

Planning an event for the 150th anniversary of Confederation?

Follow **these steps**
to ensure your event
is a success in
both official languages!

Ensure unilingual employees know
the **procedure for enlisting the
aid of a bilingual co-worker**

Use **Anglophone/Francophone
associations, schools and public
calls** to recruit bilingual employees
and volunteers

**Train your employees
and volunteers**
on how to provide
services in both
official languages

Make use of
official language
minority media

**Build relationships
with English- and
French-speaking
communities** where
your event will be held

How many **bilingual
employees and
volunteers** will you
need at service points?
Make sure visitors can
recognize them!

Make sure you have **enough
human and financial resources**
for quality translation and
interpretation services

Make sure **documents and
verbal messages** for the
general public are available
in both official languages

Ensure **social media
communications** are
in English and French

Make sure **Web sites**
are available in both
official languages

Ensure **emergency
services** are provided
in person in both
official languages

Use **pictograms or
bilingual posters** to show
that services are available
in both languages

Encourage **sponsors, service
providers and provincial and
municipal partners** to serve the
public in both official languages

