

MEMORIAL DEDICATION – 1 AUGUST 2018

BRIEFING NOTES

Introduction

The unveiling of the KOYLI Memorial will take place in Elmfield Park, Doncaster on Wednesday 1st August 2018, starting at 12 noon.

This will probably be the final official KOYLI family event, every effort will be made to make it such.

The official guests have been asked to leave by 3.00pm so there is more time for all KOYLI personnel to circulate amongst their fellows.

Aim - These notes will give you all the information you need and an outline of the day.

Guests

Our guests include the Lord Lieutenant of South Yorkshire, the High Sheriffs of South and West Yorkshire and Mayors from our Freedom Towns and cities, together with other civic and military guests. The principal guests for our Service of Dedication and Reception are Brigadier Roger Preston and the Civic Mayor of Doncaster, Councillor Majid Khan.

Hosts

Some attendees have been appointed to act as hosts. All guests will be hosted, if you have been appointed as a host you will have received a separate instruction.

Parking Space

Parking is not easy in Doncaster, particularly around Elmfield Park, where many daily commuters park.

Recommended Parking Option

To facilitate matters for attendees, a 'Park and Ride' facility will operate from the Park and Ride car park on Leger Way opposite the Racecourse, to the Cenotaph on Bennetthorpe. It will be available;

To take attendees to the Elmfield Park Dedication Service, from 10.00 – 11.30am.

To take attendees to the Racecourse after the Dedication Service from 1.00 – 2.00pm.

To take people back to the Town Centre from 3.00 to 5.00pm.

Alternative Options

If you elect to park near Elmfield Park, you are advised that spaces are limited.

Taxis. If you wish to use a taxi, the closest entrance to the Elmfield Park Memorial site is at the "Cenotaph on Bennetthorpe".

Buses. There are several bus routes that run along Bennetthorpe from Doncaster Station

If you prefer, you can walk from the Racecourse 'Park and Ride' to Elmfield Park. It is about half a mile.

Programme - The programme with outline timings is at the end of these notes.

Seating

We are aware that many of our veterans are unable to stand for long periods. It is planned that all attendees will be allocated seating at the unveiling ceremony. There will be an area set aside for wheel chair users.

Guests and their Hosts have been allocated seating, otherwise please sit where the guides direct you. Please be aware that the seating area is within a rose garden and as such does not allow for a conventional seating layout. Some seating will be on pathways, others will be on grass; no seats will be directly in front of the dedication proceedings.

Dedication Ceremony

This will be conducted by The Revd Andrew Martlew TD CF and will last about 55 minutes. An Order of Service will be on your seats.

There will be 3 wreaths laid during the Dedication Service, one from the KOYLI, laid by Mr Eddie Robinson, one from the Borough of Doncaster by the Civic Mayor, Cllr Majid Khan, and one from the Norwegian Embassy, laid by Mr Percy Potts. At the end of the Service anyone who wishes to lay a wreath may do so.

Move to Racecourse

This is potentially the most difficult part of the day.

You are advised to take advantage of the shuttle service to take you to the Reception at the Racecourse. The embarkation point will be from the area of Elmfield Park's main gate at the Bennetthorpe /Roman Road entrance. The shuttle service will begin at 1.00pm. There may be some unavoidable waiting periods as the coaches are working to a shuttle system; alternatively, you may travel by your own car or walk.

If you have elected to park your own car near Elmfield Park, you may use it to drive to the Racecourse area, when you have arrived please park in the "Park and Ride" car park opposite the Racecourse Main Entrance on Leger Way.

Access to Reception

The Reception will be held in the Premier Suite on the 3rd floor of the main Grandstand. Guides will indicate entry points. There are 2 entry points to the Reception suite, one is a dedicated entry point for Guests and Hosts, and this will be signed and manned by a guide.

All other attendees will be directed to the second entry point which will also be manned and signed.

Please ensure you have your invitation ticket letter available at this point as this will allow your access to the reception area.

Racecourse Reception - There will be two bars in the Premier Suite from which drinks can be purchased.

Walk about - Prior to lunch there will be a period during which everyone can circulate.

Displays

There will be several displays in the Reception area, these will include the New Museum Plans, Regimental Association Standards and items of Regimental Silver.

Lunch

A buffet lunch will be served from 2pm.

There will be two serving points in the room. There will be sufficient seating for everyone at tables of 8/10 places. There is no seating plan.

Speeches.

Towards the end of lunch, there will be one speech and one presentation to Mrs Joan Bradley. Mrs Bradley made the highest bid in an auction for the first bronze statuette; she will be presented with the statuette. This will be followed by the toasts.

Toasts

There will be two toasts - The Loyal Toast, proposed by Brigadier Mark Elcomb, to which the reply is simply "The Queen"; this will be followed by the Regimental Toast proposed by Brigadier Roger Preston, "Dyas and the Stormers". You are reminded that this is a silent toast.

Carriages

Guests have been advised that their "Carriages" are at 3.00pm; hopefully they will accept that guidance. The Reception room is available until 5 pm, to allow KOYLI attendees to have some extra time to enjoy the family theme of the day. Final "Carriages" will be at 5.00pm.

Wet Weather

There will be no overhead shelter in Elmfield Park, it is not possible to plan a 'Wet Weather' programme. All attendees are advised to come prepared in case of bad weather.

Grassed areas

Some of the seating will be on grassed areas and therefore suitable footwear should be considered, particularly if it has rained.

Dress

Gentlemen are asked to wear uniform, a suit or Regimental Blazer. Decorations and medals should be worn.

Ladies should wear "Day Dress", hats are not necessary.

Roses

It is very much hoped that all those attending will wear white roses to celebrate our Regimental Day, Minden Day, and of course, 'Yorkshire Day'.

Pre-ordered white roses and securing pins at £3.00 each can be collected from the florist shop next door to the Earl of Doncaster Hotel; 50m from the entrance to Elmfield Park. To order please contact David Wroe, using the details below. Upon receipt your name will be added to a pre-order list held by the florist. Please pay on collection.

Disabled Attendees

In Elmfield Park a seating area will be set aside for wheelchair users with access and seating on hard standing areas. The Racecourse has full disabled facilities.

Toilets - Doncaster Borough Council will provide some temporary toilets in Elmfield Park.

Timings

Timings will be adhered to as closely as possible, but there may well be some 'slippage' particularly if the dedication service is over time. However, the sequence of events shown at the end of this will remain extant.

Concerns

If you have any questions or concerns please email, call or text me using the following contact details.

dwroe@sky.com, - 01724 712379, - 07496026826

David Wroe

Chairman of the Memorial Appeal Committee

Programme

Serial	Event	Timings
1	Arrive and be seated in Elmfield Park by	11.30 am
2	VIPs procession to arrive in Elmfield Park	11.58 am
3	Dedication ceremony Starts	12.00 noon
4	Dedication ceremony complete	1.00 pm
5	Move to Racecourse	1 - 1.30 pm
6	Pre-lunch circulation/walk about	1.30 pm
7	Buffet lunch served	2.00 pm
8	Speeches / Toasts	2.30 -2.45 pm
9	Carriages for Guests	3.00 pm
10	No More Parades to be blown	4.55 pm
11	Carriages for KOYLI	5.00 pm