

The following document aims to outline the orders and information for this year's parade. The details for the parade are as follows:

- Date:** 05 June 2016
- Start time:** 1000 (10.00am)
- Finish time:** 1207 (12.07pm)
- Start venue:** Cornwell VC Cadet Centre  
Vicarage Lane  
Newham  
London  
E6 6AB
- Service venue:** Cenotaph  
Central Park  
Newham  
London
- Finish venue:** Newham Town Hall  
328 Barking Road  
London  
E6 2RP
- Annexes:** Annex A – Parade Orders  
Annex B – Positions on Cenotaph  
Annex C – Parade route  
Annex D – Road closure documents (copies)  
Annex E – Risk assessments and safety information
- VIP's attending:** Commander James Nisbet RN *Insert name here*  
DL John Barber *Insert name here*  
*Insert name here* *Insert name here*  
*Insert name here* *Insert name here*  
*Insert name here* *Insert name here*  
*Insert name here* *Insert name here*
- Organisations:** **Parade will form up/march off in this order:**  
Royal British Legion  
Royal Naval Association  
Royal Navy  
Royal Naval Reserve (HMS President)  
Sea Cadets (Includes marching platoon (all), guard platoon, field gun crew etc)  
Army Cadet Force (43 Battery (East Ham)) – 30 spaces  
Air Training Corps (282 Squadron) – 30 spaces  
Volunteer Police Cadets – 30 spaces  
Fire Cadets – 30 spaces  
Scouts – 30 spaces  
Girl Guides – 30 spaces  
Boys Brigade – 30 spaces  
Local schools – 30 spaces  
Any other relevant organisation – 30 spaces per organisation

## ANNEX A

### PARADE ORDERS

SER	TIME	ACTION/ACTIVITY	ORDER	WHO	NOTES
001	1005	Bugler sounds FALL IN	FALL IN (Bugle call)	Bugler	Parade will form up in Cadet Centre. If more space is required the remainder of the parade will form up in Vicarage Lane Primary school playground.  All those except the Colour Party and Union Flag Bearer will fall in.
002	1005	Parade falls in	N/A	ALL CO's	Individual squads will follow the orders of their respective CO's who will dress their squads from the right, once completed CO's will report to the PM.
003	1015	Union and Colour fall in	"Parade Ho" "March on the Colour"	PM	Those in uniform are to ensure they salute the Union Flag and Colour as they pass.
			"Colour Party, quick march" "Colour Party Halt"	CPC	
004	1018	Parade will prepare to step off.	"Parade, move to the right in three's, Right Turn"	PM	On the execution word "march" the parade will step off with the COD playing. First march will be Hearts of Oak.
			"Colour Party, right turn"	CPC	
			"Drums, Ready"	DM	
005	1020	Parade steps off	"Parade will advance in column of route, Band by the centre, parade by the right, quick march"	PM	The Drum Major has been briefed on the route no orders for wheeling are needed.
006	1028	Arrival at Cenotaph		PM	On arrival the COD will counter march, field gun and standard bearers will march to position as per route identified at Annex A. The COD will keep playing until given the order to cease by the PM.  The parade will enter the cenotaph pathway counter-clockwise with the front moving as close as possible to the front fence. The PM will facilitate the split of the second row (see Annex B) until the pathway is filled.

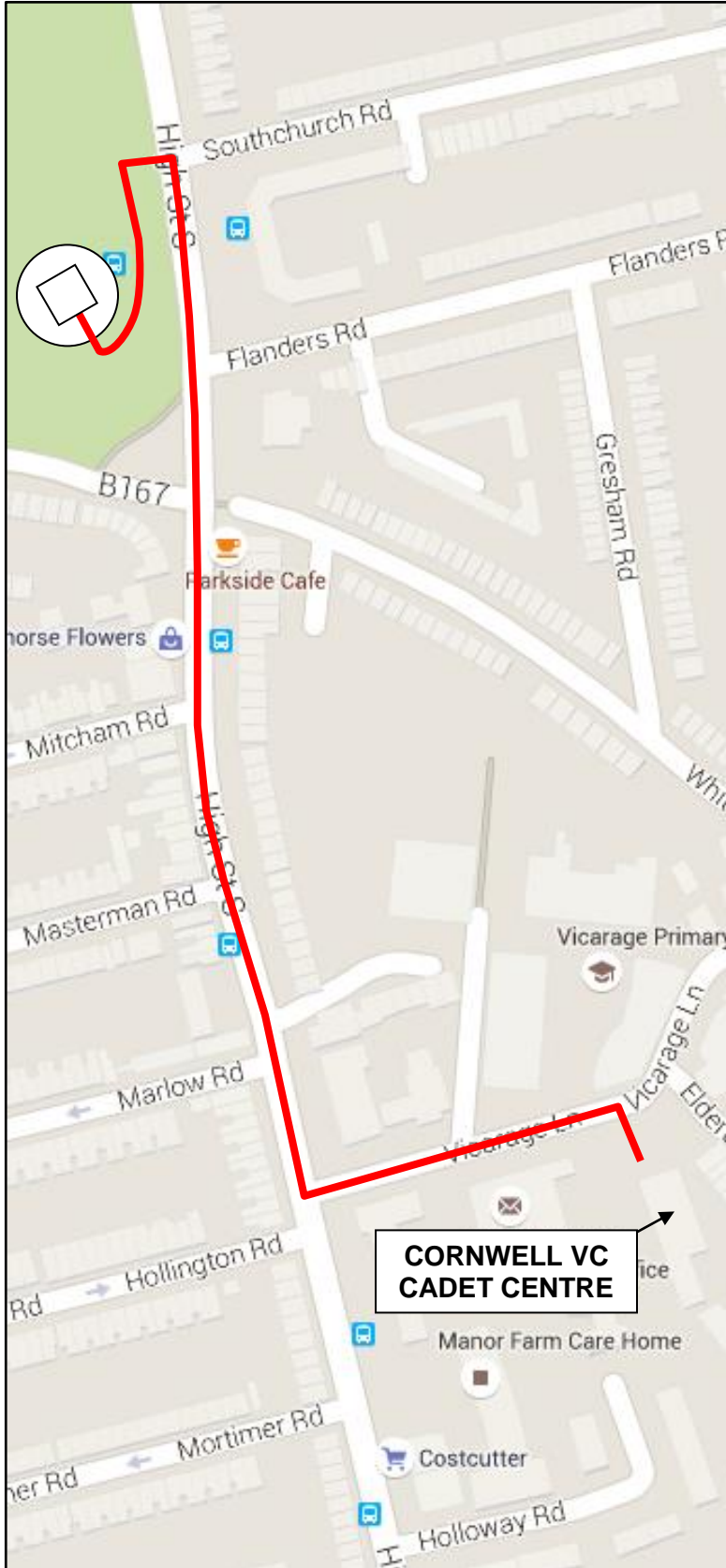
007	1030	Standards take position on the Cenotaph	<i>To be given once the parade has been fallen in on the Cenotaph pathway</i> "Parade Halt" "Parade into line, left turn" "March off the standards" <i>To be given once the standards have taken position around the cenotaph.</i> "March off the Colour"	PM	Parade is to remain standing to attention.  VIP's and clergymen conducting service to take position as per Annex B.  All other participants to form up on grass.  Those arriving by car take up places.
008	1035	Union and Colour Bearers and Escort to the Colour take position on the Cenotaph.	"Colour Party, quick march"  <i>Once escort in position on top step of Cenotaph</i>  "Escort to the Colour, Halt"	CPC	Colour and Standard Bearer plus the escort will take up position on the Cenotaph.  Union and Colour bearer will independently halt and turn so they are facing away from the cenotaph, see Annex B  Squad leaders (in uniform) to salute the Union and or Colour if they pass their squads.
009	1037	Parade fallen in.	"Parade Stand at, Ease"	PM	
			"Escort to the Colour, Stand at, Ease" "Standard bearers, Carry, standards"	CPC PM	<b>Ceremony begins once parade at ease</b>
010	1039	Host Welcome remarks	N/A	Insert name here	Insert as required
011	1040	Opening address	N/A	Insert name here	
012	1042	Host introductions	N/A	Insert name here	
013	1044	Senior military responds	N/A	Insert name here	
014	1050	The VC Citation	N/A	Insert name here	
015	1055	Host announces the unveiling.	N/A	Insert name here	
016	1055	Paving stone unveiled	N/A	Insert name here	
017	1056	Padre blesses the stone and naval prayer	N/A	Fred?	Headgear will not me removed
018	1058	Alert is sounded	ALERT (Bugle call)	Bugler	
019	1058	Parade readies	"Parade Ho"	PM	
			"Escort to the Colour, Ho"	CPC	
			"Standard bearers, Carry, Standards	PM	

020	1058	Act of Remembrance	N/A	Insert name here	
021	1100	Gun Salute	N/A	Gun Crew	Fires to signal start of 2 minute silence.
022	1100	Escort to the Colour	“Escort to the Colour, General Salute, Present, Arms”	CPC	All in escort to salute
023	1100	Last post	LAST POST (Bugle call)	Bugler	Bugler to start after on the last movement of the salute by the escort to the Colour.  All present (except Escort to the Colour) are to salute for the duration of the Last Post only.  Union, Colour and standard bearers will “dip” standards.
024	1100	Silence	N/A	ALL	Two minute silence
025	1102	Gun Salute	N/A	Gun Crew	Fires to signal end of 2 minute silence.
026	1102	Reveille	REVEILLE (Bugle call)	Bugler	Naval reveille is played  Union, Colour and standard bearers will carry standards.
027	1103	Escort to the Colour	“Escort to the Colour, Slope, Arms	CPC	Order to be given immediately on completion of reveille.
028	1103	Parade at ease	“Standard bearers, Order, Standards” “Parade, Stand at, Ease”	PM	Parade stood at ease.
029	1103	Host to invite wreath layers to the gates of the cenotaph	N/A	Insert names here	
030	1103	Wreaths are laid at the base of the cenotaph	N/A	Insert names here	Order wreaths to be laid here  1. 2. 3. 4. 5. Etc  Care must be taken to allow room for the Escort to the Colour to leave the Cenotaph.
031	1110	First Hymn	N/A	ALL	Eternal father  Service to continue as per the Order of service

032	1145	Service concludes	N/A		The service will conclude with the National Anthem
033	1146	Parade readies	“Parade Ho” “Standard bearers, Carry, Standards” “March on the Colour”	PM	
034	1146	Escort to the Colour	“Escort to the Colour will retire from the Cenotaph, Out-ward, Face” “Colour Party, Quick, March” “Colour Party Halt”	CPC	Union and Colour Bearer and Escort to the Colour will march off and form up as per Annex B (Section ??)
035	1149	Standard bearers	“Standard Bearers, Fall, In”	PM	Standard bearers
036	1149	Ready for stepping off	“Parade will move to the right in threes, Right, Turn”	PM	
037	1149	COD	Drums, Ready	DM	
038	1150	Step Off	“Parade will advance in column of route, Rear rank will follow the front rank, Band by the centre, Parade by the right, Quick, March”	PM	See Annex B (Section ??)  PM to facilitate the reintroduction of the Field Gun into the parade.  There will be an eyes Left en-route to the town hall.
039	1200	Parade arrives at the town hall	“Parade Halt” “Into line, Left, Turn”	PM	The COD will take up position just inside the main gate. Annex B (Section ??) Cease playing just as the last 6 files are about to cross the gate.  CO’s of squads to take up position at the front of their squads
040	1202	March off the Colour	“March off the Colour”	PM	
041	1202		“Colour Party, Quick, March”	CPC	Those in uniform are to Salute as the Union and Colour march past. These will dismiss just around the corner near the side entrance.
042	1202	Final addresses	Those wishing to address the parade may do so now.	N/A	Final addresses
043	1207	Retire	“Squad Commanders, Carry, On”	PM	
			“Title, Dis-Miss”	CO’s	Personnel to retire for refreshments

**ANNEX B**  
**PARADE ROUTE**

**To Cenotaph**



**Directions (all measurements are approx):**

**One:**

Parade will step off from the Cornwell VC Cadet Centre.

**Two:**

The parade will turn left into VICARAGE LANE. Proceed for 113m / 124 yards

**Three:**

The parade will turn right onto HIGH STREET SOUTH. Proceed for 372m / 407 yards

**Four:**

The parade will turn left and enter CENTRAL PARK. The entrance used will be the side entrance opposite SOUTHCHURCH ROAD, **not** the front gates. Once inside CENTRAL PARK. Proceed for 113m 124 yards.

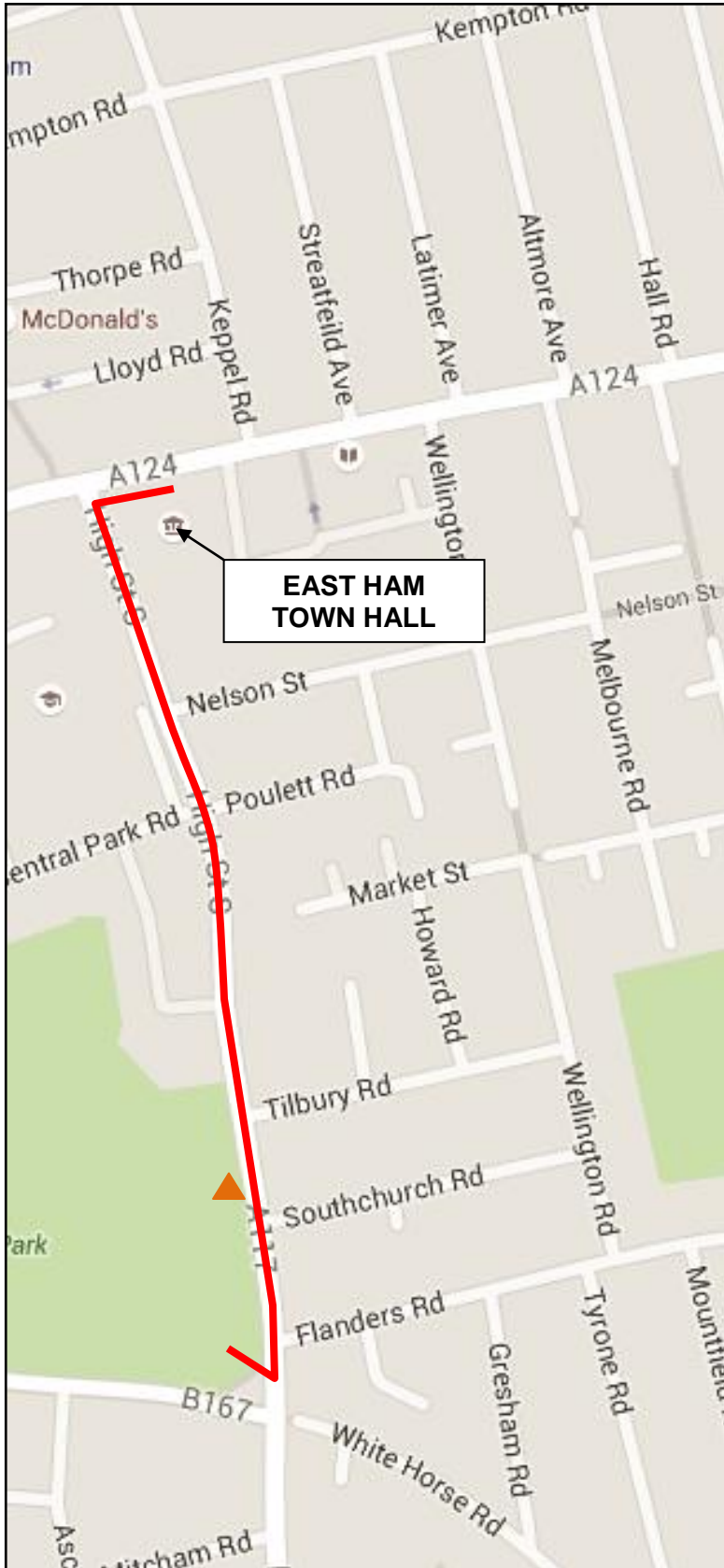
Total length of parade:

598m / 655 yards – approx 8 minutes march.

One inside the parade will take up positions as outlined in **ANNEX B**

**ANNEX B  
PARADE ROUTE**

**From Cenotaph**



**Directions (all measurements are approx):**

**One:**

Parade will step off from the Cenotaph. Leaving via the main gates turning left onto HIGH STREET SOUTH.

Proceed for 56m / 61 yards

**Two:**

The parade will march north on HIGH STREET SOUTH until it reaches BARKING ROAD.

There will be an Eyes left at the mark ▲  
Proceed for 591m / 646 yards

**Three:**

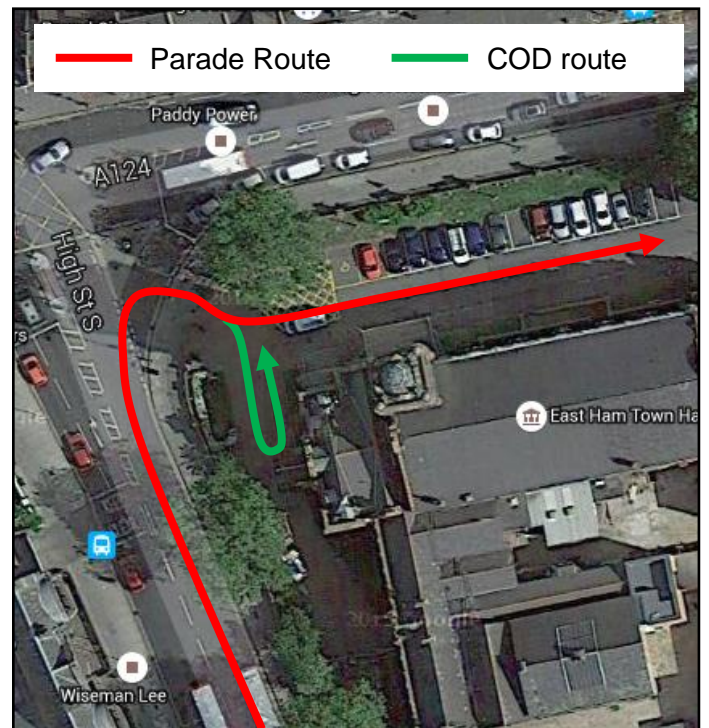
The parade will turn right in Newham Town Hall. Parade will follow all directions given by the Parade Marshall.

The Corps of Drums (COD) will right wheel immediately after enter the gate, counter march and play until the full parade has entered Town Hall car park (Fig 1 below).

Total length of parade:

647m / 707 yards – approx 9 minutes march.

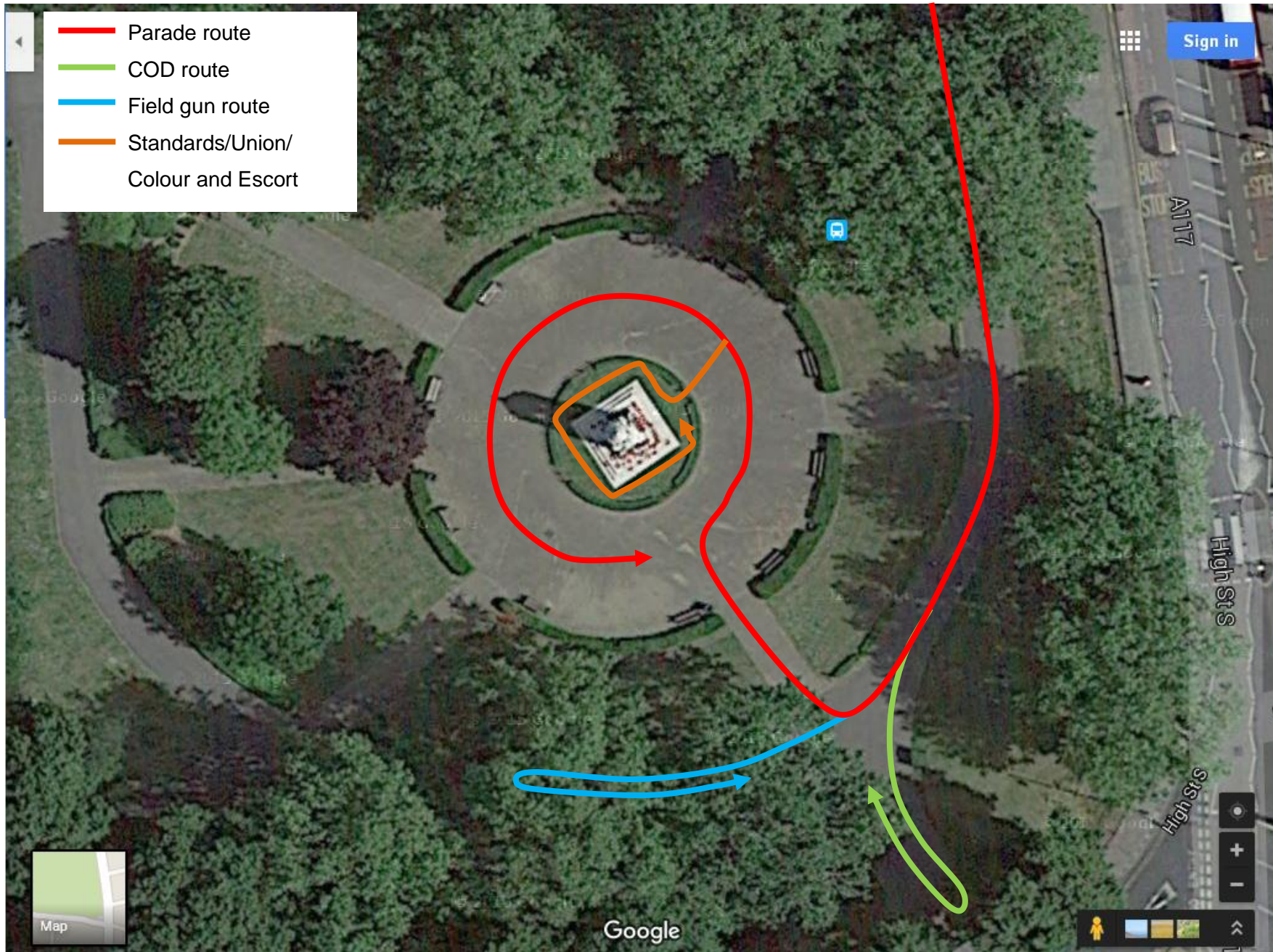
Fig 1





# ANNEX C

## POSITIONS ON CENOTAPH – Marching on





# ANNEX C

## POSITIONS ON CENOTAPH – Final positions

