



Memo

TO: All Staff

FROM: Jason Willms,
Prevention Services Manager
Desmond Singleton,
Acting Service Manager, Prevention
Marc-Nicholas Laforge,
Acting Communications Manager

DATE: October 11, 2024

RE: Fall Feasts 2024

Our annual Fall Feast season is officially underway as of October 2024. The information provided will outline the budget and expectations from each unit for their Fall Feasts.

Hosting your event

Local units are expected to organize and host events for their community. The type, time and location of the event is decided by each unit and based on the expectations of the community members. All Tikinagan staff serving the community should be involved in planning wherever possible.

Budget for 2024

The budget for each community for food, supplies and other necessities for their event has been set at \$5000. Please ensure your PO request note that the supplies/expenses are for your community's Fall Feast.

If you require assistance planning or shopping for your event, please reach out to the Prevention Department. Additionally, the Prevention Department can travel to your community to provide support for your event if your community has a low number of staff. Purchase Orders (POs) are to be on **General Purchase Orders**.

Wiidamaakewinik Odanohkiig supports include promotional items, posters

Wiidamaakewinik Odanohkiig (Communications Team) would like to share information about the Fall Feast events. To help promote their event, staff should:

- Share their event details with Wiidamaakewinik Odanohkiig, as well as request promotional materials via the Swag Store on the Staff Portal for their event (ie. giveaways, posters, social media posts).
- Invite Wiidamaakewinik Odanohkiig to take pictures and video at your event.
- Add Fall Feast details onto the Tikinagan event calendar [here](#).