Event Plan: War Memorial Opening 12th October 2025 11.30am – 12.00pm

1. 🎯 **Objective**

- To Honour the memory of those who served and sacrificed in the armed forces
- Dedication of the new War Memorial to the community
- Create a solemn but inclusive space for reflection

2. 🗓️ **Date & Time**

- **Date:** Sunday, 12 October 2025
- **Time:** 11.30am –12.00pm

3. 🧍 **Expected Attendance**

- Veterans and their families
- Local dignitaries and council members
- General public and community groups
- Estimated attendance: 30– 80 people

4. 📍 **Venue**

- Jubilee Corner, Townfield Lane, Barnton, CW8 4JR
- Ensure access routes for emergency services
- Sound system with microphones for speeches and readings

5. 🗓️ **Ceremony Schedule**

Time	Activity	Responsible Person
11.00	BSB SET UP	
11:30	Guests arrive, music by BSB	Clerk
	Welcome & Introductions	Chairman
11:45	Unveiling of Memorial	Ester McVey
	Dedication	Rev Dalby
	Last post/Homage	RBL
	Wreath Laying	Nominated children
	Blessing	Rev Dalby
	Closing Remarks	Chairman
12:00	Event Closed	Clerk
12.00	Invited guests to Memorial Hall for afternoon Tea	Chairman High Vis Clerk + x3 volunteers
12.30	Service of afternoon tea	Volunteer x2
1.00	End of event	

6. 📣 **Publicity & Invitations**

- Coordinate with local newspapers and radio for press coverage
- Distribute invitations
- Create social media posts with event details

7. 🎖️ **Ceremonial Elements**

- Union flag flying
- Band performance of “The Last Post”
- Memorial blessing by a local faith leader

8. **Highways safety**

- Licenses Granted by CW&C
- Road closures in place from 10.30am – 12.30pm
- TRO published 22/07/25