

PHASE 1

Event organisers arrive in the Parish office at 9:15am to print off the final wreath laying lists and collect the equipment to be on site by 9:30am

- Leaf blower, broom & litter picking equipment - clear the site of leaves and rubbish.
- Spanner - for the temporary removal of the chain link fence.
- Toilet keys - open on arrival and check and lock when leaving the site.
- Wreath laying lists (x4, laminated)
- Electric supply key
- Any left-over wreaths (WPC one needs taking each year)
- Video recording stand

09:30 – 09:45 - Meet the sound technician on site, ensure they are satisfied with everything.

09:45 Clean the site, open the toilets and get the barriers from behind the toilets

10:30 Barriers put into position, only wreath layers or members involved in the event permitted on the site after this time. Any persons not involved in the event should be asked to leave the site.

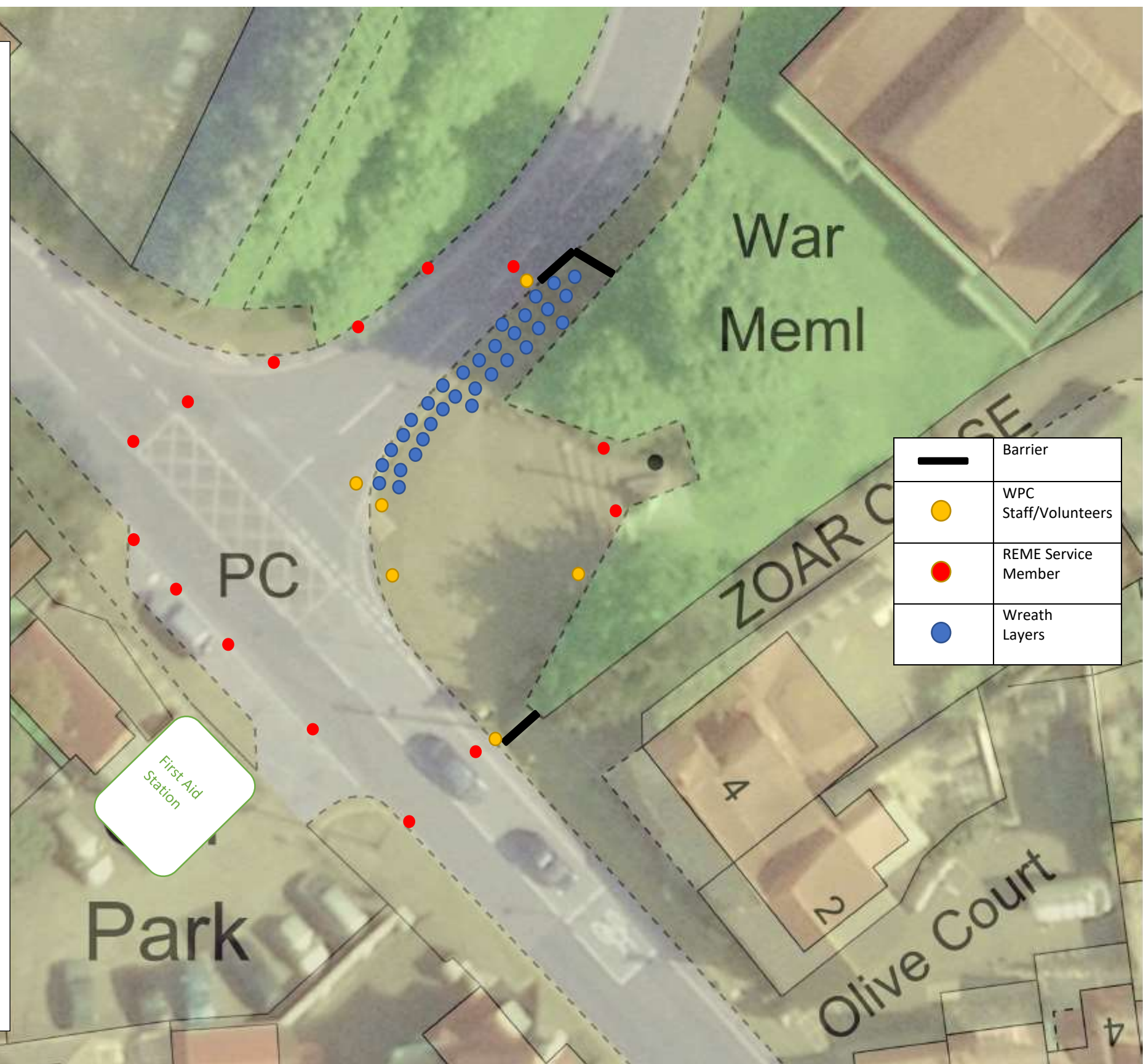
If members of the public need to sit on the benches this can be arranged but priority should be given to wreath layers, members of the clergy etc.

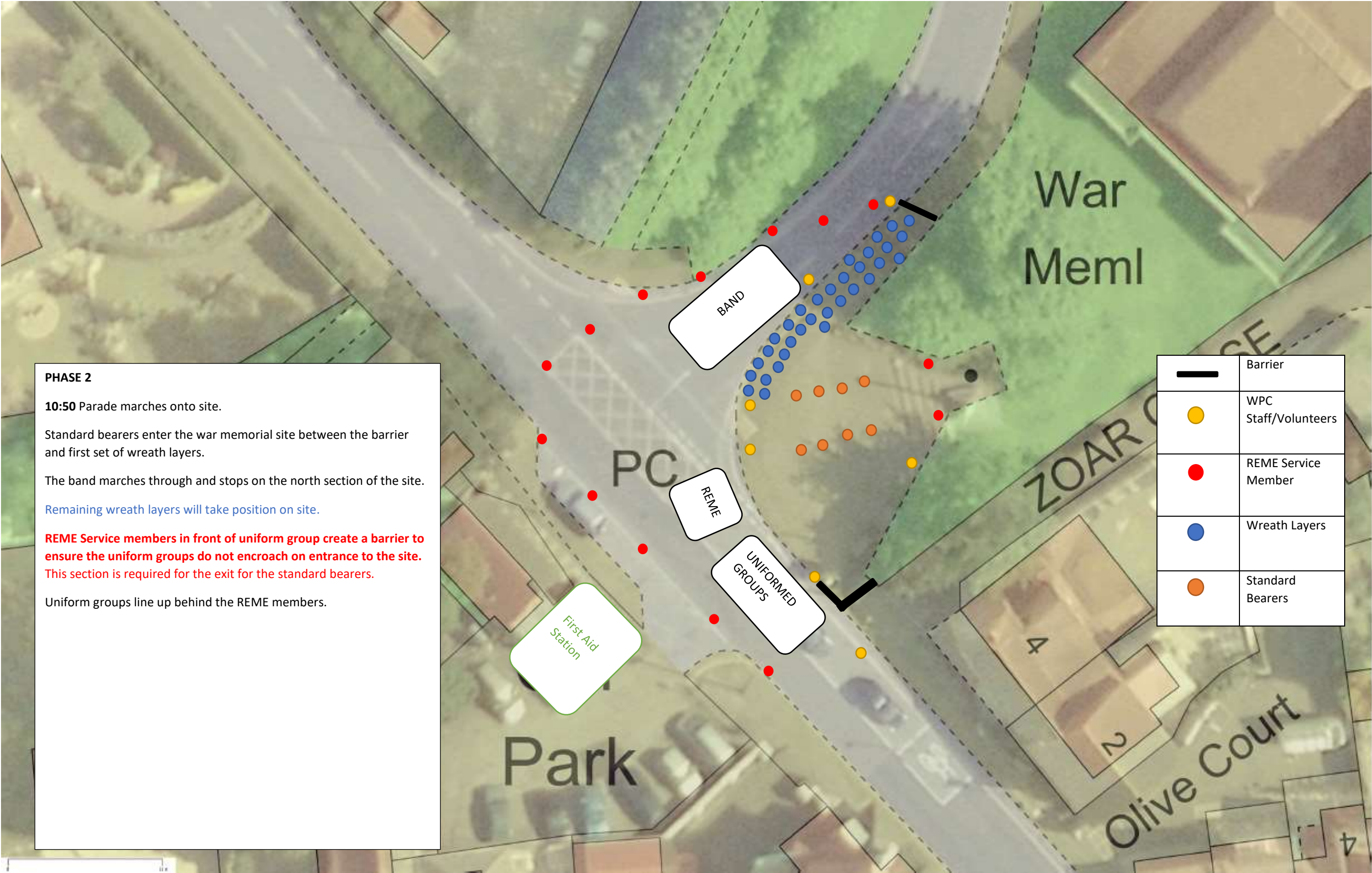
10:35 - 10:40 Road blocks will be put in place by the police. Parade will start from the Church.

REME members will create a human barrier surrounding the road and site once the road blocks go into place. Two members will stand either side of the war memorial (10-14 total)

Wreath layers will be allowed on the site and should be lined up in the order they will be going up on arrival.

10:40 - 10:50 The parade will arrive on site and stop the parade prior to entering the site.





PHASE 2

10:50 Parade marches onto site.

Standard bearers enter the war memorial site between the barrier and first set of wreath layers.

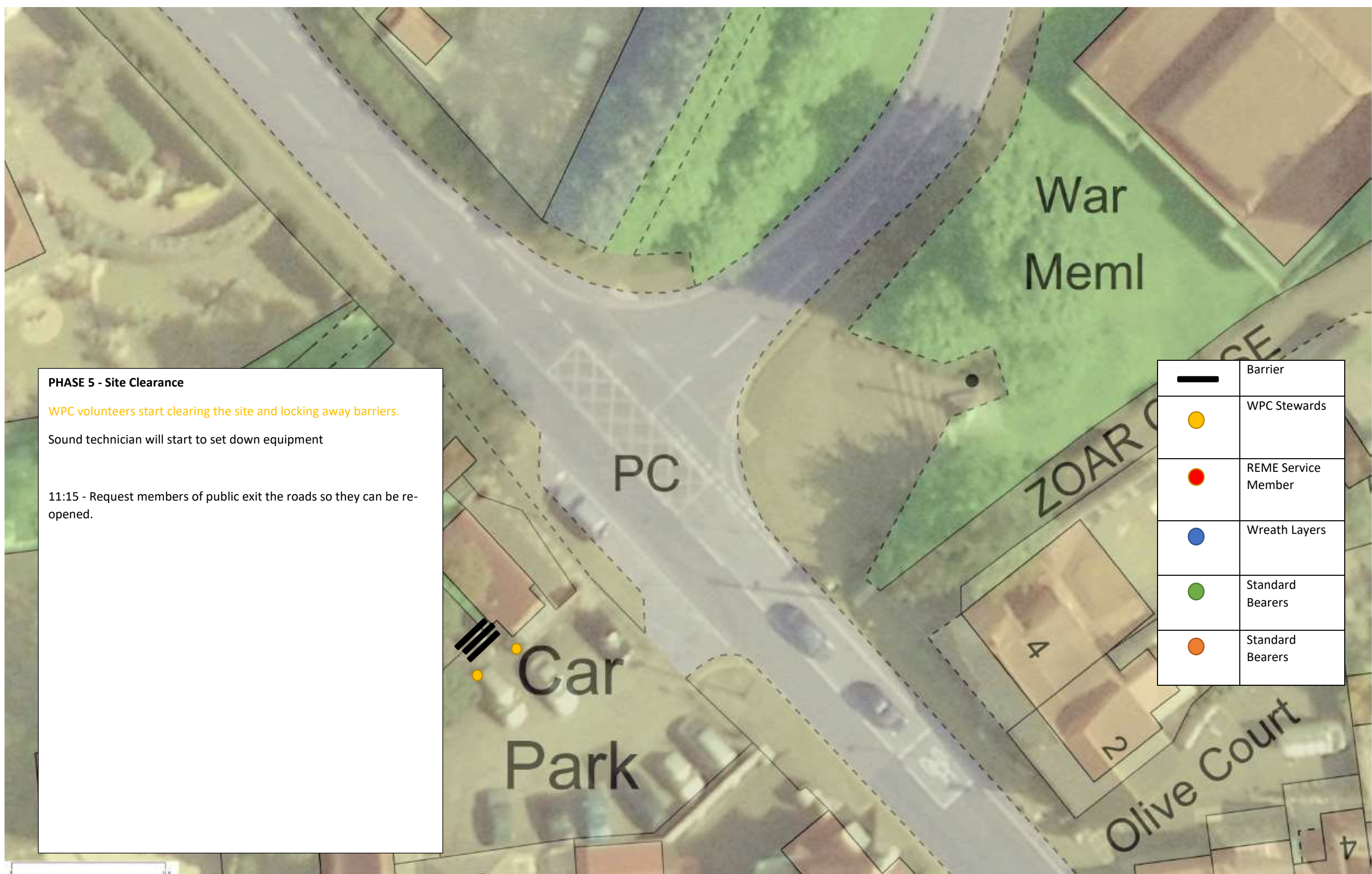
The band marches through and stops on the north section of the site.

Remaining wreath layers will take position on site.

REME Service members in front of uniform group create a barrier to ensure the uniform groups do not encroach on entrance to the site. This section is required for the exit for the standard bearers.

Uniform groups line up behind the REME members.

	Barrier
	WPC Staff/Volunteers
	REME Service Member
	Wreath Layers
	Standard Bearers



PHASE 5 - Site Clearance

WPC volunteers start clearing the site and locking away barriers.

Sound technician will start to set down equipment

11:15 - Request members of public exit the roads so they can be re-opened.

	Barrier
	WPC Stewards
	REME Service Member
	Wreath Layers
	Standard Bearers
	Standard Bearers