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All Elder Request forms must be completed and submitted before a member of our team begins to process the request.

We ask that requests are submitted **at least 5 business days before** an event to secure a confirmation in a timely
and respectful manner.

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| **ABOUT THE EVENT:** |
| Date: |  |
| Time: |  |
| Location/Virtual Platform Used: |  |
| Title of Event: |  |
| Participants: |  |
| Address: |  |
| Organization Hosting the Event:  |  |

**Note:** Please attached the Agenda for the event and additional materials that would be helpful to pass along.

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| **ADDITIONAL INFORMATION FOR THE ELDER/SENATOR/TRADITIONAL TEACHER:** |
| Request – what is the role of the Elder, Senator,or Traditional Teacher? |  |
| Do you and/or your organization have experience working with an Elder, Senator or Traditional Teacher? |  |
| Arrive by: |  |
| Tobacco/Tea must be provided. **Please confirm** |  |
| Honoraria (Will this be available?) |  |
| Transportation if required (ie. Taxi chits) |  |
| Assistant available if required? |  |
| Required to stay for full event? If so, please explain what will be required. |  |
| Contact Person (please include name and contact information: cell phone, email address, etc.) for individual who will be **on site** to greet the Elder/Senator/Traditional Teacher: |  |

**Note:** Tobacco (Tea is more appropriate for Inuit Elder) must be provided to the Elder, Senator, or Traditional Teacher upon arrival at the event. It must be wrapped in cloth and tied.