# Children's Remembrance Service – Action List

Organiser: Billinge Parish Council

Event: Children’s Remembrance Service

Date: **Friday 7th November 2025**

Location: (Insert location) **Billinge Memorial Garden**

## 1. Planning & Coordination

* **07/11/2025 11:00 AM Confirm** date and time of service
* **Invite Drafted** Liaise with local schools to involve children to create Flags with a short message
* [ ] Notify local churches (e.g., St Aidan’s)
* **Dennis McDonnell** Assign a service leader or officiant
* [ ] Schedule a rehearsal date with children if needed
* [ ] Prepare a short, age-appropriate order of service

## 2. Poppies on Lamp Posts

* **Poppies in Garage check Condition** Inventory current supply of poppies
* [ ] Purchase additional poppies and cable ties if required
* [ ] Assign volunteers or council members to install poppies
* [ ] Set installation date (approx. 1–2 weeks before service)
* [ ] Remove poppies after Remembrance period

## 3. Road Closures

* **26/07/2025 KN 10am until 12:00PM – Notice Received** Apply for temporary road closure with relevant authority (e.g., St Helens Council)
* **Main Street from Newton Road to Pingot Road** Determine affected roads and timings
* [ ] Arrange signage and barriers (check with Highways Department)
* [ ] Notify emergency services, bus companies, and residents in advance
* [ ] Assign marshals/stewards for traffic and crowd safety

## 4. Bugler

* **Malcom Arranging** Book a local bugler (e.g., from local band, army cadets, or brass ensemble)
* [ ] Confirm timing for "The Last Post" and "Reveille"
* [ ] Sound check if using amplification

## 5. Equipment & Setup

* [ ] PA system/microphones (especially if children are reading)
* [ ] Seating for guests, if appropriate
* [ ] Wreaths for children or Councillors to lay **(Clerk will Purchase)**
* [ ] First Aid coverage or St. John Ambulance contact
* [ ] Wet weather plan (gazebos or indoor backup)

## 6. Publicity & Communication

* [ ] Promote event via: Parish Council website and social media, Local schools’ newsletters, Community boards/posters
* [ ] Print or distribute order of service sheets for attendees
* [ ] Inform local press (optional)

## 7. On the Day

* [ ] Arrive early for setup
* [ ] Stewards/marshals in place
* [ ] Distribute poppies or wreaths to children
* [ ] Coordinate with schools and families
* [ ] Deliver or oversee service
* [ ] Photograph (if permissions are obtained)

## 8. After the Event

* [ ] Remove road signs and barriers
* [ ] Take down poppies (if time)
* [ ] Thank participants (children, schools, bugler, volunteers)
* [ ] Review feedback for next year