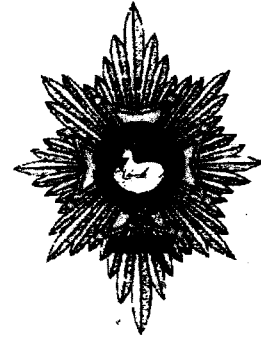




**The Sherwood Foresters
Western Front Memorial Committee,
Foresters House, Chetwynd Barracks,
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Telephone 0115 – 9465415**



**UNVEILING OF THE SHERWOOD FORESTERS WESTERN FRONT MEMORIAL
ON SATURDAY 24 OCTOBER 2009**

ADMINISTRATIVE INSTRUCTIONS FOR THE MEMORIAL WEEKEND

Introduction

1. Enclosed with this letter you will find your invitation or invitations to the Unveiling of the Sherwood Foresters Western Front Memorial at Tyne Cot CWGC Cemetery in Belgium on Saturday 24 October 2009. This memorial to the over eleven thousand men of the Regiment who fell on the Western Front in the Great War has been made possible by the generosity of the people of Nottinghamshire and Derbyshire. It will be unveiled by Her Majesties representatives from those counties. It will then stand as a permanent reminder of this sacrifice in perhaps the most visited place on the Western Front.

Weekend Programme

2. A full weekend of commemorative events is available for those who wish to attend some or all of them. Some visitors will be making their way to Belgium by car and some on various coaches. Everyone is responsible for arranging their own accommodation apart from the serving regulars, territorials and cadets who will be accommodated in the Belgian Army barracks just outside Ypres. The weekend itinerary will be as follows ;

a. Friday 23 October

(1) Regimental wreath laying during the daily Last Post Ceremony at the Menin Gate in Ypres at 8pm

b. Saturday 24 October

- (1) Dress rehearsal for Unveiling Ceremony at Tyne Cot cemetery at 1000am
- (2) Unveiling Ceremony at Tyne Cot CWGC cemetery at 1100am
- (3) Reception at Zonnebeke School at 1230pm
- (4) Presentation of "Sherwood Forest Great War Oak Tree" stone plaque to the Commune of Zonnebeke at the Passchendaele Memorial Museum at 2pm

(5) Opening of the temporary Sherwood Foresters exhibition at the Passchendaele Memorial Museum at 2.15pm

c. Sunday 25 October

(1) Battlefield tour "Sherwood Foresters in the Ypres Salient" from 0830am to 1 pm

(2) Battlefield tour "Old Reptonians in the Ypres Salient " from 2pm to 4pm

Parking and Rendezvous

3. Parking and rendezvous for the various activities over the weekend will be as follows ;

a. The best place to park for the Last Post Ceremony at the Menin Gate is the Market Square in Ypres. Then proceed on foot to the Menin Gate. The Sherwood Foresters contingent will be assembling under the gate from 7.45pm on Friday evening

b. Those going to the dress rehearsal at Tyne Cot CWG cemetery (only those actually taking part in the ceremony and the media) should park in the car park there and be at the Sherwood Foresters Memorial behind the back wall by 0945am on Saturday morning

d. All those attending the Unveiling Ceremony itself as spectators by car should park in the Passchendaele Memorial Museum car park in Zonnebeke by 1030am on Saturday morning and catch the shuttle bus provided up to Tyne Cot. The shuttle bus will bring them back to Zonnebeke (where both the school and the museum are located) after the Unveiling Ceremony.

e. All those who have travelled from UK by coach should be aware that the coaches will come straight to Tyne Cot CWGC car park for the Unveiling Ceremony. They should plan to arrive there by 9.40am at the latest on Saturday morning. Derbyshire ACF marshals will conduct spectators from both the coaches and the shuttle bus to their positions within the walled spectator area . Everyone is asked to be seated by 0950am.

f. The shuttle bus and coaches from UK should have all the spectators back at the museum car park in Zonnebeke in time to walk across the road to Zonnebeke school for the reception by 12.30pm on Saturday afternoon.

g. Spectators will be marshaled back across the road to the museum for the presentation of the Sherwood Forest Oak Tree stone plaque at 2pm and the opening of the temporary Sherwood Foresters exhibition at 2.15pm on Saturday afternoon.

h. All those wanting to come along on the "Sherwood Foresters in the Ypres Salient" battlefield tour should gather in the Market Square in Ypres with their vehicles (be they cars or coaches) at 0830am on Sunday morning. The tour will end in the same place at 1pm.

i. All those wanting to come along on the "Old Reptonians in the Ypres Salient" battlefield tour should gather in the Market Square in Ypres with their vehicles (be they cars or coaches) at 2pm on Sunday afternoon. The tour will end in the same place at 4pm.

Dress

4. For the unveiling ceremony itself on the Saturday morning dress for spectators will be service dress or number two dress with leather and medals but without swords for serving officers and soldiers and lounge suits or blazers with medals for old comrades and civilians. It may be necessary to bring warm and waterproof outer clothing for all outdoor events throughout the weekend and boots or stout shoes are recommended for the battlefield tour on Sunday.

RSVP

5. Admission to the unveiling ceremony at Tyne Cot and the reception afterwards at Zonnebeke will be strictly by invitation only. The invitations will serve as admission tickets. This is necessary for us to arrange suitable seating and catering. If you need any more invitations please contact the address above with the names of those that require them and we will send them to you.

6. We would ask you please to RSVP to the address above by the end of August. Please confirm your names, appointments if relevant (eg chairman of parish or district council) and any post-nominal letters when replying. A commemorative booklet including an order of service will be given to all spectators on arrival at Tyne Cot.

John Cotterill

Major J.H. Cotterill MBE.
Chairman
Sherwood Foresters
Western Front Memorial Committee