

## **Raising your organization's flag at the City of Langley**

We are delighted to be a host community for your flag raising event, providing an opportunity for you to raise awareness for your organization.

### **What we need from you:**

- 1) Have the flag to me at least a week ahead of time so I can ensure it is prepped to go on the pole that day.
- 2) Provide me with the names and titles of the Society representatives who will be in attendance, as well as who from the organization would like to speak. I will need this information no less than two days in advance.
- 3) Feel free to invite any members of the public as you deem appropriate.
- 4) Contact local media if you wish - we do not do this on your behalf. Contacts we generally recommend are:  
Langley Times - [newsroom@langleytimes.com](mailto:newsroom@langleytimes.com);  
Langley Advance - [newsroom@langleyadvance.com](mailto:newsroom@langleyadvance.com);
- 5) If you plan to do a press release, we would appreciate seeing it before it is distributed. Please give us a few days' notice if you would like a quote from the Mayor for the release.
- 6) We can't guarantee that we will have a photographer available so we encourage you to take photos. When you do your social media, be sure to tag the City of Langley so we can retweet/share.

### **Additionally, please be aware:**

- 1) I will extend the invitation to our Council and staff. Once I have my responses, I will advise you of key City representatives who will be in attendance.
- 2) The Mayor or his designate will take the lead on this event with a very brief welcome and then invite the speaker(s) from the Society to speak. This will be followed by photos.
- 3) The whole event will take 10-15 minutes in total.