

Event Proposal

Armistice Day 2018 - Civic services

Sunday 11th November 2018

Name of activity:	Armistice Day 2018 - Service of Remembrance & Evening Ceremony of Colours
Organiser:	Graham Gibson
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EVENT SUMMARY

To commemorate Armistice Day the organiser would like to hold a service of remembrance and an evening Ceremony With Colours at Auckland Domain.

Please note that as of 2 May 2018, the organiser has not provided any operational information to Auckland Council's Event Facilitation Central team. So the below is as much as we currently know. However, the expectation is that this will be similar to or the same as the ANZAC civic services and which will take place at the Cenotaph and will include parades and speeches.

Timings

Service Of Remembrance

11am: Service Of Remembrance commences

Evening Ceremony with Colours:

6pm: Evening Ceremony of Colours commences

Filming

TBC

Crosses

The field of remembrance which consists of 16,772 crosses in the Main Memorial Field and 1505 crosses in the space by the Band Rotunda will be in place from approx 10 October – 25 November
Please refer to the Armistice Day Memorial Field event proposal for further information.

Poppy Stations

TBC or potentially N/A

Coffee/Tea Stations

TBC or potentially N/A

Date	Activity location	Times:	Description
Saturday 10 November 2018	Auckland Domain	*From 7am	Set up
Sunday 11 November 2018	Auckland Domain	11am – *12pm 6pm – *7pm	Event
Monday 12 November 2018	Auckland Domain	*By 5pm*	Pack down

**indicates times are estimated and TBC*

Numbers attending: 15,000 approximately

Ticketing Information: Free event.

Special Note: The organiser has invited Prince Harry who will be in Australia at the time and may attend the service

SITE MAP: (the only supplied to date, so a map for the ceremony is not available)



KEY:	
100 crosses - 1914-15	100 crosses - 1917
100 crosses - 1916	100 crosses - 1918
100 crosses Brothers	Info Centre 20ft Container
Lighting Cable	Diesel Power Gen (Silent)
32 Lighthouses	Tree Lighting
Lighting Cable	Diesel Power Gen (Silent)
Road Crossing Power cable	WW1 Memorial Pathway
Portaloo x 2	

TRAFFIC MANAGEMENT:

Road closures:	TBC – however, likely to be like ANZAC day which has closures on: <i>Football Rd; The Crescent; Cenotaph Rd; Museum Circuit, Wintergarden Rd and Maunsell Rd Ext.</i>
Parking restrictions/ Advisory Signage:	TBC – however, likely to be like ANZAC day which has: <i>Parking restrictions:</i> <i>The organiser will have parking restrictions in place for the event along Wintergarden Rd.</i> <i>Parking</i> <i>Mobility parking will be available on The Crescent, Football Road and Maunsell Road Extension. Mobility parking permit holders only will be allowed at these locations.</i> <i>Mobility drop off area has been advertised as Maunsell Road Extension with the enter from Titoki Street as Cenotaph Road will be closed.</i> <i>Public parking is available on the outer sportsfield. City Parks will provide ramps and Action Traffic will manage the ingress and egress.</i> <i>Off street parking requirements:</i> <i>The organiser will use the sportfields for additional parking. If there is wet weather a decision will be made by 2pm on 24 April to close the fields and additional communication will go out to the public to advise of the closure.</i>
Public transport:	TBC
Event parking:	TBC
Mobility parking:	As per Parking restrictions/ Advisory Signage above.

EVENT OPERATIONS

Pack in / Pack out: Vehicle access:	TBC
Noise / Amplified Sound:	TBC - Likely to be 1 x PA system for speeches for both services.
Ground protection:	TBC
Waste management:	TBC
Food stalls / Catering / BBQs:	TBC
Alcohol:	N/A
Trading:	TBC
Resource Consent:	N/A
On site Operations: <ul style="list-style-type: none"> • Amusement Equipment • Aircraft / Drones • Fireworks • Hazardous substances • Other 	

FACILITIES/UTILITIES

Portaloos/Toilets:	TBC
Structures: <ul style="list-style-type: none"> • Fencing • Marquees / EZI-ups • Gantries • Staging • Bouncy castles • Other 	TBC – however, likely to be like ANZAC day which is: <ul style="list-style-type: none"> • 2 x EZI-up (3m x 3m) for the programmes and tea stand • 1 x lecturn/stage for the speeches (under 1m high) • Fencing - for around the Sallies Band • Tables and chairs • 4 x lighting towers • 1 x camera tower and crane camera • 3 x big screens • Portaloos • White crosses
Building Consent:	NA
Signage:	TBC
Lighting:	TBC
Electricity / Gas/ Power / Generator:	TBC

HEALTH AND SAFETY

Health and Safety plan:	The organiser is required to complete a Health & Safety plan for the event.
On water:	
Security:	TBC.
Public Liability Insurance:	TBC

EVENT COMMUNICATIONS

Local notification <ul style="list-style-type: none"> • Event letter drop • Advisory signage/mechanisms • Public notices 	Public notices will be placed for the road closures. Local Board notice to go out.
Promotion: <ul style="list-style-type: none"> • Advertising channels • Sponsorship/funding 	General advertising channels
On the day contacts:	Contact on the day: TBC