



Youthline Cultural Committee Ceremony Planning Worksheet

Committee Members: _____

Site: _____ Date: _____

Opening Ceremony Worksheet

Opening Ceremonies are our team’s first opportunity to introduce ourselves to the community in a respectful and joyful way. This is not a performance to impress people, but a moment to show gratitude, share a small piece of who we are, and begin building connections. A strong opening ceremony feels warm, simple, and welcoming. It should reflect humility, positive energy, and excitement to learn from the community we are partnering with.

Goal: Introduce our team in a warm, respectful way

Length: 15 to 20 minutes

Tone: Energetic, welcoming, simple

Sample Outline:

The opening ceremony should feel full and intentional, but never rushed or overly long. If the ceremony feels short, add a second group song, a simple shared movement, or an extra small performance. If it feels long, shorten speaking parts first.

Welcome Speaker: (Typically Team Leader)

Name of Speaker: _____

Main points to include:

- Thank the community for welcoming us
- Introduce who we are
- Express excitement to learn

Write your short script or bullet points below (keep it under 5 minutes):

Script given to interpreter (if needed) Names spelled correctly

Group Song or Dance:

Name of Song/Dance: _____

Who is leading it? _____

Does it require memorizing long lyrics?

Yes → Simplify

No → Good

Practice plan (when will we practice the group song or dance?):

Small Group / Individual Performances

(Keep each under 2 to 3 minutes)

Performance #1: _____

Who is participating? _____

Performance #2: _____

Who is participating? _____

Performance #3 (optional): _____

Who is participating? _____

Are all performances culturally appropriate?

Yes

Needs adjusting

Community Participation Moment

How will we include the community?

Clapping

Repeat after me

Simple movement

Invite them to stand

Other: _____

Describe the plan:

Opening Ceremony Final Checklist

- Program order finalized
- Total time under 20 minutes
- Interpreter has full script
- Music downloaded and tested
- Speaker system confirmed
- Everyone knows what to wear
- Back up plan ready

Closing Ceremony Worksheet

Closing Ceremonies are our opportunity to say thank you and honor the relationships built during our time in country. This is a moment to reflect on what we have learned, celebrate partnership, and express sincere gratitude to the community. A meaningful closing ceremony feels humble, heartfelt, and inclusive. It should focus on appreciation and connection, not performance, and leave the community feeling valued and respected.

Goal: Celebrate partnership and say thank you

Tone: Grateful and reflective

Length: 15 to 25 minutes

Thank You Speaker: (Typically Team Leader)

Name of Speaker: _____

Main points to include:

- Thank you for welcoming us
- What we learned
- Appreciation for partnership

Write your short script or bullet points:

Full Team Performance

What are we doing? _____

Who is leading it? _____

Does everyone feel included?

- Yes
- Needs adjustment

Practice schedule in country:

Recognizing Community Leaders

Who are we recognizing? (i.e. ICC, Interpreters, Teachers, Community Leaders, etc.)

NAME

ROLE

How will we show appreciation respectfully?

Have we confirmed name spelling and titles?

- Yes
- Not yet

Shared Cultural Moment

(i.e. Perform a local song/dance together, joint dance circle, performing song with kids, etc .)

Are we including a shared activity?

- Yes
- No

If yes, describe it:

Closing Ceremony Final Checklist

- Program order finalized
- Total time under 25 minutes
- All speakers confirmed
- Interpreter has printed script

- Music tested
- Practice completed
- Back up plan ready

Final Plan Committee Reflection

Before we say we are finished, pause and answer honestly as a group.

Does this ceremony feel respectful of the community's culture and traditions?

Are we focusing more on connection than performance?

Is participation more important than impressing people?

Have we made space for the community's voice, not just ours?

If something went wrong or had to change last minute, could we adjust calmly and confidently?

Will the community feel honored, valued, and appreciated because of this ceremony?

What is one thing we may still need to simplify?
