Community Resource Guide

This guide is designed to help you plan, promote and deliver an Anzac Centenary commemorative activity in your local community.

~ Victorian nurses from the hospital ship HMAT Kanowna. 6 July 1916
Plan and Deliver an Event

To Get Started

Decide on an anniversary or a date of special importance and meaning to you, your family, school or community. This might be inspired by the story of a local digger, a notable family or even the name of a local street or park.

Choose a commemorative event. A wreath laying ceremony may be appropriate, but you may also wish to commemorate an embarkation of troops by ship or departure by train, the involvement of local nurses overseas, Aboriginal Australians’ participation in WWI or an event that affected a significant migrant group in your community. The most important part is to make sure the event is dignified, inclusive and achievable for your community.

Discuss your event with local community groups, veterans’ associations, your RSL sub-branch and your local council (see page 13).

Register your commemorative event online at www.anzacentenary.vic.gov.au.

Suggested event outline for a traditional commemoration

Begin by lowering flags to half-mast
Introduction 2 minutes
Reading of hymn, prayer or poem 2–5 minutes
Speech 3 minutes
Laying of wreath or poppies 3 minutes
‘The Ode’ 1 minute
The Last Post 1 minute
One minute’s silence 1 minute
The Rouse or the Reveille is played while flags are raised slowly to the masthead 20 seconds
National Anthem 1 minute

Gallipoli, Turkey: A sniper uses a rifle with a periscopic sight while an observer checks the results with a trench periscope, 1915
**Anzac Requiem**

On the morning of 25 April 1915, Australian and New Zealand troops landed under fire on Gallipoli. It was then and in the battles which followed that the Anzac tradition was formed.

On this day, above all days, we remember all those who served our nation in times of war.

We remember with pride their courage, their compassion and their comradeship.

We remember what they accomplished for Australia, and indeed for the freedom of mankind.

We honour those who died or were disabled in the tragedy of war. They adorn our nation’s history.

We remember those who fell amidst the valleys and ridges of Gallipoli, on the terraced hills of Palestine, in France and Belgium, on the sands of the North African desert, amidst the mountains and olive groves of Greece, Crete and Syria, in the skies over Europe, in Singapore, in the jungles of Malaysia, Indonesia, Papua New Guinea and the Pacific Islands, in Korea and Vietnam, in later conflicts and in peacekeeping, in the skies and seas in many parts of the world, and on our own soil and in our sea lanes.

We remember those who suffered as prisoners of war, and those who died in captivity.

We remember staunch friends and allies, especially those who fought alongside us on that first day on Gallipoli in 1915.

Our servicemen and women have left us a splendid heritage. May we and our successors prove worthy of their sacrifice.

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**Elements of a commemorative ceremony**

**Acknowledgement of Country**

You may want to acknowledge the Traditional Owners of the land, and also that Aboriginal people served in WWI.

**Introduction**

Include a brief talk about the importance of remembrance and commemoration in the introduction, and explain the significance of the place or date of your event.

If your commemoration has a particular connection to ANZAC Day you could also recite the ‘Anzac Requiem’, which was written by Charles Bean in 1944.

**Recital or Reading**

**Poems**

The reading of a poem helps the audience to understand the wartime experiences of service men and women.

One of the following poems could be used:

- ‘In Flanders Fields’ by John McCrae (1915)
- ‘We Shall Keep the Faith’ by Moina Michael (1918).

**Hymns**

The following hymns are traditionally used in commemorative ceremonies. You can choose one or more of these:

- ‘Our God, Our Help in Ages Past’
- ‘O Valiant Hearts’
- ‘Abide with Me’
- ‘Be Still My Soul’.

It is often helpful to have a school or community choir lead the singing.

**Prayers**

In commemorative ceremonies it is customary for a speaker to recite a prayer or a reading as a request for eternal peace and in memory of those who died in war. One of the following readings is commonly used:

- ‘The Lord’s Prayer’
- ‘Prayer of Remembrance’
- ‘Psalm 23’
- ‘John 15: 9-14’.

If your event features or commemorates members of other cultures or Aboriginal representatives, you should consider including prayers, songs or poetry from the relevant culture. Members of the relevant community will be able to advise on the appropriate and traditional elements that could be included in the event.

**Reading**

If you are planning a Remembrance Day ceremony on 11 November, you may wish to read:


**Speech**

Including a special address after the introduction can add an element of local interest to the ceremony. For example, you could invite a veteran or suitable member of the community to give the address.

The address may commemorate and honour the memory of all those who sacrificed their lives for Australia. Alternatively, the address could focus on the contribution of a local figure or the contributions made by those overseas, who have connections to the diverse communities in your local area.
Laying of Wreath or Poppies

Laying a wreath on a grave or memorial is a traditional act of remembrance to commemorate the dead. For events commemorating WWI, wreaths are traditionally made with rosemary, laurel or poppies.

You could choose a significant guest, such as a local MP, to lay the wreath for your ceremony. It is customary to remain silent while the wreath is laid. The procedure for laying a wreath is to:
1. approach the memorial while holding the wreath
2. halt, pause and then lay the wreath
3. straighten up, step back a pace, pause
4. for service personnel, salute and then pause once more
5. move away.

The Ode

‘The Ode’ is a verse from ‘For the Fallen’, a poem written by the English poet Laurence Binyon in the early days of WWI. The famous verse has been used in commemorative services in Australia since 1921.

To include ‘The Ode’ in your commemorative event, the leader or special guest, often a veteran, recites these lines:

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.

The people gathered then repeat the line:
We will remember them.

The Last Post

The Last Post is a bugle call which signals the end of the day. It is incorporated into funeral and memorial services as a final farewell, symbolising that the duty of the dead is over and that they can rest in peace.

One Minute’s Silence

The centre of commemorative ceremonies is the one minute’s silence. All present at the ceremony should maintain silence for one minute to reflect upon and honour all who have fallen in war.

At the end of the silence, a designated person says:
Lest we forget.

Those gathered then repeat:
Lest we forget.

The Rouse or the Reveille

Day-time ceremonies

Following the minute of silence the Rouse is sounded, signifying that after the period of mourning, life and duty continue. The Rouse is a short bugle call that was used to call soldiers to their duties. It is used in conjunction with the Last Post at commemorative services such as Remembrance Day, at dedication services and at military funerals. After one minute’s silence, the Rouse is sounded while the flags are raised from half-mast to the masthead.

Dawn ceremonies

Following the minute of silence the Reveille is sounded, signifying the beginning of day. The Reveille comes from the French word reveillez, meaning ‘wake up’. It was originally played as a drum beat just before daybreak. The purpose of the Reveille is to wake up the sleeping soldiers and to let the sentries know that they could cease their challenging. It was also a signal to open the town gates and let out the horse guard, allowing them to do a reconnaissance of the immediate area beyond the walls. During the ANZAC Day Dawn Service, the Last Post is sounded followed by a minute’s silence. The silence is broken by the Reveille. Today, the Reveille is only performed at the various dawn services or as the first call of the day in barracks.

National anthem

All gathered sing ‘Advance Australia Fair’ to conclude the ceremony.
CEREMONY PLANNING BASICS

PURPOSE OF THE EVENT

Begin by outlining the purpose of the event, and the ways in which you will know if the event has connected with the community, and has been as inclusive as possible. Then think of who will be critical to its success. Organising a small working group of people who will be important to the event is one way of ensuring that everyone’s ideas are heard at an early stage in planning.

ORDER OF PROCEEDINGS

Begin by writing an order of proceedings for your ceremony. This helps things run smoothly by ensuring every detail has been organised.

1. List the names and contact details of people who will be participating in the event.
2. Indicate the arrival and departure arrangements for VIPs.
3. Outline how and when formalities will take place.
4. Distribute the order of proceedings to everyone who has a role in the event.
5. Consider what approvals or permits will be required for your event, particularly if it is held in a public place, and how long getting these approvals will take.

AUDIENCE

Think about who the audience for the event will be. It is important to think beyond those who are already well acquainted with Victoria’s remembrance traditions.

Think about how to connect with young people, and how to engage with members of the community whose families were not in Australia at the time of WWI – they might have had family in other forces. They too, as Victorians of today, might have a Centenary story to remember and share.

BUDGET

In the early stages of planning, establish a budget for your ceremony. This budget will determine the type of ceremony you can hold, and whether you need to organise financial support such as sponsorship or fundraising.

If you are planning a large ceremony, consider the cost of elements such as the venue, equipment, wages, catering, insurance and promotion. If you need advice on what to include, an events staff member at your local council may be able to help, or members of the local RSL who work on ANZAC Day activities. If your event is sufficiently far in the future, you may be able to apply for a grant to assist in running your event.

GRANTS

The Victorian Government is committed to working with and supporting local communities to commemorate the Anzac Centenary, and to create a lasting legacy for future generations. For information on grants visit Victoria’s Anzac Centenary website at www.anzaccentenary.vic.gov.au.

An injured soldier prior to boarding either SS Makarini or HMAT Star of Victoria – Port Melbourne, 10 September, 1915
Schedule

Plan your ceremony for a day and time that will maximise participation. When you have confirmed the date, forward a formal invitation as early as possible to secure the attendance of special guests.

Permits

Allow time for any approval or permits. For example, an event in a public place may require a permit, and some permits require quite a lot of time to be approved. Your local council will be able to advise you if a permit is required or not, and how to lodge a request if required.

Venue

If the location of your ceremony is not a site of significance, such as a war memorial, consider the following when choosing a venue:

- parking, public transport and accessibility
- conflicting events at the same location
- the size of the crowd likely to attend
- special provisions, for example first aid and toilets, if a large gathering is planned.

Make sure the venue will accommodate all elements of your ceremony and is appropriate to the type of ceremony you are planning. For example, could bad weather impact your ceremony? Have you budgeted for marquees or other shelter, and can these be erected? Does your chosen venue have the necessary sound equipment?

Accessibility

It is important that people planning an event or ceremony ensure people with disabilities can take part in all the activities. This is also a legal obligation. Ensure the ceremony is accessible to:

- people who have a vision or hearing impairment. Auslan interpreters may not be easily accessible in some areas, and you may need to arrange transport. Not all hearing-impaired people use sign language
- people with intellectual or learning difficulties
- people with mobility or manual dexterity difficulties.

If you are commemorating alongside a community from a non-English-speaking background (especially those recently arrived or with low English language proficiency) you may want to consider the need for an interpreter at the event.
GUEST LIST

Ensure all relevant people are invited to your ceremony, such as representatives from the Victorian and Commonwealth governments, the Victorian Anzac Centenary Committee, the local council, RSL sub-branch and other veterans’ associations, and local Aboriginal groups. Consider inviting local MPs, schools, community groups, historical societies and cultural associations.

Think about the role guests could play in your ceremony and ensure your budget can accommodate the guests you invite, especially if refreshments will be included. If the weather is likely to be very hot or cold, some light refreshment such as a cool drink or a cup of tea or coffee is advised, particularly for speakers and VIPs. These may be offered at another venue if it is close by.

PROMOTION

If you want to maximise attendance at your ceremony, you will need to promote your event to your local community. Alert the local and mainstream media – such as local newspapers, newsletters, websites, radio and television stations – early in the planning process.

Provide media contacts with all relevant information, such as contact details, date and venue. If possible, invest in some well-designed promotional materials such as a flyer or small advertisement and distribute throughout your local area.

Send invitations to key community groups and stakeholders, such as your local RSL sub-branch and veterans’ organisations. These groups will often help promote local commemorative events through their own channels. Local clubs, cultural or ethnic groups, sporting groups, schools, churches and other religious groups are also a good way to spread the word.

Contact your local council to discuss how they could help promote your event, for example by including your event on their online community event forum.

An important step is to register your Anzac Centenary commemorative event online at anzacentenary.vic.gov.au/get-involved/register-event/ to be included in the calendar of events.
Anzac Centenary 2014 – 2018

Pinning poppies at Bendigo Library for the 5000 Poppies Project

Protocols

The Red Poppy

The red poppy was first described as the flower of remembrance by Canadian Colonel John McCrae in his poem ‘In Flanders Fields’.

During WWI, red poppies were among the first flowers to blossom on the devastated battlefields of northern France and Belgium. For soldiers, the vivid red poppy came to represent the blood of their fallen comrades.

Today, a red poppy is worn on the left breast or lapel in memory of the fallen soldiers of WWI. The red poppy is also worn as a symbol of the bond between soldiers of the Allied nations, and as a symbol of respect for France, the common battleground.

The red poppy is also laid beside war memorials as a tribute to the thousands of individuals commemorated there, or as a personal gesture of remembrance to one person.

Rosemary

Rosemary has been associated with memory enhancement since ancient times, and is known as the herb of remembrance.

Rosemary holds a special significance for remembering the fallen in WWI, as it is found growing wild on the hills of the Gallipoli peninsula.

During commemorative events, it is traditional to wear a sprig of rosemary on the left breast or lapel.

Dawn Service

The dawn service recalls the moments of peace and calm during WWI when soldiers were woken to ‘stand to’ in the dark before the first light of dawn.

The origin of the dawn service also has symbolic links to the dawn landing at Gallipoli.

Originally, dawn services were a simple ritual reserved for veterans as a time for reflection among comrades. Today, people young and old across the state participate in small and large dawn services, most notably on ANZAC Day.

Medals

Only people on whom medals have been conferred may wear them on the left breast. In recent times it has become customary for family members to wear the medals of a deceased relative on their right breast, making it very clear that the medals are not their own.

There are no formal rules about this; rather it is a convention which is largely governed by the nature of the occasion and respect not only for the deceased person, but also for the service men and women of today. The medals of another person should not be worn lightly nor where it would be inappropriate to do so.
The Victorian Government’s Anzac Centenary website provides individuals and community groups with access to a range of further information and resources to research their own WWI history and plan local commemorations.

Visit the site to:
› learn about the history of Victoria’s contribution to WWI
› link to a variety of valuable resources
› read about current State Government Anzac Centenary commemorative projects
› view historical videos and images
› find Victorian Anzac Centenary events in your local area
› upload details of your own local community event
› link to application forms for Anzac Centenary grants
› share your WWI story
› read local WWI stories shared by other Victorians
› download Victoria’s Anzac Centenary branding
› follow the easy guide to research your own WWI connections
› connect on social media and join the conversation about Victoria’s contribution to WWI.

The following key organisations offer further information on Anzac Centenary commemorative events and related reading:

**ANZAC CENTENARY ORGANISATIONS**

**VICTORIA**

Veterans’ Affairs – Anzac Centenary
www.anzacentenary.vic.gov.au

Veterans’ Affairs – Victoria

Victorian Veterans Council

Shrine of Remembrance
www.shrine.org.au

RSL Victoria
www.rslvic.com.au

State Library of Victoria
www.slv.vic.gov.au

Culture Victoria
www.cv.vic.gov.au

History Teachers Association of Victoria
www.htav.asn.au

The Victorian War Heritage Inventory

Public Records Office Victoria
www.prov.vic.gov.au
Anzac Centenary Organisations

**Australia**

- Gallipoli and the Anzacs: www.anzacsitegov.au
- Australian Institute of Aboriginal and Torres Strait Islander Studies: www.aiatsis.gov.au/collections/exhibitions/iaaw/home.html
- Australian War Memorial: www.awm.gov.au
- Department of Veterans’ Affairs: www.dva.gov.au
- National Archives of Australia: www.naa.gov.au

**International**

- Commonwealth War Graves Commission: www.cwgc.org
- New Zealand WW100: www.ww100.govt.nz
- First World War Centenary (UK): www.1914.org
- France – Centenary site: www.centenaire.org/en
- Belgium – Centenary site: www.inflandersfields.be/en

THIS BOOKLET HAS BEEN COMPILED WITH THE SUPPORT OF THE FOLLOWING ORGANISATIONS

- Department of Veterans’ Affairs: www.dva.gov.au
- Anzac Centenary – New South Wales: www.veterans.nsw.gov.au
- RSL Victoria: www.rslvic.com.au
- Australian Army: www.army.gov.au
- Australian War Memorial: www.awm.gov.au
- Shrine of Remembrance: www.shrine.org.au
- Gallipoli and the Anzacs: www.anzacsitegov.au

FIND YOUR LOCAL MP OR COUNCIL AT THE FOLLOWING LINKS