

# PARADE ORDERS

## ARMED FORCES DAY PARADE AND SERVICE – Saturday 29 June 2024

\*\*\*\*\* Service sheets will be available from the Information Stand on East Green \*\*\*\*\*  
 \*\*\*\*\* and prior to the muster from the Mayor's PA at Muster Point 1. \*\*\*\*\*

BY	ORDER	ACTION
<b><u>PARADE INFORMATION</u></b>		
<b>*** PLEASE NOTE – We have two muster points ***</b>		
<p><b>Muster Point 1</b> - The main parade will start to muster on the Promenade by the East Beach Café/ Sea Road at 1030hrs.</p> <p><b>Muster Point 2</b> – This point is for veterans or members of the parade who are unable to make the full parade from Sea Road. Muster on East Green near the vehicle entrance where the parade will enter. <b>1050hrs</b></p> <p>The Main Parade will be under the control of the <b>Parade Marshal - Richard Jeffrey</b></p> <p>The second muster will be under the control of one of the <b>Parade Assistant – TBC (Scouting DC)</b></p> <p>There will be a short briefing of senior members of organisations to ensure correct positioning in the line-up and in the arena.</p> <p>For muster points/arena march on position and layout see attached sheet – <b>APPENDIX 1 (Formation of Parade)</b></p> <p style="text-align: center;"><b>**** On arrival in the main arena, Veterans are welcome to sit in the VIP area ****</b></p>		
<b><u>PARADE INFORMATION</u></b>		
<p>The parade marshal will alert the parade and bring them to attention using a long blast of a whistle. The Parade will step off from the Promenade at <b>1045hrs</b> heading down Sea Road then onto South Terrace. Parade continues along before turning left onto East Green through the vehicle entrance before halting near the rear gate to the arena to allow persons from muster point 2 to join the parade. Standard bearers will fall out at this point and position themselves at the front gate to the arena.</p>		
<b><u>PICK UP OF MUSTER POINT 2 – INFORMATION</u></b>		
<p>Those at muster point 2 will join the parade as it halts outside the arena. There is seating in the arena for anyone who cannot stand for the duration of the service (approx. 15 minutes)</p>		
<b><u>PARADE BAND INFORMATION</u></b>		
<p>The Massed Band will be positioned in the centre of the arena, the Band should leave adequate space behind them to allow organisations to pass behind the band and the arena fencing as well as adequate area in front of the band for the standards to form for the service.</p>		
<b><u>PARADE INFORMATION</u></b>		
<p>Once each organisation is positioned in the arena. Their organisations Standards / Colours / Flags are to position themselves to the front of their organisations and order their Standard / Colour / Flag.</p> <p>Once in position the senior member of the organisations are to stand their organization at ease.</p>		
<b><u>PARADE BAND INFORMATION</u></b>		
<p>The massed Band is to continue playing until all organisations are in position on the main arena. Lead Drum Major of the band is to observe the parade marshal who will notify them once the parade is in position.</p>		
<b><u>ALTAR PARTY INFORMATION</u></b>		
<p>Once the band is in the arena and halted. The Altar Party will fall themselves out of the massed band and assemble the Altar so it is ready before the band finishes playing.</p>		
<b><u>THE PARADE</u></b>		
<b>PARADE MARSHAL</b>	PARADE ATTENTION	Parade come to attention.
<b>STANDARD MARSHAL</b>	STANDARD BEARERS - CARRY STANDARDS	Organisations Standards / Colours / Flags come to the carry. Parade Band comes to the ready.
<b>PARADE MARSHAL</b>		Reports to the Senior Officer on parade for permission to commence the Service. Cadet band made ready to play.
<b>PARADE MARSHAL</b>	MARCH ON THE STANDARDS	Parade Band plays (Hearts of Oak)
<b>STANDARD MARSHAL</b>	STANDARDS BY THE CENTRE QUICK MARCH	RBL and other Forces and Association Standards steps off. All Standards halts in front of Drum Head, (All senior members and drum majors of organisations are to salute until the standards have halted).

<b>RBL STANDARD PRESENTS TO THE CHAPLAIN</b>		RBL Standards steps forward and presents the RBL Standard to the Chaplain to be laid upon the Drum Alter. All other standard to remain in position and at the carry.
<b>STANDARD MARSHAL</b>	ORDER STANDARDS	Organisations Standards / Colours / Flags come to the order.
<b>PARADE MARSHAL</b>	PARADE BAND GROUND DRUMS	Parade Band ground instrumentation.
<b>PARADE MARSHAL</b>	PARADE OFF CAPS	Male members of the Parade off headgear. All members will remove headgear if deemed an extreme temperature parade. Band members and Standard Bearers who still have their standard will not remove headgear. Band and Standard bearer remove headgear if deemed extreme temperature parade
<b>PARADE MARSHAL</b>	PARADE, STAND AT EASE STAND EASY UNITS MAY SIT DOWN	Parade, stand at ease, and stand easy.  All participants are welcome to sit on the grass if deemed an extreme temperature parade.
<b>CHAPLAIN</b>		The Chaplain commences the service.
During the final Hymn, Band is to replace headgear, stand up if sat, and pick up drums/instruments. RBL Standard is collected from the Altar and returns to the central position in front of the Altar.		
Once the RBL Standard is returned from the Alter and standing at attention. The Band Alter Party collects their instruments from Alter and fall back into the band.		
<b>PARADE MARSHAL</b>	PARADE ATTENTION	Parade come to Attention.
<b>PARADE MARSHAL</b>	PARADE ON CAPS	Male members on Parade on headgear.
<b>PARADE MARSHAL</b>	PARADE STAND AT EASY, STAND EASY & SQUARE OFF HEADGEAR	Male members on Parade square off headgear and ensure it is worn correctly.
<b>PARADE MARSHAL</b>	PARADE ATTENTION	Parade come to Attention
<b>STANDARD MARSHAL</b>	STANDARD BEARERS - CARRY STANDARDS	Organisations Standards / Colours / Flags come to the carry.
<b>PARADE MARSHAL</b>	BUGLER - SOUND THE LAST POST	Buglers come to the ready. Self countdown and commence playing
<b>BUGLER</b>	SOUNDS LAST POST	Senior Member and Drum Majors of organisation, unattached officers are to salute on first note of Last Post and return to attention on last note. All Standards / Colours / Flags are to dip for last post and remain dipped through the silence.
	1 MINUTE SILENCE	
<b>BUGLER</b>	SOUNDS REVEILLE	Senior Member and Drum Majors of organisation, unattached officers salute on first note of Reveille and return to attention on last note. All Standards / Colours / Flags are to return to the carry on the first note of Reveille.
<b>PARADE BAND</b>	NATIONAL ANTHEM (1 verse)	Organisations Standards / Colours / Flags to dip from the first note and return to the carry on the last note. Senior Member and Drum Major of organisation and unattached officers are to salute on first note of National Anthem and return to attention on last note.
<b>PARADE MARSHAL</b>	PARADE, STAND AT EASE	Parade will stand at ease for the blessing and mayors address
	Blessing	
<b>MAYOR OF LITTLEHAMPTON</b>	SPEECH	Opening address from the Mayor of Littlehampton
<b>TBC</b>	PRESENTATION	
<b>PARADE MARSHAL</b>	PARADE ATTENTION	Parade comes to the attention
<b>PARADE MARSHAL</b>		Reports to the Senior Officer on Parade for permission to march off the Parade. Parade Band comes to the ready.

<b>STANDARD MARSHAL</b>	Move to the RIGHT in file	Standard bearers turn right in anticipation of marching towards the marker post ALPHA
<b>PARADE MARSHAL</b>	March off the standards - standards by the centre quick march	Parade Band commences playing. (SUSSEX BY THE SEA)  RBL and other Forces and Association Standards steps off. All Standards exit Parade Arena and disperse. Band ceases playing on Standards exit.
<b>PARADE MARSHAL</b>	Parade will march past – band by the centre, parade by the right quick march	Parade Band commences playing, Senior Dignitary on parade and any UNIFORMED members of the VIPS are to form in a straight line in front of the seating in order to receive the salutes from passing platoons. Organisations are to leave the arena in the order shown on diagram – <b>(APPENDIX 2. (Parade exit from arena)</b> On approaching the EASTERN FLAG the platoon commander will give the order EYES RIGHT followed by a salute (if applicable to the organisation). Senior Dignitary and uniformed members will return the salute to those organisations who choose to salute.  On passing the WESTERN FLAG the order EYES FRONT will be given (ideally by either the platoon commander or suitable qualified person at the rear of the platoon) Once all organisations have left the arena the band is to reform and leave the arena. Once out of the arena all organisations are to dismiss their members.

# PARADE ORDERS

**SUNSET SERVICE 1640HRS – Saturday 29 June 2024**

BY	ORDER	ACTION
<b><u>PARADE INFORMATION</u></b>		
<p>All organisations are to have their members ready for the final muster at <b>1630hrs. Muster point at the charity fair on East Green. (Muster Point 2 on plans)</b></p> <p>The final Parade will assemble outside the arena in an orderly manner. The Parade will be under the control of the Parade Marshal</p>		
<b><u>PARADE BAND INFORMATION</u></b>		
<p>Drum Majors of the Parade Band are to ensure that when marching in, there is adequate space behind the band to allow organisation to pass between the band and the arena fencing. Band is to split into two sections as for the service.</p>		
<b>PARADE MARSHAL</b>	PARADE ATTENTION	Parade come to Attention.
<b>PARADE MARSHAL</b>	BAND BY THE CENTRE, PARADE BY THE RIGHT QUICK MARCH	All organisations to march on and muster in their original positions on the Parade Arena ready for Sunset Parade.
<b><u>PARADE INFORMATION</u></b>		
<p>Once each organisation is positioned in the arena. Their organisations Standards / Colours / Flags are to position themselves to the front of their organisations remain at the carry.</p>		
<b><u>PARADE BAND INFORMATION</u></b>		
<p>Once all organisations are in the arena the Parade Band is to cease playing but remain at the ready.</p>		
<b>PARADE MARSHAL</b>	MARCH ON THE STANDARDS	Parade Band commences playing (Hearts of Oak)
<b>STANDARD MARSHAL</b>	STANDARDS BY THE CENTRE QUICK MARCH	RBL and other Forces and Association Standards steps off. All Standards halts in front of Drum head, band ceases playing.
<b>PARADE MARSHAL</b>	SOUND THE LAMENT TBC	Bagpiper (if in attendance) will play the Lament- On completion Salute and march off the arena
<b>PARADE BAND</b>	PLAY EVENING HYMN AND SUNSET	<p>Senior Member and Drum Majors of organisation salute on first note of Sunset and return attention on last note.</p> <p>Standards are to dip during the playing of sunset.</p> <p>Union Flag and AFD Flag lowered from Flag Staffs during the playing on Sunset.</p>
<b>BUGLER</b>	SOUNDS THE CARRY ON	All Standards / Colours / Flags to return to the carry.
<b>PARADE MARSHAL</b>	MARCH OFF THE STANDARDS	Parade Band at the ready.
<b>STANDARD MARSHAL</b>	STANDARDS RIGHT TURN	Standards turn right awaiting March off from the band
<b>PARADE MARSHAL (STANDARDS)</b>	STANDARDS BY THE CENTRE QUICK MARCH	RBL and other Forces and Association Standards steps off. All Standards exit Parade Arena and disperse. Band ceases playing on standards exit.
<b>PARADE MARSHAL</b>	BAND BY THE CENTRE, PARADE BY THE RIGHT QUICK MARCH	<p>Parade Band commences playing.</p> <p>Organisations are to leave the arena in the order shown on diagram – <b>APPENDIX 2. (Parade exit from Arena)</b>.</p> <p>Once all organisations have left the arena the band is to reform and leave the arena.</p> <p>Once out of the arena all organisations are to dismiss their members.</p>

# FORMATION ORDER OF PARADE

**ARMED FORCES DAY PARADE AND SERVICE – Saturday 29 June 2024**

**March off Time 1045Hrs**

## THE STANDARDS (TO BE CONFIRMED)

The Royal British Legion Riders National Standard  
The Fleet Air Arm National Standard  
The Royal British Legion Standard  
Fleet Air Arm Association Standard  
Royal Artillery Regimental Association  
Littlehampton Armed Forces Veterans Breakfast Club  
The Royal Sussex Regimental Association Standard  
Parachute Regiment Association Standard  
Royal Air Force Association Standard

## SERVING FORCES (IF IN ATTENDANCE)

### THE VETERANS

Royal British Legion  
Royal naval Association  
Fleet Air Arm Association  
HMS Bristol Association  
The Royal Sussex Regimental Association  
Parachute Regiment Association  
Royal Air Force Association  
Veteran's Breakfast Club members  
Individuals not belonging to an association

## CIVIC DIGNITARIES AND OTHER INVITED GUESTS

### THE MASSED BANDS OF:

Training Ship Sussex, Sea Cadet Corps  
Training Ship Implacable, Nautical Training Corps  
Arundel and District Scout Band

### CADET DIVISIONS

Sea Cadet Corps Colours: Escorts & Members  
Nautical Training Corps Colours: Escorts & Members  
Army Cadet Force Colours: Escorts & Members  
Air Training Corps Colours: Escorts & Members

St John Littlehampton Division  
Scout Associations Flags: Escorts & Members  
All other groups/organisations/associations "Will be made welcome"

Muster point  
2: Banjo Road  
Entrance

Arena

Muster point 1:  
East Beach Cafe



West Flag



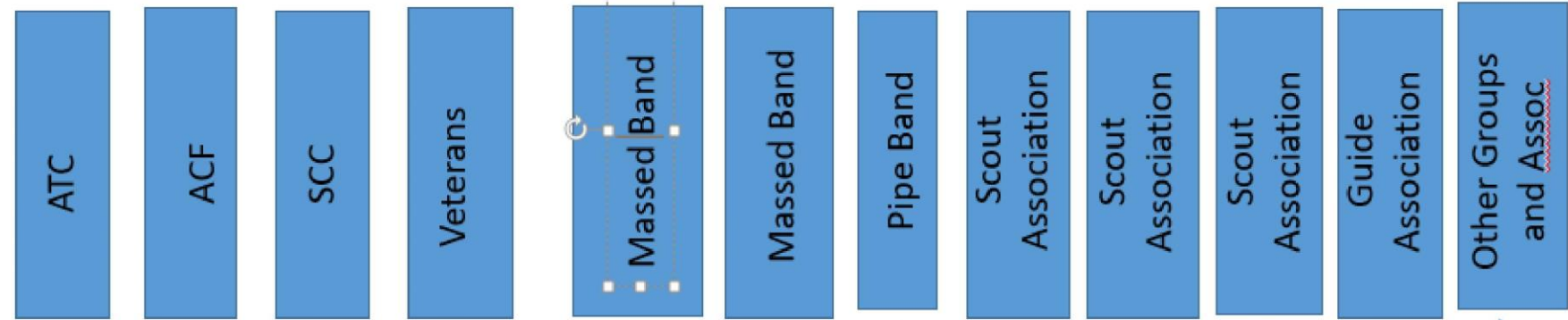
Seating Area for Dignitaries, Guests and Veterans

East Flag



Drumhead Alter

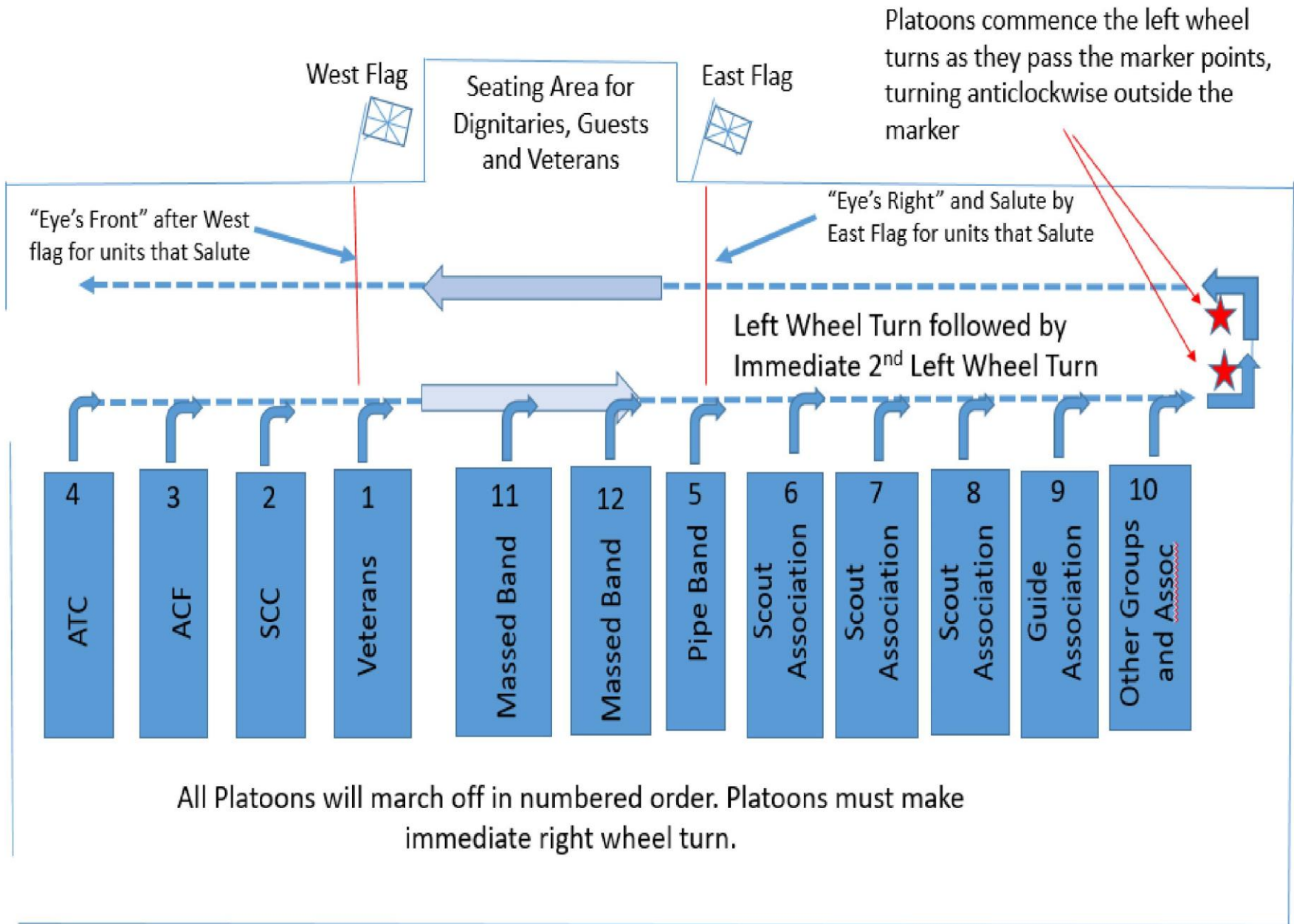
Standard Bearers Positions RBL in Centre once Standard handed to form Alter



Parade Formed up Position



Platoons to leave the arena continue onto the Green to allow others behind to exit arena. Platoons to self halt and dismiss once complete.



Parade March Past / March Off Sequence