



# The English Civil War Society

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The King's Army

The Roundhead Association

## **Major Muster Warning Order** **Saturday 24 and Sunday 25 July 2010** **Salute for Heroes, Glemham Hall, Suffolk, IP13 0BT**

*Please bring this sheet with you as proof of participation.*

*Please also carry your membership card.*

*This fundraising event for Help for Heroes is organised and co-ordinated by EventPlan Limited in association with the Salute for Heroes committee, both of whom much look forward to your participation. For more details of the performer line up, timetable etc please see [www.saluteforheroes.org.uk](http://www.saluteforheroes.org.uk) or:*

[www.eventplan.co.uk/Glemham2010.htm](http://www.eventplan.co.uk/Glemham2010.htm)

**The English Civil War Society is supporting this event at a reduced fee with generous sponsorship of the armies by the governing bodies of the Roundhead Association and The King's Army.**

**Directions via most routes:** Take the A12 or A14 to Ipswich, then A12 towards Lowestoft. Keep going past Woodbridge. About 1 mile south of Glemham Hall at Little Glemham, turn right (down Church Road) towards Blaxhall, and follow the event signs. *Do not* overshoot on the A12 and try to use the main entrance to the hall, which is a very tight turn on a dangerous corner. Turn left up Church Lane and enter the estate & past the church. Immediately turn left into the modern camping field,

**If driving from Norfolk or North Suffolk:** Take the A12 south towards Ipswich. Keep going past the A1094 junction (to Aldeburgh). Just before Glemham Hall, turn left towards Blaxhall down Tinker Brook lane and follow event signs. Enter the estate via a back gate (*do not* overshoot on the A12 and try to use the main entrance to the hall, which is a very tight turn on a dangerous corner). Follow the track down to a junction where you turn left for the modern camp (up the track towards the church).

**Campsite:** Open from 11am Thursday 22nd July to 5pm Monday 26<sup>th</sup> July. Organized by the Earl of Essex's Regiment. Other groups will be on the same site. Please follow instructions on where to camp & park, and do so sensibly, leaving suitable gaps between tents for fire safety. NB: The field we are using is normally grazing land, so avoid dropping bottle tops or ring pulls as these can be very dangerous to animals. Pick up any litter you find, thanks.

**Fires & rubbish:** Sorry, no fires in the modern camp although *raised* barbeques are okay. Place all ash & rubbish in the skips provided. Please remember to tie bin bags up when full please!

**Dogs** are allowed if kept on a lead during visitor hours (and kept under control at other times too).

**A one way system** in & out operates on Saturday and Sunday. Temporary road closures apply during air displays.

**Noise:** We are required to keep noise down to a minimum after midnight and be conscious that residents chose to live in Suffolk because it is quiet (so no loud singing please!)

**Health & Safety:** This will be a large and busy event, with lots of vehicle movement during the set up and pack up. Think and act safety at all times! Please carefully read and act upon the appropriate section in our terms & conditions of participation, published at [www.eventplan.co.uk/conditions\\_of\\_participation.htm](http://www.eventplan.co.uk/conditions_of_participation.htm)

**Living History:** There will be a Military Camp. If you would like to take part please contact [LivingHistory@english-civil-war-society.org.uk](mailto:LivingHistory@english-civil-war-society.org.uk).

**If you are not wearing costume/uniform be prepared to show your membership card to stewards.**

## Participants' Information sheet 2: Additional information and action points for participants' co-ordinators.

Please read this in conjunction with our standard terms & conditions for participation at [www.eventplan.co.uk/conditions\\_of\\_participation.htm](http://www.eventplan.co.uk/conditions_of_participation.htm). All common sense, but we must draw these to your attention.

### Primary contacts:

- **Event Director:** Howard Giles (Planning, scripting & direction) [admin@eventplan.co.uk](mailto:admin@eventplan.co.uk) /01509815645/ 07779 340108 its on Orange and doesn't work at Glemham, so contact him via the HQ marquee no. below 21-27 July.
- **Salute Chairman:** Roger Willison-Gray (Overall responsibility for the event other than operational control on site, sponsorship & publicity) 01449 613620/07921 931283/ [rdwg@btinternet.com](mailto:rdwg@btinternet.com)
- **Health & Safety:** Jackqui Bates - 01473 827188/ 07788 438144/ [jackqui927@btinternet.com](mailto:jackqui927@btinternet.com)
- **Treasurer:** Audrey McCunne (All invoices, financial affairs, & Traders) - [audrey.mccunne@h4hcounty.org.uk](mailto:audrey.mccunne@h4hcounty.org.uk) / 01473 635334/07588 542500
- **Staffing & volunteers:** Gay Willison-Gray - 01449 613620/07810 345766/ [gaynorwg@btinternet.com](mailto:gaynorwg@btinternet.com)
- **Passes etc:** Nick Pennock – [nick.pennock@zipezee.com](mailto:nick.pennock@zipezee.com)
- **Catering:** Jane Kendal 07970 735452/ [jane.kendall@h4hcounty.org.uk](mailto:jane.kendall@h4hcounty.org.uk)
- **HQ marquee Wednesday 21<sup>st</sup> to Tuesday 27<sup>th</sup> July: 07799 453744.** For general enquiries, emergencies etc.
- **Modern camp coordination** by the Earl of Essex's Regiment, English Civil war society - James Addy 07850-058998/ [james.addy@steria.co.uk](mailto:james.addy@steria.co.uk)

**Set up:** Please could a nominated co-ordinator from each group of participants arrive *as early as possible* (from 11am Thursday) to confirm camp and/or display areas with EventPlan. Group members should not set up please until we've confirmed exactly where, as you may have to move otherwise. Coordinators should ensure that members/staff set up sensibly so to save space. Camp safely but without wasting space, or boxing anyone in. Leave room for fire engines to access your area in the event of an emergency. Specific areas will be allocated for re-enactors and other participants.

**Living history camp:** Please let us know roughly how many tents/how much space you need. Please do not exaggerate this to be on the safe side as we don't want to end up with large open spaces – nor to have to cram others into a smaller space because you have requested too much! Remember, its not easy to plan a living history "time line" layout, so please try to be as accurate as possible. *Please don't bring cars into the living history camp overnight Saturday/Sunday* unless essential ie to store weapons by prior agreement with Howard.

**Event timetables:** Attached. Please note the briefings/walk through for group coordinators/senior re-enactor officers on both Saturday *and* Sunday. We assume that your displays will be narrated by a member of your group. However, commentators David McLoughlin and David Rumble will also be present and willing to narrate some displays if given advance warning (before the event), subject to availability on the day.

**Risk assessments and PLI:** Each society/participating group or sideshow/supplier company must submit a copy of their risk assessment and proof of PLI by **July 7<sup>th</sup>**, as Suffolk Coast District Council (licensing this event) will almost certainly wish to check these in advance. Send as a jpeg or pdf file to Jackqui Bates, Head of Health and Safety for *Salute for Heroes* at [jackqui927@btinternet.com](mailto:jackqui927@btinternet.com) and cc to EventPlan. Send these to Jackqui even if you have already submitted your details to EventPlan with regard to another event.

**Participants' passes, & camping:** Except for re-enactors & *uniformed* bandsmen/military personnel & cadets, all participants require a pass for each person taking part on Saturday and Sunday. Please email Nick Pennock by **July 7<sup>th</sup>** on [nick.pennock@zipezee.com](mailto:nick.pennock@zipezee.com) with a) the number of passes you need each day b) pitches needed in the modern camp, cc'd to James Addy and c) your address. These should be kept to a minimum and are for event participants only. Please note that any *non-displaying* family or friends need to pay for entry to the event and may not camp due to space restrictions. (Re-enactors must if asked be able to prove participation either by producing items of kit or uniform or preferably, membership cards).

**Behavior on site:** I don't really need to remind you, but please ensure that your members/staff behave impeccably on site, as bad behavior will not be tolerated. Group co-ordinators are responsible for enforcing the no alcohol rule for their participants during the daytime, and the midnight noise curfew.

**Security:** Glemham Hall is a pretty secure site and security staff will be on duty, but as usual please keep valuables locked away when not in use and report any suspicious activity to security staff asap.

Thanks

EventPlan, 10 June 2010