PARADE ORDERS

REMEMBRANCE SUNDAY PARADE AND SERVICE –
Sunday 8th November 2026

PARADE MARSHALL DESIGNATE

In the absence of a military parade marshal the role will be filled by the Town Clerk or Deputy Town Clerk.

PARADE INFORMATION

Muster Point - The main parade will start to muster in the order shown on Appendix 2.

The muster point is the Clock Tower on the High Street at **1030hrs** before forming up in parade order along the High Street facing in an Eastbound Direction **once honour guard confirmed in place**. **March Off will be no later than 1045hrs. The Massed bands are kindly requested to form up opposite Costa Coffee as close to the Clifton Road paved area to enable enough space for the rest of the contingent to form up.**

Littlehampton Town Council Staff will ensure parade is fully launched before allowing public to join the end to prevent later Scout and Girl-guiding troops being cut off.

HONOUR GUARD

The Honour Guard (consisting of 4x representatives of cadet / veteran groups and a commander) will march down to the War Memorial when road closures are confirmed in place **(approximately at 1035hrs.)** When confirmed in place the parade can march off.

Guard Commander still to be confirmed.

If no Guard commander has been appointed Honour Guard cadets will be dropped at the war memorial by their parent/guardian and positioned by Littlehampton Town Council staff member at the memorial.

After the service at the memorial the Honour Guard will fall in with their troops to ensure no safeguarding issues on the return march.

PARADE INFORMATION

The parade marshal will alert the parade and bring them to attention using a long blast of a whistle. The Parade will step off along the High Street at **1045hrs** heading down towards Beach Road then counter-clockwise around the roundabout to form up in agreed positions around the war memorial as shown on **Appendix 1**. Standard bearers will fall out at this point and position themselves along the cardinal edges of the memorial as shown on **Appendix 1.**

PARADE BAND INFORMATION

The Massed Band will be positioned at the front of the parade, upon arrival at the war memorial bands will fall in with their troops.
At march off the Massed Band will be positioned at the front of the parade for the march to church and salute.

PARADE INFORMATION

Once each organisation is positioned around the memorial, their organisations Standards / Colours / Flags are to position themselves as shown on **Appendix 1** and order their Standard / Colour / Flag.

Once in position the senior member of the organisations are to stand their organisation at ease.

THE SERVICE

PARADE MARSHAL	PARADE ATTENTION	Parade will come to attention.
PARADE MARSHAL	STANDARD BEARERS - CARRY STANDARDS	Organisations Standards / Colours / Flags come to the carry.
PARADE MARSHAL		Reports to the Senior Officer on parade for permission to commence the Service.
PARADE MARSHAL	ORDER STANDARDS	Organisations Standards / Colours / Flags come to the order.
PARADE MARSHAL	PARADE, STAND AT EASE	Parade, stand at ease, and stand easy.
CHAPLAIN		The Chaplain commences the service.
PARADE MARSHAL	PARADE ATTENTION	Parade will come to attention.
PARADE MARSHAL	STANDARD BEARERS - CARRY STANDARDS	Organisations Standards / Colours / Flags come to the carry.
VETERAN		Reads the Exhortation “Act of Remembrance”
PARADE MARSHAL	PARADE ATTENTION DIP STANDARDS	Organisations Standards / Colours / Flags dip for two-minute silence
AUDIO COMPANY / BUGLER		Last Post is Played - 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.

TWO MINUTES SILENCE

Please note this is timed by event staff to be at the true 1100 – local church bells are significantly out of time and should be ignored.

AUDIO COMPANY / BUGLER		Reveille is Played - Senior Member and Drum Majors of organisation, unattached officers salute on the 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.
PARADE MARSHAL	ORDER STANDARDS	Organisations Standards / Colours / Flags come to the order.
PARADE MARSHAL	PARADE, STAND AT EASE	Parade, stand at ease, and stand easy.
WREATH LAYING COMMENCES in the following order: North Access Point • Deputy Lord Lieutenant's Representative for HM The King • Royal British Legion • Arun District Council Chairman and Littlehampton Town Mayor When the first four wreaths have been laid a short time should be observed, during which other wreath layers should queue up ready. Then one wreath from each access point should **advance together** until all wreaths laid.		
VOLUNTEER		Reads the Kohima Epitaph
PARADE MARSHAL	PARADE ATTENTION	Parade will come to attention.
PARADE MARSHAL	STANDARD BEARERS - CARRY STANDARDS	Organisations Standards / Colours / Flags come to the carry.
CHAPLAIN		The Chaplain continues the service with Act of Commitment and National Anthem. 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.
PARADE MARSHAL		Reports to the Senior Officer on Parade for permission to march off the Parade.
BAND		Move to form up on St Catherines Road as soon as the National Anthem has finished. Mark time whilst the rest of the parade forms up behind.
DIGNITARIES		Move to the Fountain Garden
PARADE MARSHAL	Parade turns to the right	Parade will march off onto St. Catherine's Road except for Dignitaries who will have moved to Fountain Garden (at the crook of Beach Road and Church Approach).

PARADE MARSHAL	Guard Commander and Honour Guard Fall in	Guard Commander and Honour Guard Fall into the Rear of the Littlehampton Veterans.
PARADE MARSHAL	By the Centre Quick March	Parade Band commences playing.
RETURN PARADE INFORMATION The parade marshal will alert the parade and bring them to attention using a long blast of a whistle. The Parade will step off along St. Catherine's Road then counterclockwise around the roundabout to pass by the assembled dignitaries in Fountain Garden.		
PARADE MARSHAL		Organisations on approaching the Fountain Garden will have the platoon commander give the order EYES LEFT 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 Fountain Garden the order EYES FRONT will be given (ideally by either the platoon commander or suitable qualified person at the rear of the platoon) Parade will continue towards St. Mary's Church, all non-service attending parade members will drop out as the parade marches past the Manor House Car Park. Organisations must ensure that responsible adults are in place to ensure safeguarding of minors who drop out of the parade at this point.

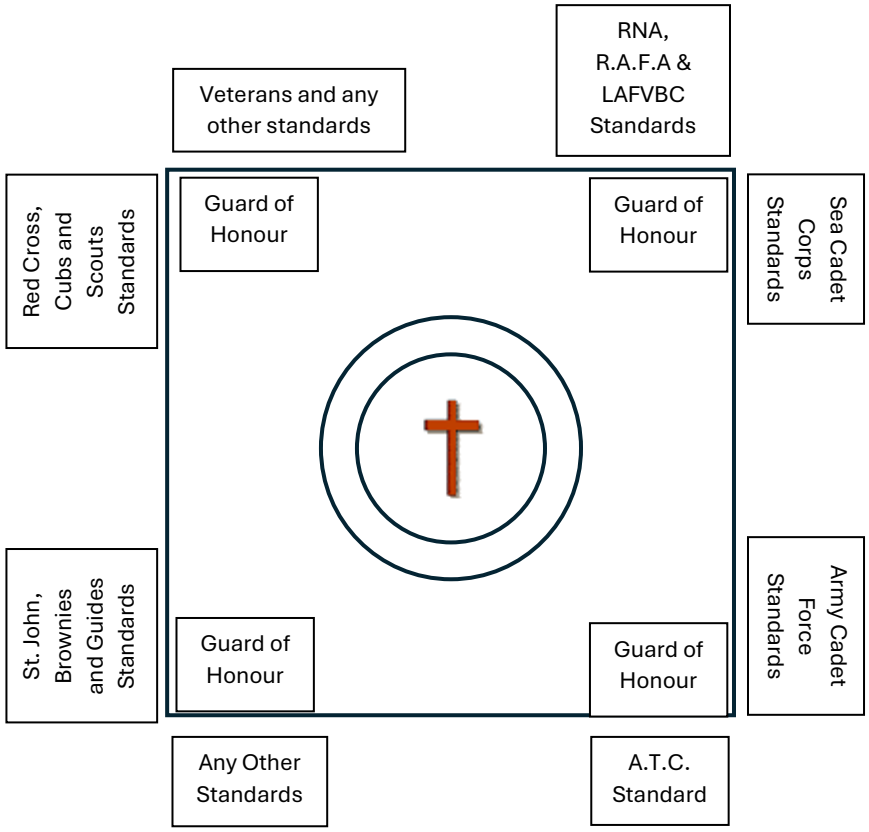
Appendix 1: REMEMBRANCE SUNDAY WAR MEMORIAL SERVICE LAYOUT

08 NOVEMBER 2026

Plan A – With Army Cadets

NORTH
Members of the Public
Sussex Police, West Sussex Fire Services, Maltravers Social Club,
Littlehampton Harbour Board, RNLI, LAFVBC, R.N. Association, R.A.F. Association, Royal Sussex Regt. Fleet Air Arm.
Civic Dignitaries – Royal British Legion – Civic Dignitaries

WEST
Members of the Public, Labour, Liberal Democrats, Greens, Conservatives, Reform, Other Parties. Brownies, Guides, St. John Ambulance, British Red Cross, Beavers, Cubs, Scouts, Sea and Air Cadets



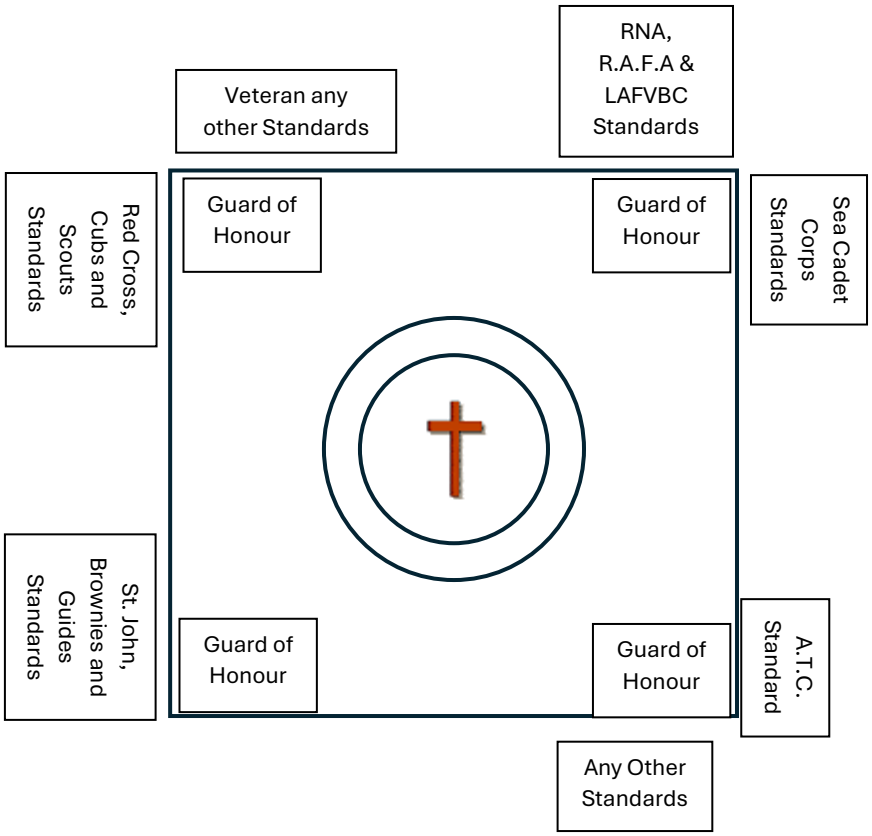
EAST
Members of the Public, Sailing Club, HMP Ford Chaplain and Choir

Nautical Training Corps, Howard Lodg, Air Training Corps, Rotary Club,
Companions, Littlehampton Lion's Club, Women's Institute
Members of the Public
SOUTH

Plan B - Without Army Cadet

NORTH
Members of the Public
Sussex Police, West Sussex Fire Services, Maltravers Social Club,
Littlehampton Harbour Board, RNLI, LAFVBC, R.N. Association, R.A.F. Association, Royal Sussex Regt. Fleet Air Arm.
Civic Dignitaries – Royal British Legion – Civic Dignitaries

WEST
Members of the Public, Labour, Liberal Democrats, Greens, Conservatives, Reform, Other Parties. Brownies, Guides, St. John Ambulance, British Red Cross, Beavers, Cubs, Scouts, Sea and Air Cadets



EAST
Members of the Public, Sailing Club, HMP Ford Chaplain and Choir

Nautical Training Corps, Howard Lodg, Air Training Corps, Rotary Club,
Companions, Littlehampton Lion's Club, Women's Institute
Members of the Public
SOUTH

Appendix 2: REMEMBRANCE SUNDAY PARADE FORMATION ORDER
08 November 2026

When forming up in the High Street please ensure you leave enough room for those at the back of the parade. If you are at the back of the formation and there is not enough room, inform those at the front to move forward. Do not stand in the road.

Training Ship Sussex Sea Cadet Corps Band
The Royal British Legion Standard: and Escorts:
Lord Lieutenant/Deputy Lord Lieutenant
Civic Dignitaires
The Royal Naval Association Standard: and Escorts: Members and Guests
The Royal Air Force Association Standard: and Escorts: Members and Guests
Littlehampton Armed Forces & Veterans Breakfast Club Standard: and Escorts: Members and Guests
Sea Cadet Corps Colours: Escorts: and Members
Army Cadet Force Colours: Escorts: and Members (Might not be in attendance)
Therefore all others below shuffle around 1 space anti-clockwise at the memorial
Air Training Corps Colours: Escorts: and Members
Nautical Training Corps Colours: Escorts: and Members
Royal National Lifeboat Institution Members
West Sussex Fire and Rescue Service
St. John Ambulance Brigade Flag: Escorts: and Members
British Red Cross Society Flag: Escorts: and Members
5th, 4th & 7th Scout Associations Flags: Escorts: and Members (including Beavers & cubs)
Girl Guide Associations Flags: Escorts: and Members (Including Brownies and Rainbows)
All Other Groups/Organisations/Associations/Public “will be made welcome”.

Important Notes to take into consideration

- Scout and Girl-guiding Associations should be arranged in age order with the youngest troops first and older troops behind to prevent parade being strung out and youngest troops being cut off.

- Tree Foliage around the memorial for the carrying of the standards.

- Dropped kerb area for marching troops approaching the memorial and a barriered area to prevent the public being in the way.

- Marching troops moving around the memorial to enable a successful march off after the service, takes too long to form up on St Catherines Road

REMEMBRANCE SUNDAY
ORDER OF SERVICE AT THE WAR MEMORIAL
8 November 2026

Welcome & Introduction by Rev Woodruff: 'Invitation to Commemorate'

Down the years we have recalled through Armistice and Remembrance events all those who have served their country. Decades during which the world has still been ravaged by war and in which men and women continue to serve, and we pray, governments work towards peace. So, we gather to remember the sacrifice of those who have paid the ultimate price, all those affected by conflict, and to pray for reconciliation.

A Prayer of Remembrance by Rev Woodruff

Almighty and eternal God, from whose love in Christ we cannot be parted, either by death or life, hear our prayers and thanksgivings for all whom we remember this day; fulfil in them the purpose of your love; and bring us all, with them, to your eternal joy; through Jesus Christ our Lord.
Amen.

The Act of Remembrance' is read by **a Veteran**

They shall grow not old as we that are left grow old: Age shall not weary them, nor the years condemn. At the going down of the sun and in the morning, we will remember them.
We will remember them.

Last Post is then sounded: 'Standards dip at this time' followed by **TWO MINUTES SILENCE at 11.00am**
Followed by 'Reveille' when standards will be raised.

WREATHS will then be laid in the following order:

- Deputy Lord Lieutenant's Representative for HM The King
- Royal British Legion
- Arun District Council Chairman and Littlehampton Town Mayor

When the first four wreaths have been laid a short time should be observed, during which other wreath layers should queue up ready.

Then one wreath from each access point should **advance together** until all wreaths laid.

The Kohima Epitaph is read by a Volunteer

When you go home, tell them of us and say, for your tomorrow we gave our today.

Act of Commitment by Rev Woodruff
Let us pledge ourselves anew to the service of God and our fellow men, that we may be peacemakers in our homes, in our community, in our country and in our world.
Lord God, we pledge ourselves to serve you and all mankind in the cause of peace and for the relief of want and suffering. Give us wisdom; give us courage; give us hope; and keep us always faithful. Amen.

The Lord's Prayer:
Our Father, who art in heaven,
hallowed be thy name;
thy kingdom come;
thy will be done;
on earth as it is in heaven.
Give us this day our daily bread.
And forgive us our trespasses,
as we forgive those who trespass against us.
And lead us not into temptation;
but deliver us from evil.
For thine is the kingdom,
the power and the glory,
for ever and ever.
Amen.

This to be followed by one verse of **'The National Anthem'.**

God save our gracious King!
Long live our noble King!
God save the King!
Send him victorious,
Happy and glorious,
Long to reign over us,
God save the King.

<u>POST WAR MEMORIAL SERVICE</u>
The Parade will re-form in St Catherine's Road and proceed to St Mary's Church via Church Approach for a Service. The Band and Uniform Groups will disband and enter the Manor House Carpark while the rest of the parade will make its way to St Mary's Church.

COLOUR PARTY ESCORTS are requested to leave Standard Bearers at the entrance to the Church and take their seats.