

**History Preservation – Open House
November 1, 2009 - 10 AM to 4 PM
Calgary Nikkei and Seniors Centre**

1. Reception Table

A reception table is to be set up at the front entrance to the building to greet visitors, sign them in and escort visitors to the appropriate station.

- Volunteers to greet people, provide name tags and guide them to the appropriate station
- All participants should sign consent forms and sign up for the various stations
- Guides/tours of the cultural centre will be provided to familiarize participants with the various stations and the centre facilities
- Various history books from other projects will be on display, with selected books being sold (if sale stock is available)
- One volunteer should be designated as the photographer to take pictures during the event
- Volunteers Required: 4
- Supplies Required:
 - Table
 - Chairs
 - Name tags
 - Sign up sheets
 - Consent forms
 - History books (display)
 - History books (sale)
 - Change box and change

2. Recording History (Video Interview) Station

The basement area will be set up as an area where video interviews can be made. These will be set up as 30 minute appointments throughout the day. One or two cameras will be set up and an interviewer will guide the participant through the interviewing process.

- Set up by appointments, 30 minutes in length (12 interviews maximum)
- One or more cameras to be set up, with at least 1 stationary camera
- An interviewer will be used to guide the interview process, following a prepared list of open-ended questions. The purpose of the interview is to recant stories (versus recitation of factual information)
- Volunteers Required: 2 Interviewers (Japanese and English Speaking) and videographer
- Supplies Required:
 - Table
 - Chairs
 - Video Cameras (2)
 - Interview questions

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3. Documenting History (Template Completion) Station

The main hall area will be set up as an area where participants can either complete their own history templates, or have a volunteer sit and complete the template for them.

- Set up 4-6 stations with computers and templates.
- Computers could be set up at opposite ends of a long table, with two seats at each end
- Participants can either complete histories on own, have child/grandchild or volunteer complete while they talk
- Stations will be available on an appointment, or on a drop-in, first come-first served basis
- Volunteers Required: 6 volunteers to oversee/complete templates
- Supplies Required:
 - Table
 - Chairs
 - 4-6 computer stations loaded with templates
 - Shared printer
 - Extension cords

4. Preserving History (Photo Scanning) Station

A few computers will be linked to scanners to enable participants to have any photographs scanned into digital form.

- Set up 2-3 workstations with scanners (possibly using offices)
- Volunteers to scan photographs and fill out information forms for each photo
- Try test scans and ensure publishing quality prior to the event
- Volunteers Required: 3 volunteers to scan photos
- Supplies Required:
 - Table
 - Chairs
 - 2-3 computer stations with scanners
 - Printer

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5. Reminiscing Circle Station

The couch area upstairs will be the “Reminiscing Circle” stations, where participants can sit down, enjoy refreshments and recant historical stories. A videographer will be on hand to tape sessions for later editing.

- Informal conversation video-taped
- Volunteers Required: 1 Videographer
- Supplies Required:
 - Sofa/sitting area
 - Table

6. Refreshment Station

The kitchen area will be used to prepare complimentary refreshments for participants, including food and drinks.

- Volunteers Required: 3 volunteers
- Supplies Required:
 - Snacks
 - Fruit/vegetable trays
 - Cheese and cracker trays
 - Coffee, tea, green tea
 - Juice, water

7. Other Matters

- Given the large number of volunteers required for the event (minimum of 20 for the entire day, or 40 if 2 shifts are scheduled), a volunteer orientation should be held a week before the event to ensure everyone is aware of what they should be doing during the event
- In order to attract a successful number of participations, it is essential that this event receive widespread promotion via:
 - Newsletter
 - E-mail
 - Website
 - Word of mouth
 - Picnic
 - Target Kotobuki membership
- Sign up sheets are required to schedule the video interviews, computer template documentation time and volunteers
- Completed templates should be mounted so that they can serve as examples for participants
- Can participants be given copies of their interview or digital photographs?

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Come and Make History! - November 1, 2009

November 1, 2009 will mark the first ever Community History Day for the Calgary Japanese Community Association. In support of the History Preservation Project, the event is designed to be a completely interactive day, allowing participants to come and share their history with the community. Here are the details:

Date: November 1, 2009
Time: Starts at 10 AM and ends at 4 PM (drop in anytime)
Location: Calgary Nikkei and Seniors Centre
2236 – 29th Street SW, Calgary
Register: cjcamain@shaw.ca or (403) 242 4143

Join us for a number of simultaneous activities, all directed at preserving history, and enjoy complimentary refreshments! Note that this activity will be held concurrently with the CJCA Volunteer Appreciation Event scheduled for 1 PM on that day.

Record your History

Spend 30 minutes of your time in front of a camera in a one-on-one interview that will be preserved for the ages. Talk about your past, and share some of those interesting stories of your experiences along the way. These interviews may be incorporated into a history DVD that we are developing, or added to the website that we are planning to showcase Japanese Community history in Calgary. We only have a limited number of spots available for interviews, so please sign up early at cjcamain@shaw.ca and indicate the time that you would like to attend.

Document your History

Spend 30 minutes of your time having your history documented for inclusion in our proposed community history book! Sit down in front of the computer and type up your history, or tell your history to a volunteer who will type up the information for you. Better yet, bring your children or grandchildren in and share your story with them while they type everything up for you! Appointments are recommended at cjcamain@shaw.ca and indicate the time that you would like to book.

Share your Photos

Bring in your photos to share with the community! Photos will be scanned and returned to you, for possible inclusion in our upcoming history book or website. We will do the scanning right on the spot. Drop in anytime during the event.

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Reminiscing Circle

Reminisce about the past over food and refreshments with friends old and new in the relaxing lounge at the community centre. Selected sessions may be videotaped for posterity.

Please remember that this history project is about chronicling the history of not only long term residents, but new arrivals as well. Everyone has interesting stories to tell about their path to Calgary so don't miss out!

To sign up or register for this event, or to get more information about the planned activities, please contact Mari at cjcamain@shaw.ca or (403) 242 4143.

This event has been made possible in part to a grant from the National Association of Japanese Canadian's Endowment Funds.

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Video Interview Sign Up Sheet			
<u>Time</u>	<u>Name</u>	<u>Phone Number</u>	<u>Language</u>
10:00 AM to 10:30 AM			
10:30 AM to 11:00 AM			
11:00 AM to 11:30 AM			
11:30 AM to 12:00 Noon			
12:00 Noon to 12:30 PM			
12:30 PM to 1:00 PM			
1:00 PM to 1:30 PM			
1:30 PM to 2:00 PM			
2:00 PM to 2:30 PM			
2:30 PM to 3:00 PM			
3:00 PM to 3:30 PM			
3:30 PM to 4:00 PM			

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History Completion Template Sign Up Sheet			
<u>Time</u>	<u>Name</u>	<u>Phone Number</u>	<u>Language</u>
10:00 AM to 10:30 AM	1		
	2		
	3		
	4		
	5		
	6		
10:30 AM to 11:00 AM	1		
	2		
	3		
	4		
	5		
	6		
11:00 AM to 11:30 AM	1		
	2		
	3		
	4		
	5		
	6		

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History Completion Template Sign Up Sheet			
<u>Time</u>	<u>Name</u>	<u>Phone Number</u>	<u>Language</u>
11:30 AM to 12:00 Noon	1		
	2		
	3		
	4		
	5		
	6		
12:00 Noon to 12:30 PM	1		
	2		
	3		
	4		
	5		
	6		
12:30 PM to 1:00 PM	1		
	2		
	3		
	4		
	5		
	6		

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History Completion Template Sign Up Sheet			
<u>Time</u>	<u>Name</u>	<u>Phone Number</u>	<u>Language</u>
1:00 PM to 1:30 PM	1		
	2		
	3		
	4		
	5		
	6		
1:30 PM to 2:00 PM	1		
	2		
	3		
	4		
	5		
	6		
2:00 PM to 2:30 PM	1		
	2		
	3		
	4		
	5		
	6		

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History Completion Template Sign Up Sheet			
<u>Time</u>	<u>Name</u>	<u>Phone Number</u>	<u>Language</u>
2:30 PM to 3:00 PM	1		
	2		
	3		
	4		
	5		
	6		
3:00 PM to 3:30 PM	1		
	2		
	3		
	4		
	5		
	6		
3:30 PM to 4:00 PM	1		
	2		
	3		
	4		
	5		
	6		

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Volunteer Sign Up Sheet			
<u>Position</u>	<u>Name</u>	<u>Phone Number</u>	<u>Language</u>
Reception Table	1		
	2		
	3		
	4		
	5		
	6		
	7		
	8		
Scanners	1		
	2		
	3		
	4		
	5		
	6		
Refreshments	1		
	2		
	3		
	4		
	5		
	6		

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Volunteer Sign Up Sheet			
<u>Position</u>	<u>Name</u>	<u>Phone Number</u>	<u>Language</u>
Videographers	1		
	2		
	3		
	4		
Video Interviewers	1		
	2		
	3		
	4		
Template Writers	1		
	2		
	3		
	4		
	5		
	6		
	7		
	8		
	9		
	10		
	11		
	12		

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