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**REMEMBRANCE SUNDAY**

**ORDER OF PROCEEDINGS AND INSTRUCTIONS**

(1) The Order of Parade for everyone attending the Service is shown at paragraph four below.

(2) Medals should be worn please by all persons so entitled.

(3) Parade Marshals to be present at Pennington Grounds by 8.30 am.

## MEET AND MARCH TO THE WAR MEMORIAL

1. All Organisations and their standards will meet at the Pennington Road car park. All Organisations should be in position, by not later than 8.40am.

The Order of March will be:-

Civic Party

Buglers

Uniformed Units in Service seniority order

Navy

Army

RAF

Police

Fire Service

St John Ambulance

British Red Cross

Burma Star

S.A.A.F.A.

Other Service Organisations in Service seniority

Scouts

Guides

Other non - uniformed organisations attending and members of the public wishing to both meet here and march.

(5) The Parade will march off at 8.50 a.m. behind the Civic Party and will halt on the road to the south of the War Memorial (Church Road slip road).

(6) The Civic Party and wreath layers move into the cordoned area around the memorial within the chains. The buglers will make their way to the ground to the north of the war memorial outside the chains, and the standard bearers are to parade around the war memorial again outside the chains, and where possible, behind their wreath laying representative. All Members of the Clergy to gather in front of the outer chains where a temporary hard standing area will be placed. The microphone will operate from this point.

(7) The remainder of the marching contingent stand and waitfor safety reasons until the Civic Party, Buglers and Standard Bearers are in place around the War Memorial. Once this has occurred the remainder of the marching contingent will then move and form up, where possible, behind their respective standards. Finally the general public is to muster in the area to the south of the War Memorial.

**WAR MEMORIAL**

(8) When notified that all are in position, the duty Cleric is to be advised .

1. At 9.00 am the Service of Remembrance will commence as set out on the printed Order of Service.
2. After the Kohima Memorial and Reveille the laying of the wreaths will commence;-

Wreaths will then be laid in the following order:-

Lord Lieutenant of Kent (if attending)

Mayor of Southborough

Deputy Lord Lieutenant of Kent (if attending)

Member of Parliament (if attending)

Senior Serving Officers in order of Service seniority:-

Navy

Army

RAF

Royal British Legion

British Legion Women’s Branch Chairman

Burma Star

Other representatives of Service units,:-

Police

Fire Service

St John Ambulance

British Red Cross

Scouts

Guides

S.A.A.F.A.

Other Service Benevolent Organisations by Service seniority

Other non- uniformed Organisations wishing to lay a wreath.

Two Wreath Marshals will act as ushers for the placing of the wreaths.

1. Following the laying of wreaths will be the Lord’s Prayer. After the National Anthem and the blessing, the formal proceedings and service will come to an end allowing the Civic and all other personnel to disperse and for members of the public to have the opportunity to lay private tributes.

**Tracy Kelly**

**Town Clerk**

**Southborough Town Council**