

Step-by-step guide to

ORGANISING A CALL-IN RADIO SHOW

GOALS

To highlight the important role of caregivers in our communities and give Nunavimmiut a chance to nominate star caregivers live on the radio.

STEP 1: FORM A SMALL TEAM

Bring together 2–3 people (e.g., wellness workers, interpreters, social workers, nurses, elder coordinators) & assign roles:

- Radio Animation: One or two people (must speak Inuktitut) to interact with callers
- Caller Notes: To write down the names of callers and the caregivers they are nominating.
- Local Draw: To manage the distribution of prizes for the local prize draw.
- Regional Draw Submission: Send the final caregiver list to NRBHSS

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so names are entered in the regional draw.

STEP 2: FIRST PLANNING MEETING

1. Confirm Roles (as above).
2. Radio Collaboration: Partner with a local FM animator to manage callers. Pick a day/time (lunchtime works well).
3. Promotion: Retrieve the communication package sent to CLSCs. Put up campaign posters around the community.

STEP 3: OUTREACH

Put your plan into action:

- Confirm with the FM station.
- Contact local organizations (NV, Coop, Northern, Hunters Support) to donate prizes for callers
- Inform the NRBHSS of the radio show date so they can expect nominations.

STEP 4:

SECOND PLANNING MEETING

Agenda:

- Updates: Radio confirmation, interpreter secured, local prizes found.
- Confirm who will send the caregiver list to NRBHSS after the show.
- Plan the Show: Prepare a short bilingual introduction.

"Hello everyone! Today we're hosting a special radio show for Caregivers Appreciation Month. Throughout November, we honor caregivers—natural and worker—who support elders, families, and people living with limitations. For the next hour, we're opening the lines for you to thank caregivers in [community] or share a caregiving story. All names will be entered into the regional prize draw. Let's celebrate our Star Caregivers!"



Nakurmiik to Jeannie May for her creativity and leadership creating successful radio shows in Kuujuaq since 2022!



STEP 5: DAY BEFORE

Remind your team and the FM station of the event.

STEP 6: THE CALL-IN SHOW

Have on hand:

- Introduction text (or improvise!)
- Pens and paper for names
- Slips for local draws (if applicable)
- Your team

If callers go off topic, gently redirect them and provide the social services number for personal issues.

STEP 7: AFTER THE SHOW

- Hold a short debrief: What worked well? What to improve?
- Send the caregiver list to NRBHSS so nominees are entered into the regional draw.
- Celebrate your work!

For any questions, contact hyungu.kang.rr17@ssss.gouv.qc.ca.