



SHREWSBURY TOWN COUNCIL

Remembrance Sunday

Itinerary for Civic Guests

Sunday 14 November 2021

This event is being organised under the current provisions of the COVID Autumn & Winter Plan [COVID-19 Response: Autumn and Winter Plan 2021 - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/publications/covid-19-response-autumn-and-winter-plan-2021)

This may be subject to change should national guidelines change. For the most up-to-date information please visit [Shrewsbury Town Council](https://www.shrewsbury.gov.uk) website.

PLEASE NOTE THERE IS NO PARKING AVAILABLE IN OR AROUND THE CASTLE GROUNDS

The Mayor will lead a civic procession with units of HM Forces and Service organisations from Shrewsbury Castle. The procession will leave the Castle at approx. 10.20 am following the route of Castle Gates, Castle Street, Pride Hill, Mardol Head and St John's Hill to The Quarry. The procession will be led by music from Shrewsbury Brass Band.

A Memorial Service will take place in the Quarry at the War Memorial at 10.45 am, Buglers will sound Last Post, which will be followed by two minutes' silence and Reveille, after which wreaths will be laid.

On conclusion of wreath-laying the Mayoral party will move to the saluting Dias on St Chad's Terrace, following which there will be a march-past and salute. Military Units and Organisations will march from the Quarry main gates towards Murivance towards Town Walls.

Those guests wishing to parade join the parade to the Quarry are requested to arrive at the Castle, Shrewsbury from 10.00 am.

The Mayor, Deputy Mayor and Town Clerk will assemble in the Mayor's Room to robe.

The Circular Room will be available for robing for the following:

Sword & Macebearers, Past Mayors and Freemen

Please note that although robes will be made available for those attending, we will not be able to offer any assistance with dressing. Following disrobing we would ask that you repack your robe and regalia into your named bag before dispersing. These bags will be left unopened for 72 hours before being tidied away and placed back in the Mayoral store.

As ventilation and space in the Circular Room is limited, once robed we would request that guests make their way outside promptly.

Aldermen, Magistrates, Members and Officers of the Council and representatives of the various organisations and societies are asked to assemble in the Castle grounds where they will be lined up under the direction of the Civic Parade Marshal.

Senior Dignitaries, namely Senior Military Officers, HM Coroner, MP and Senior Representatives of Police, Fire and Ambulance if present, are requested to assemble on the sloped path to the left side of the building. **The Deputy Lord Lieutenant, The High Sheriff & the Chairman of Shropshire Council** are invited to join the Mayor in the Mayor's Room.

Sword and Macebearers will line up outside the Mayor's Room.

The Military Units led by the Band will move off.

The Civic Parade Marshal will assemble the **Civic Procession** which will follow the **Military Units**.

ORDER OF PARADE

At 10.20 am the Parade will step off from Shrewsbury Castle, Military contingents step off at 1 minute intervals

E COMPANY 8 RIFLES

Shrewsbury Brass Band

Military Units

Those units and organisations participating shall be lined up in the order determined by the Military Parade Commander

Regimental and Service Organisations

Civic Parade Marshal

Civilian Organisations

Magistrates

Representatives of other Parishes/Town Councils

Shropshire Council Councillors

Members of the Town Council and Partners

Freemen

Aldermen

Past Mayoress'/Consorts

Past Mayors

HM Coroner

Police / Ambulance Service / Fire Service

MP

Senior RN, Army and RAF Officers

Deputy Mayor

Chairman of Shropshire Council

The High Sheriff

Town Clerk

Macebearers

Swordbearer

Mayor & Consort

Deputy Lord Lieutenant

On arrival at the Quarry the Military and Service Organisations will take up position under the direction of the **Military Parade Commander**.

Shrewsbury Brass Band shall take up their position on St Chad's Church Car Park.

The remainder of the Parade will halt briefly on St Chad's Terrace. The **Civic Parade Marshal** shall lead the following into the Quarry to be assisted into position by Shrewsbury Town Council staff:

Civilian Organisations

Magistrates

Representatives of other Parishes/Town Councils

Shropshire Council Councillors

Members of the Town Council and Partners

Freemen

Aldermen

Past Mayoress'/Consorts

Past Mayors

The Mayor's immediate party will reform on St Chad's Terrace under the direction of the **Town Clerk** before entering the Quarry as follows:

Town Clerk

The Deputy Lord Lieutenant

Macebearers

Swordbearer

Mayor

The High Sheriff

Chairman of Shropshire Council

Deputy Mayor

Senior RN, Army and RAF Officers

MP

HM Coroner and Royal British Legion President

Police / Ambulance Service / Fire Service

Wives/Partners of Senior Officers

10.52 am Memorial Service

10.58:50 am Bugler sounds Last Post and during this the standards will dip. Officers and Warrant Officers salute for the duration of the Last Post only. Male civilians remove hats.

11.00 am Two minutes silence

11.02 am Reveille is sounded. Standards return to upright position. Civilians replace hats.

11.04 am The wreath laying will commence and wreath will be laid in the following order:

1. **The Lord Lieutenant**
2. **The Mayor**
3. **The High Sheriff**
4. **Chairman of Shropshire Council**
5. **Senior Officer RN)**
6. **Senior Officer Army)together**
7. **Senior Officer RAF)**
8. **Officer Commanding D (Shropshire Yeomanry) Squadron, RY)**
9. **Officer Commanding E COMPANY 8 RIFLES)together**
10. **Member of Parliament**
11. **President Shrewsbury Royal British Legion**
12. **Police)**
13. **Fire Service) together**
14. **Ambulance Service)**

The Mayoral Party will lay their wreaths on the Memorial itself, inside the railings. The remainder, under the co-ordination of the **Civic Parade Marshal** will then, in pairs, place their wreaths on the hooks positioned on the railings and return to their positions.

When the wreath laying is completed the Padre will say prayers and give The Dismissal and the Mayoral Party will move off led by the Macebearers in the order they arrived at the War Memorial. The Standard Bearers will then move to forming up positions for the March Past on the Parade Commander's word of command. The Parade Commander will then signal the Civic Parade Marshal who will move to lead off the Civic Procession to the saluting base on St. Chad's Terrace.

SALUTING BASE

Positions will be taken up at the Saluting Base as follows:

Councillors and Partners		Magistrates		Freemen
MP		Past Mayoresses		Senior Service Officers and Partners
		Past Mayors/Aldermen		
Deputy Mayor				Officer Commanding
				E COMPANY 8 RIFLES
Chaplain/Padre		Town Clerk	The High Sheriff & Chairman of Shropshire Council	HM Coroner
Civic Parade Marshal	Macebearers	Mayor & Deputy Lord Lieutenant (Dais)	Swordbearer	Macebearers
RAF Shawbury		Senior Army Officer		Sen RN Officer

MARCH PAST

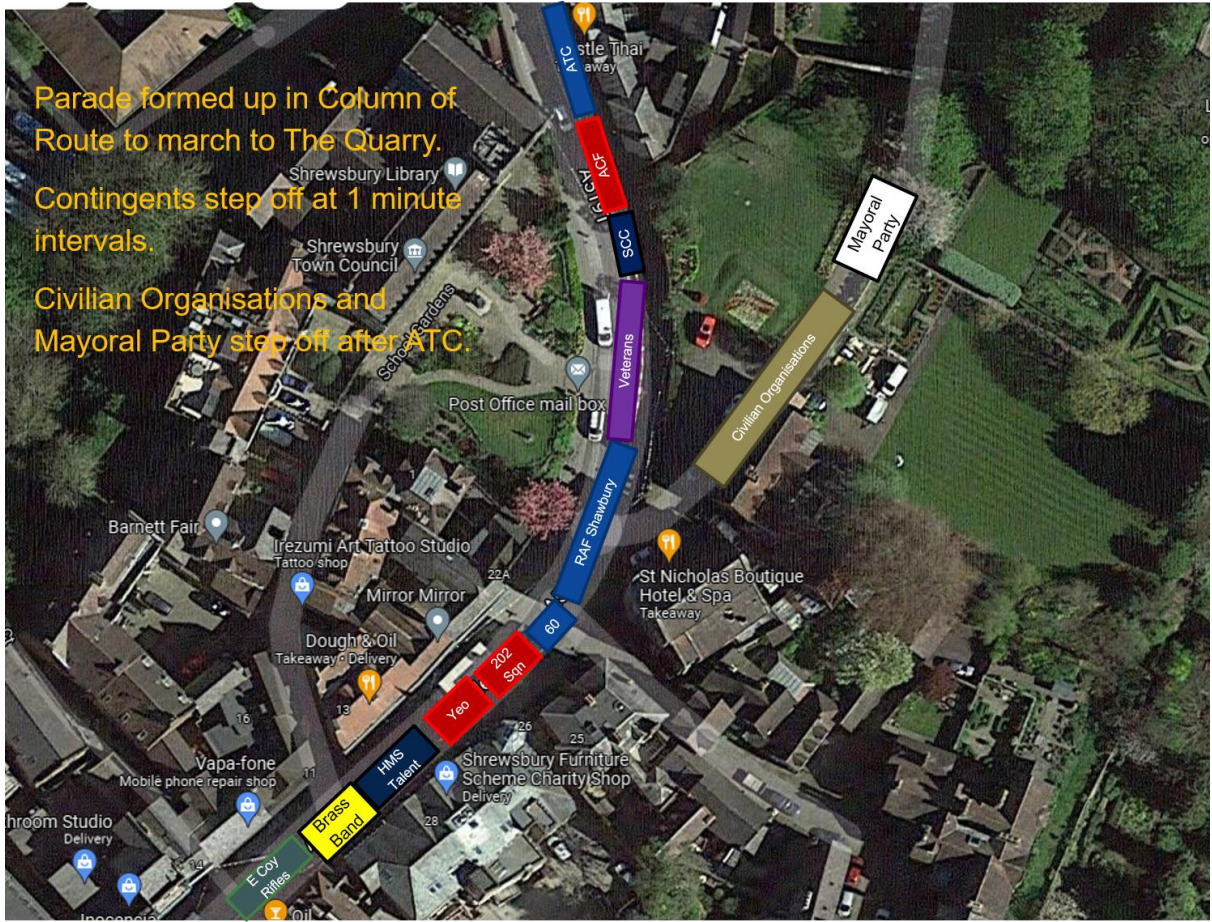
Once the Civic Procession are in position at the saluting Dias the Military detachments will step off from the Quarry in Column of Route. Veterans and Cadets will fall in behind, Civilian Organisations fall in behind Cadets.

The Parade will take the direction from the main Quarry gates towards Murivance. The salute will be taken by the Mayor on the right.

On arrival at Murivance all Detachments will disengage and disperse under their own arrangements.

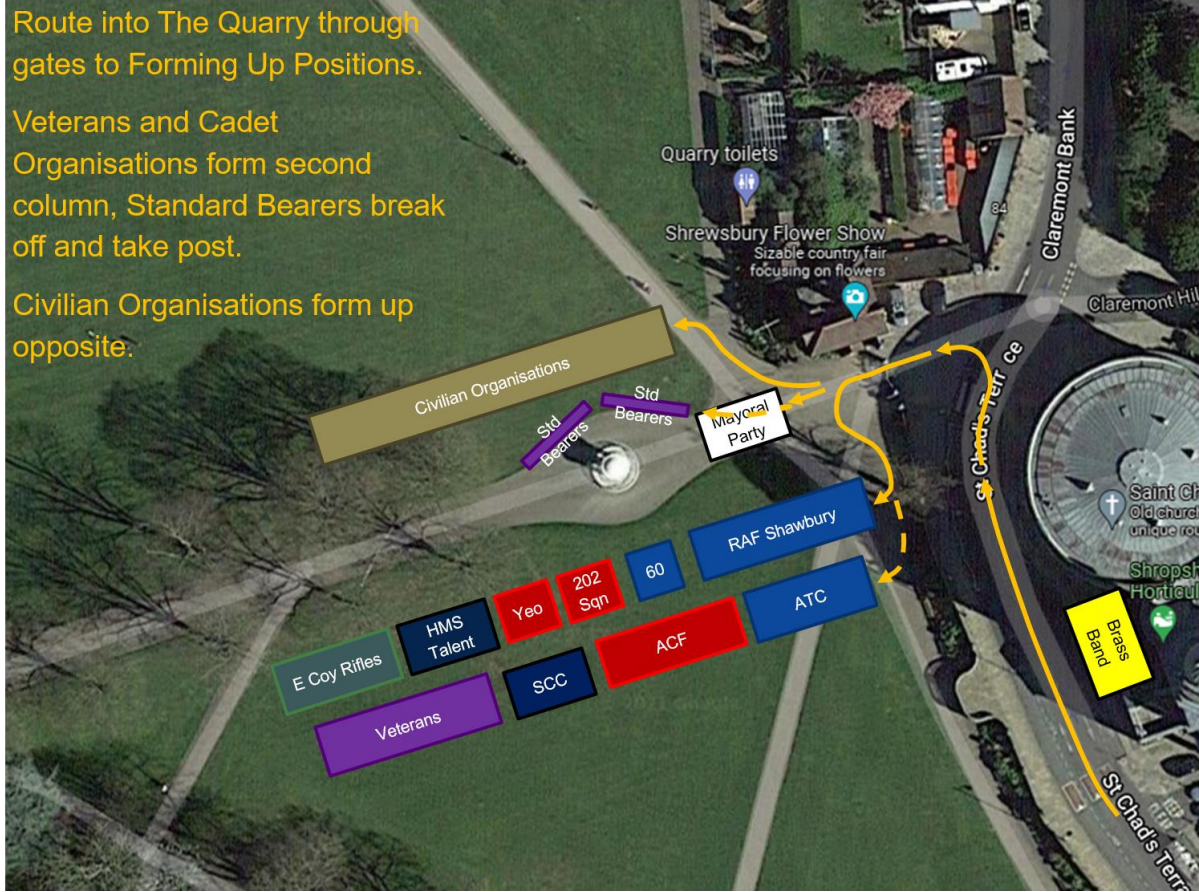
After the March Past has been completed the Senior Military Officers will take leave of the Mayor at the Saluting Dais

The Mayor, Deputy Mayor, Past Mayors, Freemen, Town Clerk, Swordbearer and Macebearers will then disrobe in **St Chad's Church Hall (tbc)**.



Parade formed up in Column of Route to march to The Quarry.
Contingents step off at 1 minute intervals.
Civilian Organisations and Mayoral Party step off after ATC.

Route into The Quarry through gates to Forming Up Positions.
Veterans and Cadet Organisations form second column, Standard Bearers break off and take post.
Civilian Organisations form up opposite.



Route out of The Quarry to March Past.

Mayoral party reposition.

Parade steps off in Column of Route.

Veterans and Cadets fall in behind Shawbury marching party and march onto their Standards.

Civilian Organisations fall in behind Cadets.

