

# contents

02	Welcome to the Candlelight
03	How the Event Works
04	Building a Team
05	Making a Plan
06	Finding Resources
07	Choosing Activities
08	Integrating Advocacy
09	Promotion
10	Media
11	Evaluating Results
12	HIV/AIDS Basics
13	Registration Form
14	Final Report Form
15	Contact Us
16	Español
31	Français
46	Русский

# welcome to the candlelight

Dear Candlelight Coordinator,

Thank you for your interest in volunteering as an official coordinator for the annual International AIDS Candlelight Memorial. The Candlelight is a program of the Global Health Council, the world's largest alliance of organizations and professionals involved in global health. Occurring the third Sunday every May, the Candlelight is among the oldest grassroots mobilization campaigns for HIV/AIDS awareness in the world and is led by coordinators, like you, who host memorials for their communities.

Since it began in 1983, the Candlelight Memorial has honored those who have been affected by the AIDS pandemic. But the Global Health Council believes the Candlelight Memorial is much more than a memorial; it is an opportunity to educate about AIDS, create community dialogue, and influence local and national policy-makers about prevention, care and treatment. It's also an opportunity for coordinators to improve community mobilization skills, partner with like-minded groups and professionals, and find unity within a global coalition of AIDS activists.

Over the years, Candlelight coordinators have planned memorials in more than a hundred countries, reaching tens of thousands of people. The Global Health Council recruits and counsels coordinators throughout the year, and partners with other international organizations that view AIDS as a critical foe but one that can be defeated. We hope you will use this manual as a guide with recommendations to help you plan your Candlelight. To learn more about activity ideas and how to integrate advocacy messages, visit the Candlelight website at [www.candlelightmemorial.org](http://www.candlelightmemorial.org).

On behalf of our members worldwide, welcome to the Candlelight Memorial! We admire your community leadership, and hope your event serves as a commemoration for both the past as well as our present fight to end the scourge of AIDS.

Sincerely,

The Global Health Council

## how the event works

The mobilization campaign begins officially on World AIDS Day, December 1, and ends with the Candlelight Memorial in May. In December, the Global Health Council unveils the Memorial's theme and poster and throughout the remaining six months, works with its partners to promote the event, recruit coordinators in communities around the world, and guide them in planning their community memorials. Following the Candlelight in May, coordinators submit a brief final report describing what happened at their events, which the Council uses to publish its own annual report on the Candlelight Memorial.

Anyone can be a Candlelight coordinator. Coordinators represent a diverse group of community leaders, including community health workers, doctors, nurses, students, teachers, researchers, business people, faith and organization leaders, and concerned individuals. They also represent a diversity of organizations, including health-care facilities, foundations, universities, charities, businesses, governments, religious groups and private organizations. Once you are registered, the Global Health Council mails packets to coordinators that include a manual, posters and other information to assist you and your team in planning the events.

Memorials can also take many forms, ranging from a gathering of students in a schoolyard to a march of thousands in city streets. Coordinators have held memorials in fields, parks, squares, buildings of faith, universities and more. Coordinating a memorial often requires building a team of helpers to divide the labor in making a plan that fits your community, finding resources, choosing activities, inviting important guests, marketing and media coverage, and mobilizing the community. Evaluation is the final part, so that you understand the impact of the event not only on your community, but on yourself as a coordinator.

To become a Candlelight coordinator, register at [www.candlelightmemorial.org](http://www.candlelightmemorial.org) or complete and mail to us the enclosed application. See "Registration Form" and "Contact Us" for our postal address.

## building a team

Coordinating a Candlelight Memorial can be a lot of work. Building a team will make the work easier. Whether friends, work colleagues or community members, a planning team can help you identify goals for your memorial, plan and promote the event, find and share resources, design activities, mobilize the community, and evaluate the memorial's impact. Planning teams can lead to new partnerships with other groups or organizations that share your professional interests and vision for ending HIV/AIDS.

Diversity is an important part of building a planning team that accurately represents the interests of your community members. In addition to different sectors of society and skills, when possible include members of different ages, genders, races, classes, ethnicities, faiths, nationalities, political views, etc. Below are some tips on choosing a team.

### Characteristics of good team partners:

- ▶ Responsible and dedicated;
- ▶ Good community organizers;
- ▶ Demonstrate leadership or teamwork;
- ▶ Know many people in the community;
- ▶ Have an interest in or are familiar with HIV/AIDS and other health issues;
- ▶ Understand the culture of the community where the Candlelight will take place;
- ▶ Talented in particular areas, such as mobilization, advertisement or fund raising.

### Examples of individuals and organizations to include on your coordinating team:

- ▶ Leaders in your community;
- ▶ Colleagues in your organization;
- ▶ Government health officials (such as from a local or national health agency);
- ▶ Representatives from local HIV/AIDS or development organizations;
- ▶ Local or national political leaders or policy-makers;
- ▶ Members of the media;
- ▶ Business or corporate leaders;
- ▶ Others with a lot of energy and commitment.

## making a plan

Memorials can be planned in many ways. Some will take place over several days with many activities and speeches, while others are more simple and may last perhaps an hour, and end with lighting a candle. There is no wrong way to plan a Candlelight Memorial (see “Activities” for specific ideas). Careful planning, however, is an important part of coordinating any event, and a good, realistic plan can prevent many problems from occurring before and during the event. It can also motivate people to work harder and continue participating in memorials for years to come. Below are some tips for making a plan.

### Questions to ask yourself and the planning team:

- ▶ What are the goals of our Candlelight Memorial?
- ▶ What is the need in the community for this event?
- ▶ Who do we want to influence – leaders, community, etc.?
- ▶ What important messages do we want to convey? Better national AIDS policy? Improved access to treatment? More training of health-care workers?
- ▶ How will we evaluate our success?

### Some basic elements to consider in planning your memorial:

- ▶ Resources – where to find candles, sponsorship, etc. (See “Resources”);
- ▶ Location – finding and choosing a central, accessible place to the community;
- ▶ Time – choose a time that works best for the majority of people;
- ▶ Personnel – assign tasks to your team that best use their skills;
- ▶ Volunteers – arrange a groups of volunteers to help you with logistics during the event;
- ▶ Security and emergency services – in case of a large event, identify police, water, emergency medical supplies in case someone gets hurt, etc.

### Other considerations:

- ▶ Plan early. The earlier you plan, the less you have to rush to make logistical arrangements, and the easier it will be to secure resources and special guests.
- ▶ Create a timeline for different tasks to be accomplished and be sure to keep to it so you do not have many tasks at the end.

## finding resources

How you plan your Candlelight Memorial may depend on the availability of resources. Resources include money and materials you will need to successfully implement your plan – funding, equipment, candles, paper, water, etc. The first place to begin searching for resources is within your own community. Encourage others to support your cause with “in-kind” gifts such as volunteering time, a location to hold your meetings, and local goods. Many coordinators apply for sponsorship from other organizations to cover the costs of their memorials. While most memorials require resources, some require very little. Always be sure to secure your resources before carrying out your plan.

Below are some tips for finding resources.

Sample institutions for requesting sponsorship and other in-kind resources:

- ▶ A local office for the ministry of health or government health agency;
- ▶ Community health groups with an interest or a stake in the Candlelight;
- ▶ Hospitals, health centers, clinics, health posts or other health-care institutions;
- ▶ Private charity organizations or local and national health campaigns;
- ▶ Banks, corporations or foundations, particularly those interested in health;
- ▶ Small businesses, even those who do not have a particular focus on health or charity;
- ▶ Academic institutions with relevant centers or schools for medicine or public health;
- ▶ Religious institutions, particularly those with an interest in philanthropy.

Other considerations:

- ▶ To recover costs of the event, consider using the memorial itself to fund raise for your effort or for your organization.
- ▶ If you plan to fund raise during the event, ask another organization to match every financial contribution at the event with an equal financial contribution for your effort. To the sponsor, this may be an incentive to earn their contribution.
- ▶ Research the process for how to apply for sponsorships and other grants (allowances) of funding well in advance of your memorial, especially during the planning stages.
- ▶ When applying for funding from a potential sponsor, always provide a clear, brief budget or proposal that details what you will need for the event, how much it will cost, and why it is important.
- ▶ Always demonstrate your appreciation to those who sponsor, donate to, or support your event in some way – publicly if possible. If one sponsor cannot cover the costs of the entire event, consider combining sponsorships by applying to multiple organizations for lesser amounts each.

## choosing activities

Activities form the core of your event and often depend on the goals of the memorial. If your goal is simply to remember those who have been affected by HIV/AIDS, consider lighting candles at night or early evening to symbolically commemorate their lives. If your goal also is to educate about HIV/AIDS, consider inviting a speaker from a local clinic or hospital to explain health issues around HIV/AIDS, its social implications, and recommendations for local community resources. In addition to remembrance and education, consider choosing activities that create community dialogue about HIV/AIDS and influence local and national policy-makers to give more attention to prevention, care and treatment. Choose activities that resonate with everyone, and are culturally appropriate and sensitive to AIDS-affected populations. Below are some tips for choosing activities.

### Sample activities:

- ▶ Light candles – They will symbolize the living memory of those lost to AIDS. Light candles in the evening and raise them to the sky in remembrance;
- ▶ Educate about HIV/AIDS – Set up information booths. Invite HIV/AIDS educators. Distribute educational materials. Create educational games and drama skits;
- ▶ Community dialogue about HIV/AIDS – Create opportunities for community leaders and members to come face to face to talk about HIV/AIDS in the community, and how the community can come together to address the disease and fight stigma;
- ▶ Musical and dramatic performances – Music and drama often can contribute to the importance of the occasion. Include songs, dances, poetry readings, and drama skits;
- ▶ Presentations and speakers – Invite political leaders, community leaders, HIV/AIDS workers, health-care professionals, peer educators, and others to speak about the importance of AIDS awareness and what communities can do to prevent AIDS;
- ▶ Spiritual or cultural rituals – These activities can demonstrate the significance of the memorial to a community, and often include prayer and the reading of religious texts;
- ▶ Reading of names of those lost – Invite a speaker or audience members to read names of those lost to AIDS in the community, or ask participants to call out names;
- ▶ HIV testing and condom distribution – Consider setting up a booth or a room for voluntary HIV testing by a professional doctor or nurse, and distributing condoms;
- ▶ Award community leaders – Offer awards and honor community leaders fighting AIDS, such as community health-care workers or doctors at the event;
- ▶ Call for community action – End the memorial with a “Call to Action,” motivating and explaining to participants ways they can take future action against AIDS.

## integrating advocacy

The Candlelight Memorial can have an important role in shaping local or national AIDS policy. The event can help political leaders better understand the impact AIDS and related diseases can have on a community, and motivate them to improve policies and systems that can affect the lives of millions. This can be done through advocacy, which means promoting or supporting a specific cause or issue. An advocacy message is a statement or position reflecting the needs of a community, and often targets political leaders with power to change local or national AIDS policies, such as presidents or ministers of health. As you plan your memorial, decide which advocacy messages to announce or integrate into the activities. Below are some tips for integrating advocacy messages into your memorial.

Sample messages to leave with political leaders through your memorial:

- ▶ Expand and improve health systems that serve patients with HIV/AIDS and related diseases;
- ▶ Address AIDS as a national or community problem;
- ▶ Increase funding for national HIV/AIDS prevention and education programs;
- ▶ Increase the number of health-care facilities for treating HIV/AIDS;
- ▶ Hire more and better trained community health workers, like nurses or doctors;
- ▶ Increase attention to related diseases, such as tuberculosis and malaria;
- ▶ Increase choices for contraception techniques, like condoms or microbicides;
- ▶ Increase support and access to HIV testing and voluntary counseling;
- ▶ Lower the cost for expensive medicines to treat HIV/AIDS, such as antiretroviral drugs;
- ▶ Recognize social stigma and discrimination against people with HIV/AIDS;
- ▶ Demand HIV-positive persons have equal human rights that deserve to be respected;
- ▶ Allow and support more research for an HIV/AIDS vaccine;
- ▶ Urge political delegations to attend international AIDS conferences and meetings.

Ways to integrate messages into your memorial:

- ▶ Invite political leaders, ministers of health, and leaders of important organizations to attend or speak at your memorial. Their participation will help your event get publicity and spread the word by educating them to the problems of AIDS in your community. Give them “talking points” or written notes ahead of time summarizing what you would like them to say. Suggest that they use this occasion to announce their own initiatives for HIV/AIDS;
- ▶ Partner with other organizations that work in AIDS and invite them to set up booths to display information about their work as it relates to your advocacy goals;
- ▶ Write a brief resolution based on your advocacy messages and have participants at your memorial sign the resolution. Deliver the resolution to the ministry of health for action;
- ▶ Include your messages in your promotional materials, such as fliers or posters.

## promotion

Promoting your Candlelight Memorial – advertising your event so that people attend – can be one of the most challenging parts of the mobilization process as well as one of the most fun. Promote your event in ways that attract the most people as possible. You can hang posters, encouraging others to come, or advertise in the media (See “Media”). Begin hanging posters in the weeks and months leading up to the event to prepare people early.

Sample methods for promoting your memorial:

- ▶ Fliers or newsletters;
- ▶ E-mail or website;
- ▶ Presentations or speeches;
- ▶ Posters, banners and signs;
- ▶ Personal or professional letters;
- ▶ Media, such as newspapers or radio;
- ▶ Word of mouth and announcements.

It is important to be strategic about how you promote your event, choosing the right locations and methods for announcing your memorial. Here are some additional thoughts to keep in mind:

- ▶ Choose areas and populations where there is the most need or interest, such as hospitals, organizations, schools, churches, bus stations, store windows, bulletin boards, AIDS-related groups, and other public places.
- ▶ Remember to advertise the date, time, location, contact information, special guests and purpose of the memorial.
- ▶ Send special letters to heads of significant organizations and groups involved with HIV/AIDS, health or other philanthropic causes.
- ▶ Send special letters directly to leaders and policy-makers inviting them to attend your memorial. If leaders cannot attend, invite their deputies.
- ▶ Be creative. Use artwork; create a website; make the memorial a school project or ask a religious institution to include a word about the memorial in their bulletin.
- ▶ Partner with other organizations and groups to get the word out; combine resources and share lists of contacts.
- ▶ Use the Candlelight logo and literature to advertise your event.
- ▶ Attend meetings of other clubs or organizations and make a brief announcement for the event.

## media

The media is a powerful force for educating the public about current events and issues. Media outlets include newspapers, radio, television, magazines, the Internet, and other ways of getting your word out to others. Coordinators should use the media to get as much public attention for their event as they can. To do this effectively, coordinators should learn about their local media opportunities, contact reporters and editors about HIV/AIDS issues in advance of the Candlelight Memorial, and make both information about their memorials as well as the issues available to media before, during and after the event.

### Suggestions for using the media:

- ▶ Research deadlines for submitting stories, appropriate reporters or divisions accepting stories (some outlets have news directors, assignment editors, or reporters who specifically cover health or HIV/AIDS topics), and other requirements for your story, such as the number of words allowed for articles. Invite them to cover your event.
  
- ▶ Submit a one or two-page media advisory to local media outlets. Media advisories announce the basic information about the event by answering who, what, when, where, why and how. Submit advisories two days to a week before your event. Be sure to include your contact information at the top of the advisory.
  
- ▶ The day before your event, submit a one-page press release. Press releases describe the event in more detail than a media advisory, what makes your event newsworthy. Why is AIDS an important problem to address in your community? What are the goals and why is this memorial so important? Include quotes from important individuals.
  
- ▶ Consider writing an opinion article or a letter to the editor. Some newspapers have special sections for opinions or letters to the editor in which you can share your opinion regarding issues related to AIDS and the Candlelight, such as why you have chosen to coordinate a memorial in your community and issues surrounding HIV/AIDS in your country.
  
- ▶ After your event, write and submit a story to local media outlets about what happened during your memorial and what you think will change as a result of the event. Include photographs with descriptions of who is in them. The media may include your story in their publications. Be sure to share your stories and photographs with the Global Health Council, and we may also publish your stories. Please get permission to publish the names and photographs of your subjects, unless it is a group photograph in a public place. Even so, if there are identifiable subjects, you should ask their permission to publish. You do not need permission from public figures at a public event.

## evaluating results

Evaluation is one of the most important parts of the Candlelight Memorial and it is also one of the most forgotten. To evaluate your memorial is to critically review what happened, and an opportunity to study and use the results to learn for the future. At the end of your memorial, have a discussion with your planning team about the event – what was most effective, what could have been better, and what could be done differently next time.

The Global Health Council evaluates the entire International AIDS Candlelight Memorial every year to learn the true impact of the event on communities worldwide. Your final meeting could also be an opportunity to complete the coordinator's final report form and submit it to the Council (see "Final Report Form"). You can use the Council's final report form as a basis for discussion with your planning team. You may also want to survey the community following the event to get a sense of how the memorial affected them and changed their perspectives on HIV/AIDS. Below are some tips for evaluating your Candlelight Memorial.

### Questions to ask your planning team:

- ▶ Did we accomplish our goals? Why or why not?
- ▶ Did we plan early enough and did we need more resources? How could we get more?
- ▶ Did the memorial change how community members think about HIV/AIDS? In what ways?
- ▶ What major challenges prevented success? How could we overcome them?
- ▶ Did we successfully convey our advocacy messages? If not, how could they be improved?
- ▶ How specifically did our activities support our goals?
- ▶ Will participants take future action against AIDS as a result? Why or why not?

### Questions to ask yourself as a coordinator:

- ▶ Did I accomplish my goals as a coordinator? Why or why not?
- ▶ Did I learn new skills for community mobilization and AIDS awareness?
- ▶ Do I have a better understanding of how AIDS affects my community?
- ▶ What major challenges prevented my success? What could I have done differently?
- ▶ Did this event motivate me to continue fighting AIDS in the future?

### Other considerations:

- ▶ Record what happened at your memorial and save any media clippings, such as newspaper articles or pictures.
- ▶ Record and study the number of men, women and children who attended. Are there any groups of people that were less represented than others and why?
- ▶ Write or publish the results of your evaluation and use them to show potential sponsors, partners and future participants to gain interest for the following year.

## HIV/AIDS basic information

HIV/AIDS has been one of the most disastrous diseases in modern times. Since the HIV virus was discovered in 1981, more than 20 million people around the world have died from AIDS and some 40 million are estimated to be infected today, according to the Joint United Nations Programme on HIV/AIDS. Of those infected more than 17 million are women and some 2 million are children. Nearly ever corner of the world has felt the impact of AIDS, but mostly in poor regions, where people have little access to health care. Sub-Saharan Africa has been particularly devastated by the pandemic, accounting for 25 million people currently infected. The disease has wrecked economies, orphaned children, widowed parents, exhausted health systems, strained education, and deepened poverty. Social stigma and discrimination against those with HIV has only made matters worse.

HIV (Human Immuno-deficiency Virus) is a virus that destroys the body's immune system in the blood that protects your body from other diseases and is too small to see with the human eye. HIV can lead to AIDS (Acquired Immuno-Deficiency Syndrome), which is the final stage of the disease. Because HIV/AIDS attacks immunity, the body is unable to fight other diseases, such as tuberculosis and malaria. As a result, people die from diseases related to HIV/AIDS. Since HIV is contained in body fluids that contain blood, it is most often transmitted to other people through unsafe sexual practices, dirty instruments like reused needles, or from a mother with HIV to her unborn child or in breast milk (although this is less often the case). It is not passed through shaking hands or kissing. While there is no cure, people can live for many years with HIV. You cannot tell someone has HIV by their appearance.

Today, finding out your HIV status (whether you have HIV or not) is possible through a variety of HIV tests, which tell you if you have HIV (HIV-positive) or you do not have HIV (HIV-negative). Knowing your status is important to keeping it from spreading. Many tests are combined with counseling services both before and after the test. Accessibility to effective, simple drugs to treat HIV/AIDS is improving, along with an entire field of prevention programs and contraceptive technology, such as condoms and microbicides. Researchers are continuing to search for a cure for AIDS, and are conducting vaccine trials all over the world. Leaders are coming together around the world to fight the AIDS pandemic; however, there is still a long way to go to reduce the costs of medicines, educate communities and health-care workers, improve health systems that facilitate prevention and treatment, and motivate political leaders to enact effective policies that address the scourge of AIDS.

# Coordinator Registration Form

Please complete this form to become an officially-recognized coordinator for the International AIDS Candlelight Memorial and to receive your coordinator packet, including a manual, posters, and other helpful information. You must renew your registration every year. If you plan to coordinator multiple memorials, please complete one registration form for each one. Because of long distances, packets may take weeks or months to arrive. The earlier you apply, the sooner we can send you your packet and correct any problems with mailing.

**Given/First Name:** \_\_\_\_\_

**Family/Last Name:** \_\_\_\_\_

**Street Address:** \_\_\_\_\_

**City:** \_\_\_\_\_

**State/Province:** \_\_\_\_\_

**Postal Code:** \_\_\_\_\_

**Country:** \_\_\_\_\_

**E-mail Address:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_

**What best describes the type of area where your memorial will take place (Please circle one.):**

- A. Rural area or countryside
- B. Suburban area or town
- C. Urban area or city

**Were you a Candlelight coordinator last year?** Please circle one:                      Yes              No

**How many years have you served as a Candlelight coordinator?** \_\_\_\_\_

**How did you learn about the Candlelight Memorial** (Example: poster, work, website, etc.)?

\_\_\_\_\_

**Organization or community represented:** \_\_\_\_\_

\_\_\_\_\_

**Professional position** (Example: teacher, community health worker, student, etc.):

\_\_\_\_\_

**Do you regularly work with HIV/AIDS issues?**                      Yes              No

**Type of organization or community you are representing** (Example: private health-care organization, government, faith-based, etc.): \_\_\_\_\_

**Are you currently a member of the Global Health Council?**                      Yes              No

**Would you like to join the Global Health Council?**                      Yes              No

**Would you like your contact information posted on the Candlelight Memorial website so that others can learn about your memorial?**                      Yes              No

*To tell us more, please attach and mail a separate sheet with this form. Thank you!*

**Please send completed registration to:**

The International AIDS Candlelight Memorial  
Global Health Council  
1111 19th Street, NW, Suite 1120  
Washington, DC 20036

E-mail: [candlelightmemorial@globalhealth.org](mailto:candlelightmemorial@globalhealth.org)  
Phone: 1-202-833-5900  
Fax: 1-202-833-0075  
Website: [www.candlelightmemorial.org](http://www.candlelightmemorial.org)

# Final Report Form

Please give us your feedback! Once you are finished coordinating your memorial, please complete this final report form and mail it to the Global Health Council. Your results will help us make the International AIDS Candlelight Memorial stronger next year, and may be published in the Council's annual report and other publications. All contact information will be kept confidential. Submit one form for each memorial. Use additional paper as needed. Thanks!

**Coordinator name:** \_\_\_\_\_

**Organization or community:** \_\_\_\_\_

**Date memorial occurred:** Day of month \_\_\_\_\_ Month \_\_\_\_\_ Year \_\_\_\_\_

**Nearest city:** \_\_\_\_\_

**Country :** \_\_\_\_\_

**Type of area where memorial occurred (Circle one):**

A. Rural area or countryside

B. Suburban area or town

C. Urban area or city

**Estimated number of those who attended your memorial:** \_\_\_\_\_

**Types of groups or individuals present at your memorial** (Examples: religious group,

government agency, local leader): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Types of activities that occurred at your memorial** (Examples: lighting candles, speeches, drama):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Did you learn any new skills for community mobilization as a result of your memorial?**

Yes      No

**Types of methods used to promote your memorial**

(Examples: posters, newspaper, e-mail):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Do you feel participants at your memorial will take future action as a result of the event?**

Yes      No

**Types of challenges you faced coordinating your memorial:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Were the materials and services provided to you by the Global Health Council (manual, posters, website, etc.) helpful in producing your memorial?**

Yes      No

**Other comments** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Please send completed final report to:**

The International AIDS Candlelight Memorial  
Global Health Council  
1111 19th Street, NW, Suite 1120  
Washington, DC 20036

E-mail: [candlelightmemorial@globalhealth.org](mailto:candlelightmemorial@globalhealth.org)  
Phone: 1-202-833-5900  
Fax: 1-202-833-0075  
Website: [www.candlelightmemorial.org](http://www.candlelightmemorial.org)

## Contact Us

For inquiries about the Candlelight Memorial, please contact us at the addresses below.

**Mailing Address:**

The International AIDS Candlelight Memorial  
Global Health Council  
1111 19th Street, NW, Suite 1120  
Washington, DC 20036

**E-mail:** [candlelightmemorial@globalhealth.org](mailto:candlelightmemorial@globalhealth.org)

**Phone:** 1-202-833-5900

**Fax:** 1-202-833-0075

**Websites:**

Candlelight Memorial:  
[www.candlelightmemorial.org](http://www.candlelightmemorial.org)

**Global Health Council:**

[www.globalhealth.org](http://www.globalhealth.org)

To become a Candlelight coordinator, register at [www.candlelightmemorial.org](http://www.candlelightmemorial.org) or complete and mail to us the enclosed application.