

Remembrance Sunday Event Management

Project Specifications

Overview

Every year four Remembrance Sunday Parades and acts of Remembrance are held in Waltham Forest. Taking place at war memorials in Chingford, Leyton, Leytonstone, and Walthamstow, they are organised in partnership with Waltham Forest Council, and local British Legion and Community Organisations.

The events taking place in Chingford, Leyton and Leytonstone are led by community partners with the Civic Remembrance Service taking place in Walthamstow.

We are looking for an event management company to manage the safe delivery of all four events, co-ordinating the overall parade and memorial events, including traffic management and security plans working as necessary with community and council leads for each event.

Event Information

Date: Sunday 10 November 2024

Location: Chingford, Leyton, Leytonstone and Walthamstow War Memorials

Time: 10am, parades meet, and march to war memorials
11am, 2-minute silence
12.30pm, all services at war memorials end

Exact timings of each parade vary slightly

Responsibilities

- Write an Event Management Plan covering all four events.
- Write Risk Assessments for each site.
- Create production schedule and event briefing for all community and civic leads.
- Traffic management plans for each of the four parade routes [see below]
- Liaise with RBL/Community/Civic leads to coordinate programme timings.
- Present event plans to Waltham Forest Safety Advisory Group
- Book and co-ordinate all security teams and event managers
- Book in all other event infrastructure [barriers/signage/toilets] as required.
- Book PA systems for each site.
- Post event feedback and reporting

Key Contacts

An officer from the Community Events Team will be your designated point of contact at Waltham Forest Council. They will facilitate introductions to other relevant council departments and community leads.

Timeline

September

Contract agreed
Introductions to key stakeholders
Routes and timings agreed
Road closures approved
First draft of Event Safety Management Plan/Risk Assessments
Staff and infrastructure booked in

October

Present to Waltham Forest SAG 17/10/2024
ESMP finalised
Production schedules and event briefings complete

November

All documents circulated to community leads
Deliver four Remembrance Sunday events on 10 November
Post event feedback and reporting submitted to LBWF by Friday 22 November

Initial budget

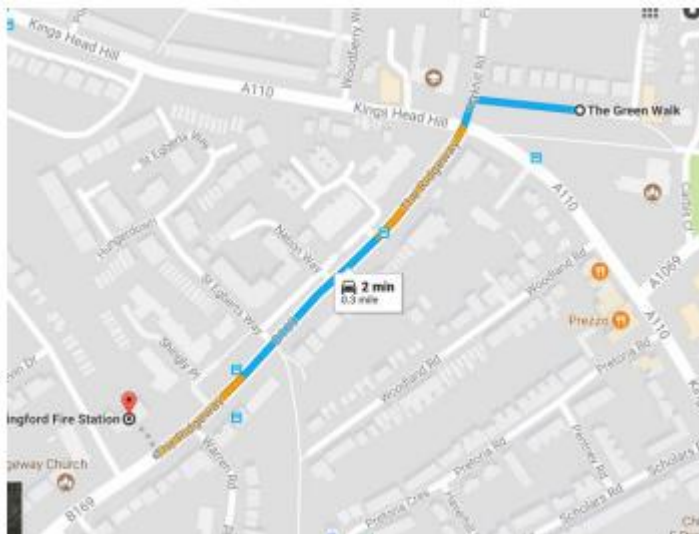
Please provide a detailed budget estimate. To be inclusive of all staffing, fees, and costs.

Parade routes and event information:

Chingford

1000 attendance

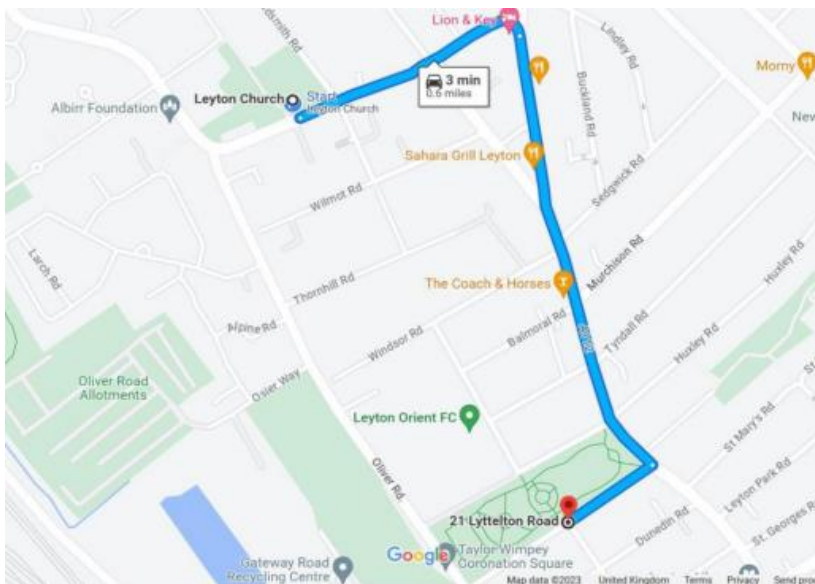
Parade begins at Chingford Fire Station at 10am heading to Chingford War Memorial for the 2 minutes silence at 11am. Speeches before and after the 2min silence require the parade to be held at Chingford War Memorial/Kings Head Hill for approx. 20 mins. before moving to the St Peters and St Paul's Church for Remembrance Service. The church Service finishes at 12.15pm and approx. 250 attendees parade back to the Fire Station.



Leyton

250 attendance

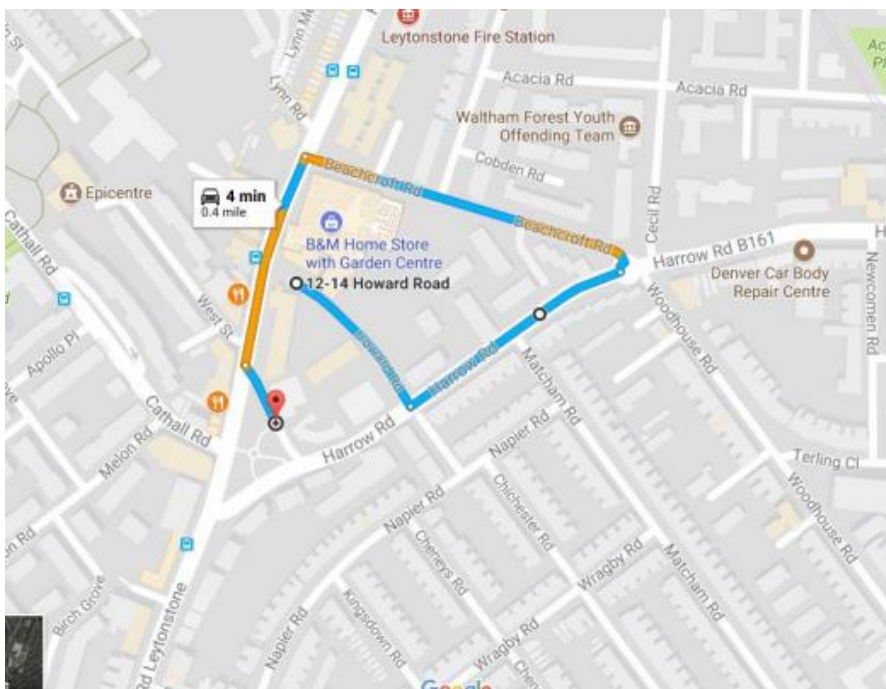
Following a service at Leyton Church at 10am, the parade leaves at 10.15am heading towards Leyton Coronation Gardens for the 2 minutes silence at 11am. After the silence and wreath laying there is a short parade to Lyttelton Road where the parade is dismissed.



Leytonstone

400 attendance

Parade meets at B&M Car Park at 10am and walks to Harrow Green War memorial for a service from 11am – 11.40am. After the service the parade returns to B&M Car Park to be dismissed.



Walthamstow: Main civic service
500 attendance

Parade meets outside the William Morris Gallery at 10am and travels along Forest Road to the Town Hall arriving at 10.45am. The Civic Service takes place at the War Memorial outside the Town Hall, lasting approx. 45 mins. After the service the parade reforms and circles the fountain within the Town Hall grounds before being dismissed.

The service is followed by a small reception in the Town Hall foyer which is managed separately by council officers.

In the event of wet weather, the Act of Remembrance and 2 min silence will take place at the war memorial but the main service may take place in the foyer. The wet weather plan needs to be included in the ESMP.

