

Ex Remembrance Day - EVENT ITINERARY

Optional - 10 November 2016 - Set Up

- 1930 Organizing Committee arrives for set up.
- 2030 Cadets and unit volunteers arrive to assist with set up.
- 1930 Combined Band Practice to take place at Mewata Armoury
MC and Cadet Speakers to run through script and event ceremony.
Piper and Bugler given opportunity to practice their parts
- 2200 Conclude for the day

11 November 2016

Pre Event

- 0900 Organizing Committee arrives at Mewata Armoury (Group activity confined to ½ parade square to permit Calgary Highlanders form up space and departure from Mewata armoury.)

Cadets departing from 604 RCACS are asked to not be on the Calgary Highland Side of armoury parade square until after the Calgary Highlanders have left the building.
- 1000 Band Members begin to arrive and will proceed to the second floor balcony.

CO RCSU (NW) and UCWO arrive at Mewata Armoury
- 10:15 Officers Briefing for unit CO's takes place in classroom
- 10:30 Briefing for Wreath layers takes place.

Mandatory: Ceremony

- 0900 Cadets and Parents can begin to arrive at Mewata Armouries find your squadron and fall in for attendance
- 1045 Opening Ceremony and Opening Remarks
- 1050 Arrival of Reviewing Officer Colonel(Ret'd) G. E. (Gerry) Morrison CD
- 1052 Signing of National Anthem "O Canada" accompanied by the combined band 52 City of Calgary RCACS and 781 Calgary RCACS
- 1055 Prayer of Remembrance – Reverend Natasha Brubaker-Garrison

1059	Last Post (Trumpeter) –	Sergeant Caiwyne Cross 83 Juno Beach RCACS
11:00	1 Minute of Silence	
1101	Lament – Piper -	Warrant Officer First Class Mark Fisher 781 Calgary RCACS
1104	Réveille (Trumpeter) –	Sergeant Caiwyne Cross 83 Juno Beach RCACS
1106	Act of Remembrance –	Sergeant Sophia Lu 781 “Calgary” Squadron
1109	Reading of In Flanders Fields	Mr. Robert (Bob) Clarke 783 Calgary Wing RCAFA
1111	Response to In Flanders Fields	Flight Corporal Majken Chant 52 “City of Calgary” Squadron
1112	“Amazing Grace” –	Flight Corporal Elenie Medland 781 Calgary RCACS
1118	Wreath Laying Ceremony Begins	
	Silver Cross Mothers RCAFAC:	TBA Mrs. Patricia Sulek
	Canadian Armed Forces:	
	Royal Canadian Air Force	Brigadier General Frances Allen
	The Royal Air Force	TBA
	Government of Canada:	TBA
	Province of Alberta:	TBA
	City of Calgary:	TBA
	For All Veterans:	TBA
	Alberta Group Air Force Association Regional Cadet Support Unit (Northwest)	Mr. Robert Clarke Alberta Group President TBA
	Alberta Provincial Committee of Air Cadet League of Canada	

City of Calgary –
Calgary Police Service

City of Calgary –
Fire Department

52 Squadron	Officer Junior 52 Cadet
83 Squadron	Officer Junior 83 Cadet
538 Squadron	Officer Junior 538 Cadet
604 Squadron	Officer Junior 604 Cadet
781 Squadron	Officer Junior 781 Cadet
952 Squadron	Officer Junior 952 Cadet

1150 Address by RO

1154 Address from City of Calgary

1156 Closing Remarks

1158 Benediction

1200 Royal Anthem (God Save the Queen) Accompanied by Combined
Band

Immediately following the benediction All Cadets will form up by unit at
the back of the parade square for a march past in column of route.
Parade will march around the perimeter of the parade square once. The
veterans and then the cadets in unit order will lead parade. Officers will
proceed together as a formed group.
Parade Commander will be Mr. Kenn Nixon.
Band will remain on the second Floor balcony and play from that location.

1215 Execute March Past

1220 Parade Concludes

Post Event

1230 Guests will be invited to pin their poppies on the pillow located by the Wreaths.

Clean Up OPI – Lt Neville, 604 RCACS

We will require assistance from each unit to remove chairs and clean up the parade square.

If each unit can provide 10 -15 personnel to assist with this. It would be appreciated it very much. Remind all cadets helping with this task to be mindful of the guests present and those wishing to pin their poppy.

All Cadets should be able to depart by no later than 1300.

A small reception for the members of the Royal Canadian Air Force Association, invited guests and the squadron CO's and their staff members will take place in the Calgary Garrison Officers Mess dining following the ceremony.

Additional Notes:

- Change facilities are limited as the other Reserve Force personnel will be deploying from Mewata that morning for their respective Remembrance Day ceremonies. Cadets and staff are encouraged to arrive and depart in uniform.
- Remember that if any parent is uncomfortable with their cadet being in uniform then acceptable civilian attire is permissible.
- Unit CO's and wreath presenters will be seated in the first few rows. The goal is to provide a seat for each and every person present. All unit personnel will be seated as close to the front as possible. Cadets from each unit will be seated with their parents.
- As seating section will also be available to those cadets who are not attending with their parents.
- One half of the parade square must be left vacant for the Calgary Highlanders to form up and to return to. As a result assistance with crowd control and ensuring the Calgary Highlanders have adequate space is to be strictly adhered to. Volunteers will be needed to quickly set up chairs once they have departed.

Thank you for your support. Any questions, errors or omissions that you notice please let me know. The goal is to provide a safe, warm and inviting place for all guests and cadets.

Douglas Eaglesham
Captain
J3 Zone Training Officer (Lethbridge)
Regional Cadet Support Unit (Northwest)
403-560-9448