

About these resources

Remembrance Day falls on Wednesday 11 November 2026. At 11am, Australians pause for one minute of silence to honour the service personnel who died while serving in wars, conflicts and peacekeeping operations.

These pages give workplaces and schools what they need to mark the day: email copy to send to staff and faculty, social posts for your own channels, and a guide to working with your local RSL Sub Branch. Replace the text in square brackets with your own details, then send.

However your people choose to commemorate, whether that is pausing at 11am, wearing a poppy, attending a service or supporting the Poppy Appeal, every act helps keep the legacy of our service people alive.

Visit remember.toremember.com.au to learn more.

What's in this pack

Resource and when to use it

Working with your Sub Branch

Guest speakers, fundraising stalls and other local support

Email template — Sub Branch

Making first contact with your nearest Sub Branch

Working with your local RSL Sub Branch

With over 1,000 RSL Sub Branches across Australia, there is sure to be one near almost every workplace and school. Sub Branches are run by veterans and community volunteers who keep remembrance alive locally, and they welcome an approach from organisations that want to take part.

What you can ask for

- A veteran to speak with your team or your students about their service and the significance of 11 November. For primary schools, this is also how Draw to Remember begins.
- Offer to host a Sub Branch merchandise stall at your site in the lead-up to Remembrance Day, so your people can support veterans and their families.
- Support for a short commemoration at your workplace or school, which may include the Ode, the Last Post and the minute's silence.
- Other ways to help through the year, such as volunteering, war grave and memorial restoration, or community events. Ask what would be most useful.

Before you get in touch

RSL Sub Branches are volunteer-run, and Remembrance Day is a busy time of year. Make contact early, ideally by the end of September, and be clear about your date, your numbers and what you are hoping for.

Find your nearest Sub Branch on your state's RSL website.

Email template — contacting your Sub Branch

Send this to the contact listed for your nearest Sub Branch.

Subject line: *Remembrance Day 2026: an invitation from [organisation or school name]*

Email copy:

Dear [Sub Branch name],

I am writing from [organisation or school name] in [suburb]. We would like to commemorate Remembrance Day with our [team / students] this year, and we would welcome your involvement.

We were hoping you might be able to help with one of the following:

- A veteran speaking to our [team / students] about their service and the significance of 11 November.
- Hosting a Sub Branch merchandise stall at our site in the lead-up to Remembrance Day.
- Guidance on anything else we could do to support your Sub Branch.

For context, we are [number] people at [address]. We are flexible on timing between [dates] and happy to work around your commitments.

If there is someone else I should speak with, please point me in the right direction. Thank you for considering it, and thank you for the work your Sub Branch does in our community.

Kind regards,

[Name], [Title], [Organisation], [Phone], [Email]