with entrance leading to Lhuhuhwhezdel and The First Nations Centre. Pre-plan accessibility of the location of the event. Take care of the parking fee.
- ❑ The Inviter should greet and escort the Elder and accompany them for the entire visit.
- ❑ Offer water or a hot beverage and a light snack, show where the restrooms are located, ask if they need a quiet place to gather their thoughts prior to the event. Reminder: UNBC has a Smudge/Meditation Room.
- ❑ If taking photos, ask for the Elder's permission to be photographed.
- ❑ If there is a meal being served, offer to serve the Elder first, or ask if they prefer to serve themselves. Be aware of any allergies or dislikes they may have.
- ❑ When they are finished speaking, discreetly present the gift and Honorarium and Thank them for their attendance.
- ❑ Escort the Elder to their vehicle.

Please ensure you review the entirety of the [Protocol for Inviting Elders and Knowledge Holders to Campus webpage](#).