



**Officer Commanding
Arroyo Company
2nd Battalion The Duke of Lancaster's Regiment
Weeton Barracks
Weeton
Preston
Lancashire
PR4 3JQ**



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Date: 30 Aug 11

2 LANCS HOMECOMING PARADE AND 5th ANNIVERSARY CELEBRATION

INTRODUCTION

1. General. 2 LANCS will conduct a homecoming parade in Weeton Barracks Sat 24th Sep 11. The outline concept for the day is to have guards from 1 & 4 LANCS (including Colour Parties) supported by the Regimental Associations (including Standards) and Lancashire & Cumbria Cadet Forces to form a formal welcome home contingent on the main square. 2 LANCS will then march-on and form-up completing the Regimental Parade. The aim of this instruction is to outline the plan and give clear direction to all participants and supporting staff.

THE PARADE

2. Parade Format. The RSM is responsible for the planning, rehearsal and execution of the Parade which will take place on the main square Weeton Barracks. The parade will commence at 1115hrs and the Format will be as follows:

- a. Phase 1. 1115hrs Colour Parties 1 & 4 LANCS escorted by guards from their respective battalions, Association Members and Lancashire & Cumbria Cadet Forces will march-on in order to form a welcome home contingent.
- b. Phase 2. 1130hrs 2 LANCS Colours Party escorted by a 2 LANCS guard will march-on and form-up to complete a Regimental Parade. Once in position the injured and medal recipients will march-on and form-up next to the saluting dais.
- c. Phase 3. Colonel of the Regiment will inspect the front rank of all formed groupings and present medals and awards as required.
- d. Phase 4. The parade as a Regiment will march off the square under command CO 2 LANCS.

3. Parade Dress. Parade Dress will be as follows;

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- a. Colour Parties will be in No1 Dress full ceremonial.
- b. All 2 LANCS personnel will be in working dress desert combats.
- c. All remaining participants will be in working dress as directed by their respective CofC.

4. Parade Rehearsals. Parade Rehearsals will take place as follows;

- | | | |
|----------------------|----------------|-----------------|
| a. Drill Practice | 19 – 22 Sep 11 | Weeton Barracks |
| b. Adj't's Rehearsal | 23 Sep 11 | Weeton Barracks |
| c. CO's Rehearsal | 23 Sep 11 | Weeton Barracks |

d. All Association Members and Cadet Force personnel wishing to participate in the parade are to report to the gymnasium Weeton Barracks 1000hrs Sat 24 Sep 11 for briefing and rehearsals.

The RSM is to distribute a Parade format and words of command as soon as possible, ensuring 4 LANCS Regimental Band receive a copy.

5. Parade Support. It is expected that a large number of families and friends of the Regiment will be attending the Parade. The RQMS (M) will therefore plan on providing enough seating for up to 2,000 people, this will be achieved through loan stores already on demand through the RQMS 4 LANCS.

6. Parade Programme. There will be a small programme produced to commemorate the day containing the sequence of events, photographs and brief regimental history, these will be available on arrival. Sgt Fletcher is to have a draft programme produced for the CO to see by 12 Sep 11.

5th ANNIVERSARY CELEBRATION

7. Plan. Following the Parade all personnel are invited to attend the subsequent 5th Anniversary festivities provided in the entertainment village located in the vicinity of the Officers, WO's & Sgt's Mess Weeton Barracks.

FEEDING & REFRESHMENTS

8. Outline. There will be bar facilities and food stalls located within the entertainment village, all personnel in possession of an official entrance ticket will be able to surrender this ticket in exchange for a meal, hog roast sandwich or bratwurst etc, all beverages and subsequent refreshments must be purchased for cash on the day.

ENTERTAINMENT

9. Outline. Following the parade there will be a 'Party in the Park' type atmosphere with live bands, fairground attractions, various activities and plenty of fun and games. All personnel attending are reminded of the unpredictable weather the Fylde coast experiences during this time of year **so all attendees should come well prepared** sun cream to umbrellas, sandals to Wellington boots plan for all possibilities.

ADMINISTRATION AND ORGANISATION

10. Timings. The following timings for the parade must be adhered to in order to ensure the day flows and the young and elderly are best managed:

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Ser	Time	Event	Remarks
1	1000 hrs	Association Members and Lancashire ACF & CCF personnel wishing to participate in the parade report to the gymnasium Weeton Barracks.	RSM 2 LANCS to nominate WO2 (CSM) to conduct briefing and rehearsals.
2	1000 hrs	VIP Guests and all spectators arrive.	Wet weather reception's available in the WO's & Sgt's Mess and the regimental dining hall / HUB.
3	1050 hrs	All Spectators requested to move to the main square seated area.	Seated by 1100 hrs
4	1105 hrs	Colonel of the Regiment and VIP guests seated.	Bn 2IC, Hosting Officers
5	1110 hrs	Unit address / briefing.	Adj 2 LANCS
6	1115 hrs	Welcome home contingent including Colour Parties 1 & 4 LANCS march-on.	Field Officer 1 LANCS or Adj 4 LANCS
7	1130 hrs	2 LANCS march-on.	CO 2 LANCS
8	TFO	Injured and medal recipients march-on	RSM 2 LANCS
9	TFO	Colonel of the Regiment inspects front rank of all groupings and presents medals as requested.	Adj's 1& 4 LANCS are to ensure names of those due to receive medals on the day are forwarded to Adj 2 LANCS NLT Tue 20 Sep 11.
10	TFO	Parade march-off as a regiment.	CO 2 LANCS
11	TFO	5 TH Anniversary Celebration.	All
12	1900 hrs	Closedown and clear-up.	OC HQ Coy

11. C2 and Structure. The organisational structure available to deliver this event will be restricted due to unit move and leave. OC Arroyo Maj Camozzi assisted by the UWO Capt Brooks will coordinate all aspects of the day.

12. Security. The Ops Officer is responsible for the Security Working Group, a PME has been submitted through G2 42 (NW) Bde. On the day of the event the RSM 4 LANCS will lead and co-ordinate a parking and security team provided by 4 LANCS.

13. Guests, Protocol & Hosting. The Adj 2 will produce the guest list and coordinate the seating plan with the RQMS (M). The BN 2IC will give direction and co-ordinate hosting prior to and during the parade, all Officers not on parade will assist with hosting throughout the day.

14. Logistic Support. The RQMS (M) supported by the RQMS 4 LANCS is responsible for the co-ordination of Logistical Support to the event.

The following equipment and support has been requested through the RQMS 4 LANCS.

Ser	Equipment/Support	By Whom	Remarks
1	2000 Chairs Beech	RQMS 4 LANCS	Loan Stores
2	20 Table Folding	RQMS 4 LANCS	Loan Stores
3	100 Form General Service	RQMS 4 LANCS	Loan Stores.
4	12 Tent 18x24	RQMS 4 LANCS	Loan Stores.
5	X8 Mini Marquees	RQMS 2 LANCS	2 LANCS property.
6	20 Round Tables, 100 Chairs Polyprop	RQMS 4 LANCS	4 LANCS property.

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7	40 Picnic Tables	UWO	Loaned from around various units and local area.
8	100Ft White Picket Fencing	RQMS (M) 2 LANCS	QMs 42 (NW) Bde.
9	Rubbish bins / bin bags	RQMS (M) 2 LANCS	
10	Cigarette receptacles	RQMS (M) 2 LANCS	For designated smoking areas.
11	Staging	RQMS 4 LANCS	4 LANCS property
12	Saluting dais	RQMS 2 LANCS	2 LANCS property
13	VIP Marquee	RSWO	QM's 42 (NW) Bde
14	PA System	RSWO	G6 42 (NW) Bde
15	Portaloos	RQMS 4 LANCS	Through 15 (NE) Bde (disabled facility will be provided)

15. Fatigues. All ORs not marching on the day will be required to form fatigue parties under the RQMS (M). Fatigue parties will be required from Fri 16 Sep – Sat 24 Sep 11. In addition to the set up they will be required for a short period for final preparation on the day of the event. The Battalion complete will commence the clean-up from 1000hrs Mon 26 Sep 11.

16. Event Preparation. The Project Officer assisted by the RQMS 2 LANCS and the RSWO 2 LANCS will co-ordinate the setting-up of the parade square throughout the week Mon19 – Fri 13 Sep 11. The UWO will coordinate the construction of the entertainment village.

17. Loan Stores. The MTWO 2 LANCS is to co-ordinate the collection of all Loan Stores from Bicester Fri 16 Sep 2011 and the subsequent return of the Loan Stores Fri 30 Sep 2011.

18. Media and Public Relations. Regimental Media Officer Capt (Dan) Brookes 4 LANCS is responsible for the oversight of all the Public Relations opportunities in order to best exploit the event to the full.

19. Medical. Emergency cover will be provided through normal channels by calling 999. In addition St Johns Ambulance will be located in the vicinity of the entertainment village for the duration of the event.

20. Health and Safety. The SHE (Health and Safety) Advisor for Weeton Barracks will submit the necessary risk assessments prior to the event. All civil contractors involved will provide their own risk assessments and valid liability insurance certificates.

21. Budget, Finance & Insurance. The RAO / Det Comd are to liaise with RHQ with regard the release of funds for the event. They are also requested to ensure the event is covered by insurance for loss or damage to equipment hired and public liability insurance.

22. Co-ordinating Conference. A coordinating conference will take place 1400hrs Mon 19 Sep 11 in the battalion conference room Weeton Barracks in order to give clear direction and unit focus for what will be a hectic week. The Project Officer will then discuss the event daily with the CO in order to facilitate any changes he may wish to initiate.

[Signed Original]
G R CAMOZZI
Major
Project Officer
for CO

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Distribution:

External:

Action:

Info:

RHQ LANCS
Comdt Lancashire Army Cadet Force
Comdt Cumbria Army Cadet Force
CO 4 LANCS
SO3 G7 Cadets 42 (NW) Bde
OC Rear Party 1 LANCS
Trg Maj 4 LANCS
Adjt 4 LANCS
RSM 4 LANCS
4 LANCS Regimental Band
SHE Advisor Weeton Barracks
RQMS 4 LANCS

DCOS 42 (NW) Bde

Internal:

List A
All PMCs
All OCs
All CSMs
QM
QM(T)
RQMS
RQMS(T)
IO
Ops Offr
MTO
UWO