

## 19. Presenting a Quilt of Valour

Presenting a Quilt of Valour is the most important role in the Society. It is the realization of our mission. Preparing for a QOV presentation is important. Remember, this is a very special moment for the recipient. Presentations can be very emotional. Be flexible and expect the unexpected.

The act of presentation is the physical wrapping of the QOV around the shoulders of the recipient to symbolize the act of a quilted hug of appreciation from a grateful nation.

It is preferable that a QOVC Regional Representative, Presenter or alternate authorized person presents the QOV to the recipient rather than it be delivered to them by mail or courier. Some examples of appropriate alternate presenters are a recipient's Legion President, fellow service person, pastor, or a person who has previously been awarded a Quilt of Valour.

QOV may be awarded privately or at an event or special venue. Every attempt should be made to see that the presentation of a Quilt of Valour is a personal and memorable experience for the recipient.

QOV are not to be presented at any event that promotes another group or organizations agenda or cause, or that may suggest that Quilts of Valour – Canada Society supports or endorses that cause, eg: a political rally, a protest or religious event, etc.

Guests attending the presentation are only invited by the host (nominator/recipient). QOVC representatives and presenters are not to invite additional guests unless they are a registered QOVC volunteer. If the host requests local media coverage of the event, it is their responsibility to invite them.

The host (nominator/recipient) is responsible for selecting an appropriate location for a presentation, whether the location is the recipient's home, church, veteran's meeting place, or other suitable location. The Host is responsible for any costs associated to the event and venue chosen for the presentation.

If you wish to present a QOV to an individual distant geographically from you, contact the Regional Representative in the province where the recipient lives. Often, a representative of the Society can be found in the area that will be glad to make the presentation in person or they will find an appropriate individual to do the presentation.

If you have been asked to make a special presentation in another representative's area, as a professional courtesy please contact that representative and ask if they have any concerns with your doing so. They may also wish to participate or assist.

## Preparation

- As with any important event, planning ahead will ensure success.
- Make sure the Quilt of Valour is ready - check the QOV label for completeness and spelling.
- Prepare yourself for the presentation. Think about what you will say and how to personalize this for the recipient. Often a CAF member or Veteran may be available to co-host the presentation. Someone who knows the recipient can also talk about the recipient's contributions. If you are making the presentation with someone else make sure you have agreed on each of your roles.
- If you are planning to take photos for posting on QOVC's social media sites, website, or newsletter, you require verbal permission from each individual in the photograph to do so. Consent for a child or children must be given by a parent or guardian present at the presentation.
- Try to find someone to take the photos so that you can concentrate on the presentation. This is especially important if you are presenting to a group of recipients.
- If this is your first presentation, spend some time reviewing the QOVC mission and history.
- Ensure that the host (nominator/recipient) is aware that the timing, location, arrangements and set up of the venue are their responsibility.
- Bring some brochures with you.

## The Presentation

- Dress appropriately. Appropriate attire is defined as either business, business casual or military dress (mufti or DEU with medals). Do not wear clothing that displays advertising or insignia associated with another group or organization. Your sole purpose for attending this presentation is to represent Quilts of Valour Canada, not promote any other group, organization or agenda. Remember this about the recipient and it is a special moment for them.
- Make sure you arrive early. If you are presenting to a group, you will need some time to organize the quilts and determine the best arrangement for the presentations.
- If you are co-hosting the presentation, review the plans with the co-host and the role that each will play during the presentation. For example, it may be best to allow the co-host to open the event with a short introduction and then introduce you as the QOVC Representative.
- Have written notes so that you can refer to them if needed.
- Start with a brief history of QOVC and indicate the number of QOVs we have presented to date. (This information is available on the QOVC Dashboard)
- Address the recipient by name and explain that this QOV is a gift from a Canadian quilter(s) in recognition of his/her sacrifice.
- If there are multiple recipients complete each person's presentation separately. Group presentations are restricted to a maximum of 5 recipients. This will ensure that each recipient's experience is special and not rushed. Prior approval by the Board is required for larger groups.
- At this point allow the co-host to speak about the recipient's contributions. When finished the co-host should ask you to make the presentation.
- Before presenting the QOV read out the message that appears on the QOV label.
- Present the QOV by wrapping the QOV around the recipient's shoulders.
- If you have received permission to take photos this is the best time to capture the presentation.
- Do not ask the recipient to make a speech, but if the recipient wishes to make a statement, then give him/her the opportunity to speak.
- Never mention donations during a presentation. After the presentation is complete, you can have brochures available. If someone requests information about support or donations this is the time to provide that information.