Event Plan: FUN DAY @ NURSERY ROAD RECREATION GROUND

16TH AUGUST 2025 11.30am – 3.00pm

1. 🎯 **Objective**

- To Honour the memory of those who served and sacrificed in the armed forces
- To Bring the community together to enjoy the facilities offered by BPC and create a sense of well-being

2. 🗓️ **Date & Time**

- **Date:** Saturday 16th August 2025
- **Time:** 11.30am –3.00pm

3. 🧍 **Expected Attendance**

- Families
- Local dignitaries and council members
- General public
- Estimated attendance: 30– 80 people

4. 📍 **Venue**

- Nursery Road Recreation Ground, Hayes Drive, Barnton, CW8 4JX
- Ensure access routes for emergency services
- Sound system with microphones for speeches and readings

5. 🗓️ **Schedule**

Time	Activity	Responsible Person	Notes
9.00am **11.00am**	**Gates / Sound system / Gazebo** **Childrens Tokens distributed at gates**	**Clerk/John Hughes** **Volunteers x2**	
11.30am	**Service of remembrance VE/VJ day**		**RBL**
11.45am	• **Reading** • **Last Post** • **Homage** **Refreshments**	**Diane Devine**	**Hotdogs £1, cans 0.50p**
	Birds in the trees	**Matty Griffiths**	
	Table Top Sale	**Volunteer**	
	Name the Teddy	**Volunteer**	
	Beat the goalie	**Volunteers x2**	
	Bean Bag Game	**Volunteers x2**	
	Face Painting		
3.00pm	**Closing Remarks**	**Chairman**	

📣 Publicity & Invitations

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

Ceremonial Elements

- Union flag
- Performance of “The Last Post”