

**BOURNEMOUTH
REMEMBRANCE SUNDAY**

PARADE ORDERS



11 NOVEMBER 2018

1. The Remembrance Service will be held at **THE WAR MEMORIAL**, Central Gardens, Bournemouth on **Sunday, 11 November 2018** at 10:57 hours.

2. **PARADE COMMANDER**

Lieutenant Colonel T Jones will command the parade. He will arrive at the Mayor's Parlour at 10:30 hours and will take position at the War Memorial with the Chiefs of Services. He will join The Mayor on the saluting dais for the March-Past.

3. **SUB-COMMANDERS, ASSEMBLY AREAS, TIMINGS AND ROUTES**

- a. **YOUTH CONTINGENT:**

The Combined Cadet Force (CCF) Band, Cadets and Uniformed Youth Organisations.

COMMANDER: **Major Robbie Graham**

UNITS ASSEMBLE AT: Exeter Crescent path (NW end) by 10:10 hours

MARCH OFF: At 10:35 hours as one unit behind the CCF Band

ARRIVE AT MEMORIAL: By 10:42 hours

ORDER OF MARCH: Combined Cadet Force Band
Sea Cadets & Marine cadets
Combined Cadet Force
Army Cadet Force
Air Training Corps
Scouts / Guides / St John Ambulance Cadets

ROUTE: From Exeter Crescent path via Town Centre entering Central Gardens by path at NW side of Square opposite Tesco Metro (See **Appendix 1**) to positions shown at **Appendix 2**.

b. **ADULT CONTINGENT:**

The Salvation Army Band; Bournemouth Ex-Services Associations; War Widows Association; C Company 6 Rifles (if attending); Royal Voluntary Service; British Red Cross; St John Ambulance Brigade and HM Coastguard.

COMMANDER: Mr Ian McKendrick

UNITS ASSEMBLE AT: Exeter Road on the pavement outside the Moon in the Square public house / Debenhams by 10:20 hours (same as previous years)

MARCH OFF: At 10:40 hours

ARRIVE AT MEMORIAL: By 10:50 hours

ORDER OF MARCH: Salvation Army Band, Ex-Services Associations, C Company 6 Rifles (if attending); War Widows Association; Royal Voluntary Service; British Red Cross; St John Ambulance Brigade and HM Coastguard.

ROUTE: From Exeter Road (outside The Moon in the Square public house / Debenhams) via the Town Centre entering Central Gardens by path at NW side of Town Centre opposite Tesco Metro (see **Appendix 1**) to positions shown at **Appendix 3**.

4. **POSITIONS AT THE WAR MEMORIAL**

The final positioning of all parties attending the Service and Parade including **Ex-Service personnel in wheelchairs, War Widows, British Red Cross, Royal Voluntary Service, St. John Ambulance Brigade and HM Coastguard** is shown at **Appendix 4**.

5. **DRESS**

As laid down by Unit Commanders. Medals will be worn.

6. **GENERAL ARRANGEMENTS**

- a. **Car Parking**: Disabled parade participants, Standard Bearers and the Combined Cadet Force Band vehicle **only** should use the Eden Glen car park. Non-disabled parade participants should use the Winter Gardens car park (250 spaces) or the Bath Road North and South car parks. **These car parks will be free of charge from 09:30 to 13:00 hours.**
- b. **Bicycles**: should be left in the Eden Glen car park.
- c. **Instrument Covers**: should be secured in a vehicle in the Eden Glen car park.
- d. **Security**: The Youth Contingent Commander will detail a guard at the Eden Glen car park if considered necessary.
- e. **Marshals**: The Youth Contingent Commander will detail sufficient Marshals to mark the route through the Town Centre. The Marshals will take their position on the Parade Ground after the Adult Contingent enters the Gardens.
- f. **Distribution of Orders of Service**: Orders of Service will be distributed to everyone on the Parade Ground by designated uniformed youth representatives. Copies will also be available at static points in the vicinity of the War Memorial. Arrangements have been made for distribution of Order of Service to members of the public observing the Service in all public viewing areas. Detailed distribution instructions will be given to the Youth Contingent Commander and the nominated Scout representatives.

7. **ORDER OF SERVICE AND PROCEDURE**

The Service commences at 10:57 hours and will be in accordance with the Order of Service, which will be distributed to all Parade participants and will also be available at static points near the War Memorial.

Please follow the instructions regarding removal of headdress as set out in the Order of Service.

No Words of command will be given during the Service:

- The Last Post should be played after The Exhortation by the Salvation Army bugler(s).
- On the commencement of **THE LAST POST**, all Units will come to "**ATTENTION**" and Officers only will salute.
- The beginning of the **TWO MINUTES' SILENCE** will be indicated by the firing of a Field Gun on the conclusion of **THE LAST POST** at **11:00 hours precisely**. The Gun Crew will time the Two Minute's Silence and will fire the gun at **11:02**.
- **REVEILLE** will be played by the Salvation Army bugler(s) after the second gun has fired. Officers should cease the salute on the last note of **REVEILLE** and Units will "**STAND AT EASE**".

All on Parade will come to "**ATTENTION**" again for the National Anthem and "**STAND AT EASE**" at the end of the National Anthem.

No saluting during the National Anthem.

CONTINGENCY ARRANGEMENTS: In the event of a misfire and no gun shot is audible by 11:00 hours and fifteen seconds, the Bugler is requested to begin timing the Two Minutes' Silence. The gun will be fired to mark the end of the Silence and then Reveille should be played. The gun may still fire at a later stage for safety reasons.

8. **BANDS**

(i) **Salvation Army Band**

As the Salvation Army Band approaches the War Memorial leading the March On, they will move onto the matting on the grass as shown in **Appendix 3**.

When the Adult Contingent has passed, the Band will reposition with the Bournemouth Symphony Chorus at the Memorial end of the path from the Square and play until 10:55 hours.

They will play for the Service and again during the laying of wreaths.

They will then return to the matting on the grass (to clear the path for the Civic procession) and play during the reassembly of the Adult Contingent.

On the "Quick March" order of the Adult Contingent Commander, they will play and lead the Adult Contingent back to Exeter Road.

(ii) **Combined Cadet Force Band**

When the CCF Band arrives at the War Memorial during the March On, they will take up their position as shown on **Appendix 2**.

Once the rest of the Parade is in position, the band should move forward to their final position for the duration of the Service as shown on **Appendix 3 and 4**.

Once the Wreath-Laying ceremony has finished, The Civic Party will move off the War Memorial. At this point, the CCF Band are requested to move back in line with the "Diana, Princess of Wales Memorial" Area to allow enough space for the Ex-Services Associations to reform.

The CCF Band should join the Youth Contingent Parade behind the ATC and in front of the Scouts, Guides etc for the March Past – see **Appendix 5**. They will play during the Parade back to the Exeter Crescent pathway.

9. **SOUNDING**

The Last Post and Reveille will be sounded by buglers of the Salvation Army positioned on the 'balcony' of the steps leading down from Bourne Avenue.

- The Last Post will be sounded immediately after the Exhortation has been read. The Two Minutes' Silence will begin on the conclusion of the Last Post.
- Reveille should be sounded after the firing of the second gun which will mark the end of the Two Minutes' Silence.

(Please see CONTINGENCY arrangements on Page 6 in the event of a gun misfire.)

10. **WREATH-LAYING**

The order of laying wreaths is set out in **Appendix 6**.

Wreath Bearers for the Mayoral Party only should report to Bob Carter at the Town Hall at 10:15 hours. These include Wreath Bearers for:

- The Armed Forces - as appointed by each representative of the Royal Navy, RAF & British Army
- The Combined Cadet Force
- The Guide and Scout Associations (Mayor's Guide and Mayor's Scout)

Bob Carter will give instructions to the Wreath Bearers for the Mayoral Party only. They will be positioned on the right-hand side in front of the War Memorial throughout the Service.

NOTE: Armed Forces representatives arrange their own Wreath Bearers & notify the Event Organiser of their names – these named Wreath Bearers only will be handed the official wreath when they report to the Town Hall.

All Other Wreath Layers will report to the Wreath Marshals at the War Memorial at 10:30 hours.

This category includes those laying wreaths on behalf of organisations such as the Royal Voluntary Service, British Red Cross, St John Ambulance Brigade, HM Coastguard and the Salvation Army.

Ex-Services Wreath Layers will be positioned immediately in front of the base of the plinth on three sides of the War Memorial for the Service – see **Appendix 4**.

All Ex-Services Wreath Layers will lay their wreaths simultaneously on the order of the Adult Contingent Commander. Ex-Services Associations will remain in position until the Mayoral Party and Councillors have left the Memorial.

Personal tributes from members of the public are invited after the Parade has marched back to Exeter Road and the Civic Party have left the Gardens.

11. REASSEMBLY OF PARADE AND MARCH PAST

- (i) No part of the Parade is to move until the Mayoral Party, Councillors and Wreath-Layers have left the Memorial.
- (ii) The Standard Party is then to move off of the War Memorial steps, turn left and halt facing the square in line with the directional sign post on the corner of the grass verge. This will leave enough space to allow the Ex-Service Contingent to re-form behind them, as described in (iii) below.
- (iii) The Adult Contingent will leave the Memorial and turn left to reform on the path parallel to Bourne Avenue. **The Adult Contingent Commander will reform the Contingent far enough back along the path (in the direction of the tennis courts) to ensure that the Adult Contingent are able to salute the War Memorial.** The CCF Band will move back to allow enough room.
- (iv) The Standard Party will be repositioned at the front of the Adult Contingent. The Adult Parade Commander is to order "QUICK MARCH" for the Standards and the Ex-Services Contingent and then "EYES RIGHT" to salute the Memorial followed by "EYES FRONT". **(The Salvation Army Band need to hear this command in order to begin playing).**
- (v) All units are to come to "ATTENTION" as the Standard Party begins its March Past of the Memorial and should follow the Adult Contingent **in the order shown in Appendix 5** along the return route shown. The Sea Cadets Commander is to allow the C Company 6 Rifles (if on Parade) to join the March Past directly behind the Adult Contingent.
- (vi) Each Unit Commander is to ensure adequate spacing between all Units prior to reaching the saluting Platform. This will ensure the Parade Commander receives a separate salute from each Unit and not Units which have closed together.
- (vii) Each Unit Commander is to order the Unit to "EYES RIGHT" to salute the Party on the Platform and then "EYES FRONT".
- (viii) The Parade will continue to each Parade assembly point along the reverse of the route used to march on. **See Appendix 1.**

- (ix) **Both the Adult & Youth Contingent Commanders must arrange for sufficient Marshals to ensure that both parts of the Parade do not become detached and encroached upon by spectators / members of the public, particularly at the back of the Parade and in the vicinity of the Town Centre.**

12. **TIME SYNCHRONISATION**

Watches are to be synchronised to British Telecom's Speaking Clock on telephone number 123. Calls charges apply and calls from mobiles may be charged at a higher rate.

13. **FIRST AID**

The First Aid Station will be positioned opposite "Classic Eyes" in Bourne Avenue.

14. **EMERGENCY PROCEDURE**

In the event of an emergency, instructions will be given by loud haler.

Signed: Lieutenant Colonel T Jones
Parade Commander

Events Team Contact Officer:

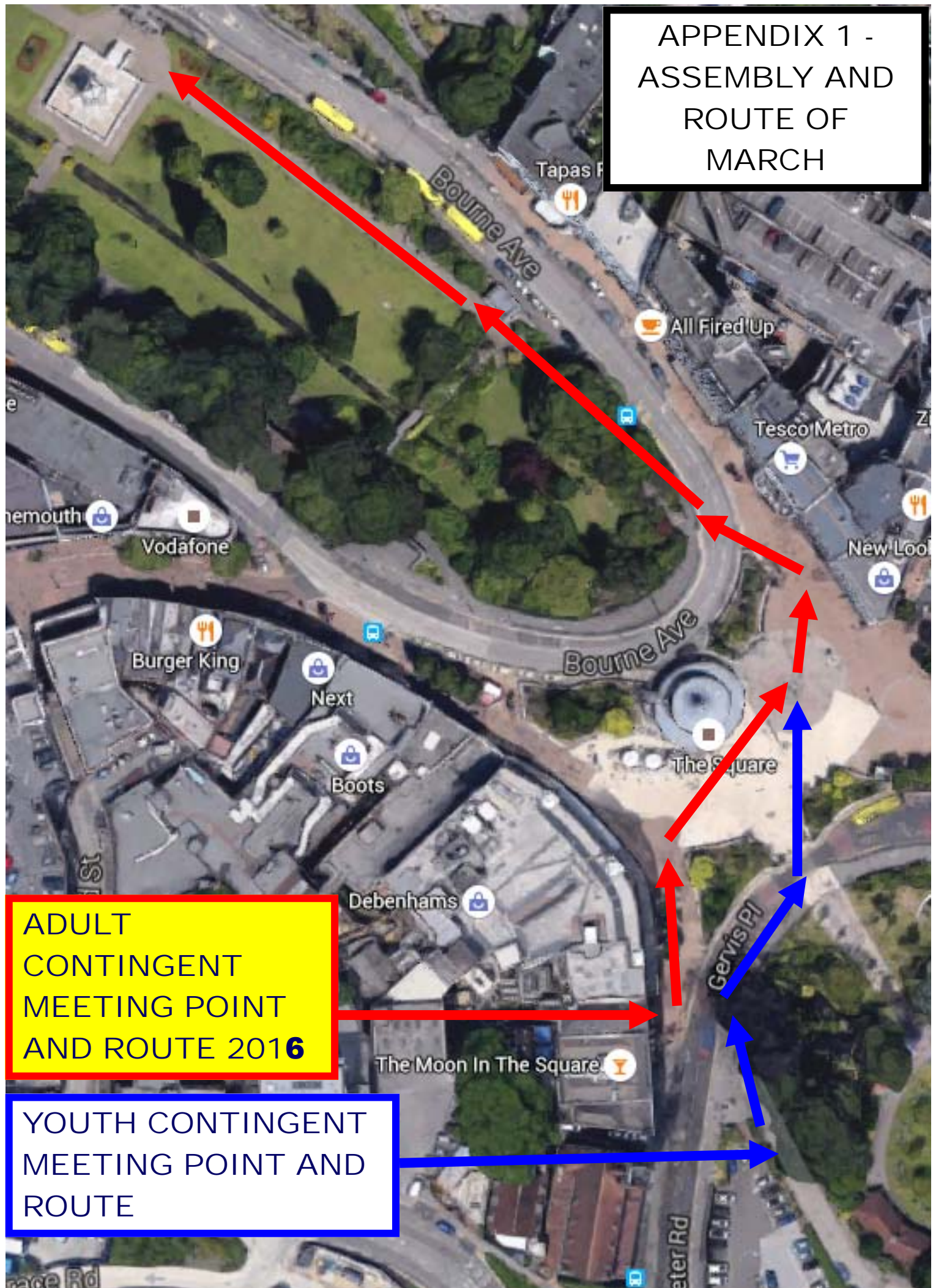
Alison Perrins, Commercial Officer, Tourism
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Telephone: 01202 454766
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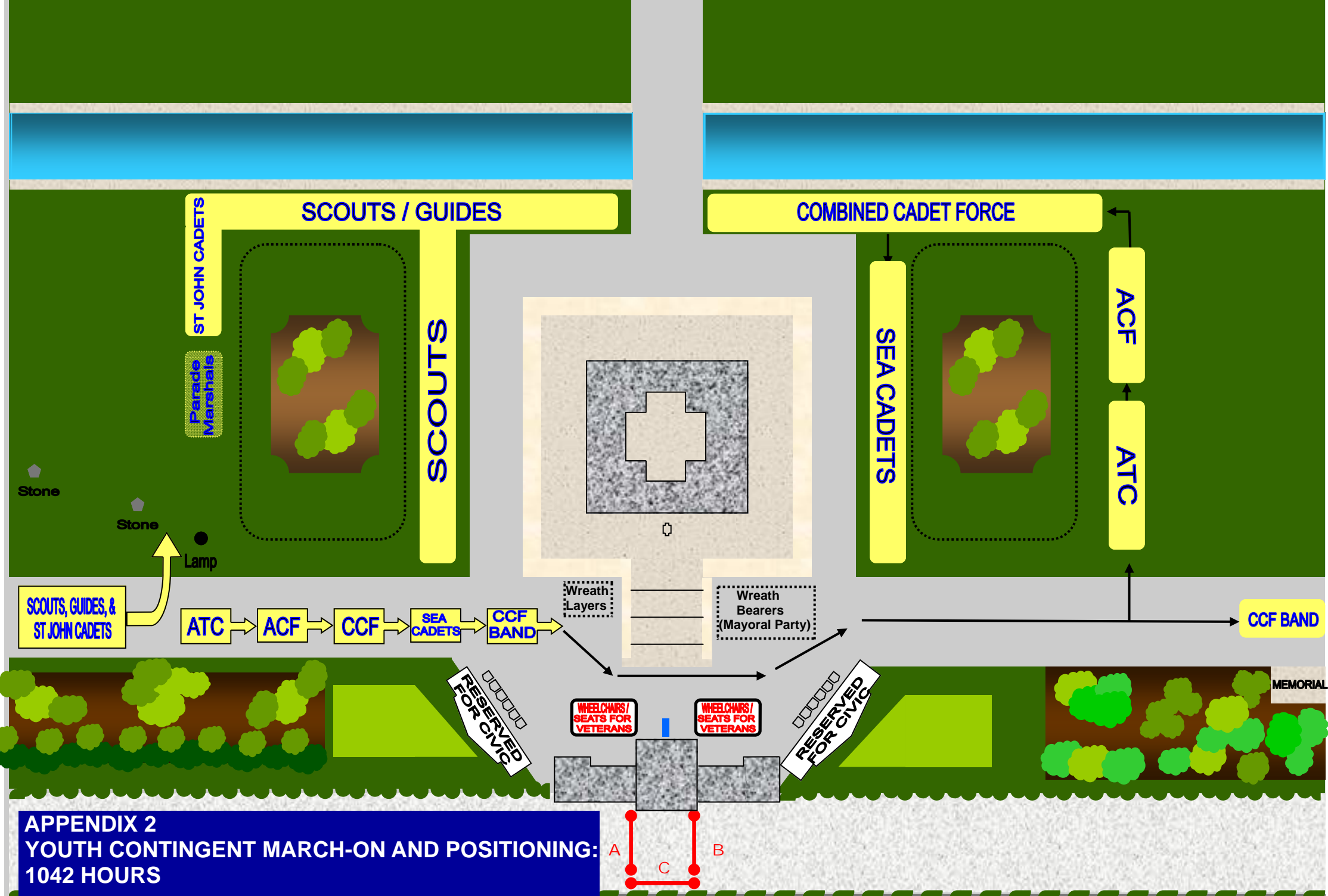


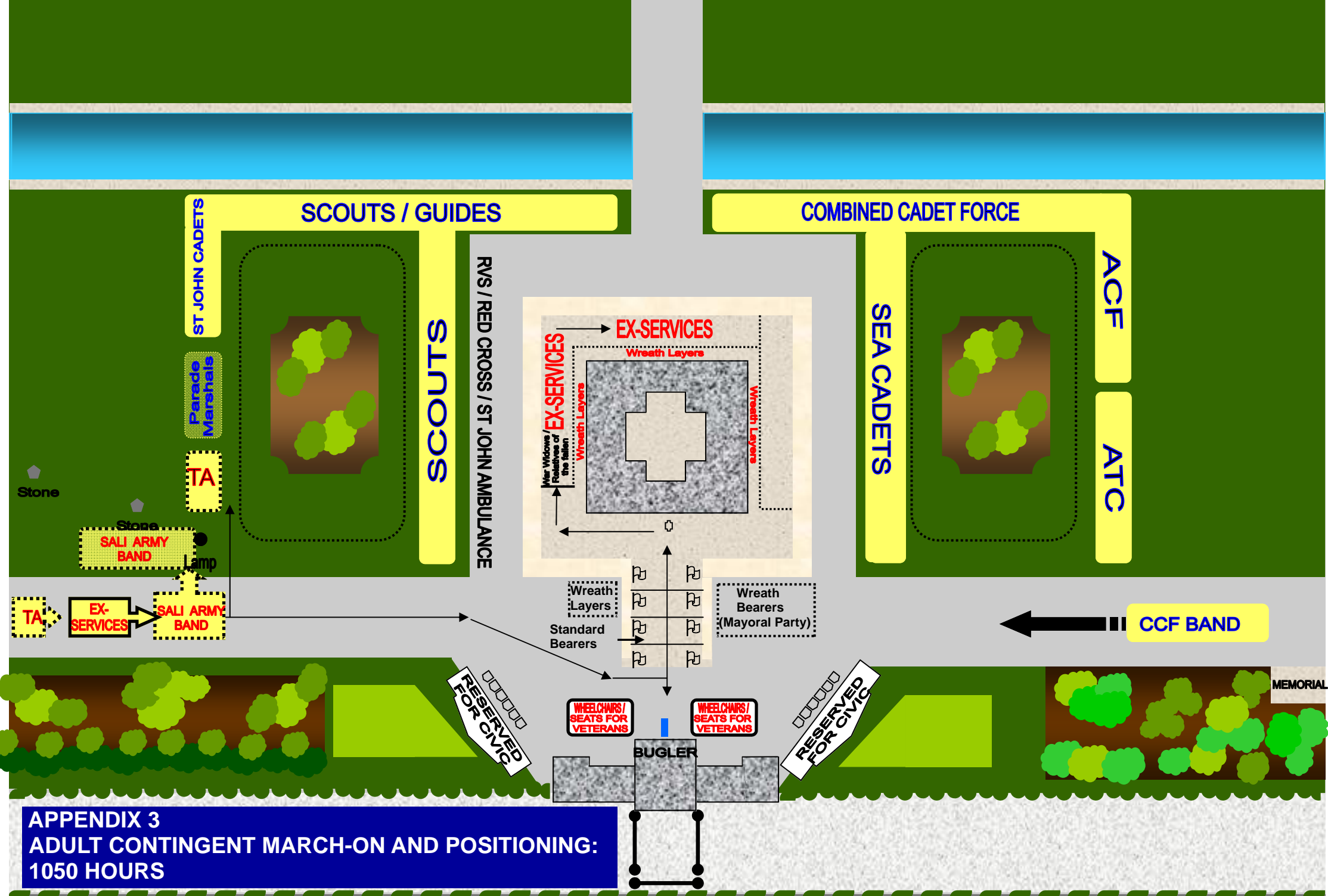
APPENDIX 1 -
ASSEMBLY AND
ROUTE OF
MARCH

ADULT
CONTINGENT
MEETING POINT
AND ROUTE 2016

YOUTH CONTINGENT
MEETING POINT AND
ROUTE







ST JOHN CADETS

SCOUTS / GUIDES

Parade Marshals

TA

SCOUTS

RVS / RED CROSS / ST JOHN AMBULANCE

COMBINED CADET FORCE

SEA CADETS

ACF

ATC

Stone

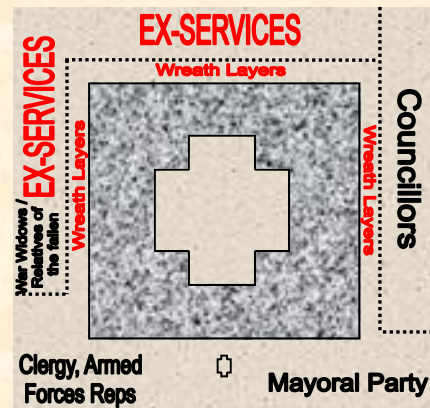
Stone

S / A
BAND

Lamp

SAL. ARMY BAND
FOR SERVICE ONLY

CHOIR



Wreath Layers
Standard Bearers

Wreath Bearers
(Mayoral Party)

CCF BAND

WHEELCHAIRS /
SEATS FOR
VETERANS

WHEELCHAIRS /
SEATS FOR
VETERANS

BUGLER

Freshmen, Aldermen,
Past Mayors, Exco Directors,
Magistrates

MEMORIAL

APPENDIX 4
FINAL POSITIONING FOR THE SERVICE



ORDER OF LAYING WREATHS 2018

1. HM Lord-Lieutenant of Dorset
2. The Mayor
3. MP for Bournemouth West
4. Heads of Service - **to go singly**

Royal Navy
Army
Royal Air Force
5. Police rep & Fire Services rep – **to go together**
6. Serving Units, if any on Parade – **to go together**

Royal Navy
Army (including Territorial Army)
Royal Air Force

Followed by our Freedom Regiments' representatives:
 - The Rifles Regiment
 - The Princess of Wales Royal Regiment
 - The Royal Hampshire Regiment Association
7. Other Wreath Layers (Civilian organisations: Royal Voluntary Service, British Red Cross, St. John Ambulance, Salvation Army etc) - **in pairs**
8. Mayor's Guide, Mayor's Scout & CCF Cadet – **to go together**
9. Wreath Layers positioned on Memorial – **all lay wreaths simultaneously on the command of the Ex-Services Contingent Commander**