Planning a commemorative event and sharing local stories
August 2014 marks one hundred years since the commencement of World War One (WWI).

Across the globe, this Centenary (2014–2018) will be marked by millions of people, in places of special importance and in ways personally meaningful to them. All Victorians are encouraged to research their various WWI connections, share their stories and develop local commemorative initiatives that honour the commitment and sacrifice of those who served.

This guide is designed to help you plan, promote and deliver an Anzac Centenary commemorative activity in your local community.
“It gives me great pleasure to bring you the Victorian Centenary Commemorative Information Pack. It captures a small part of our own unique history. I hope it encourages every Victorian to find out more.”

“The commemorative kit helps you make your own connection to Victoria’s First World War history, to understand the stories behind the names on the monuments and to ensure that the legacy they left behind is not forgotten.”

The Hon Daniel Andrews MP
Premier of Victoria

The Hon John Eren MP
Minister for Veterans
Commemorating the Centenary

Sharing Victoria's Stories

Making Connections

Plan and Deliver an Event

Resources

For events and information visit
www.anzacccentenary.vic.gov.au
"We must look forward one hundred, two hundred, three hundred years, to the time when the vast continent of Australia will contain an enormous population; and when that great population will look back through the preceding periods of time to the world-shaking episode of the Great War, and when they will seek out with the most intense care every detail of that struggle; when the movements of every battalion, of every company, will be elaborately unfolded to the gaze of all; when every family will seek to trace some connection with the heroes who landed on the Gallipoli Peninsula, or fought on the Somme, or in the other great battles in France ...”

Winston Churchill, London, 16 December, 1918

Victorian communities are encouraged to renew and make connections to their Anzac history and to share in the stories of those who served.

Planning a local commemorative activity:
› honours the commitment and sacrifice of those who served in WWI
› engages and educates the community
› leaves a rich and lasting legacy and passes the torch of remembrance to the next generation.

There are many ways to commemorate the Centenary, such as a traditional formal ceremony, an activity commemorating a significant occasion or person unique to your community, or the remembrance of someone with whom you have a personal connection.

There is a well-accepted approach to the conduct of remembrance services in Australia, which includes ‘the Ode’, one minute’s silence and other elements such as the recitation of the poem ‘In Flanders Fields’.

It is also customary to include hymns such as ‘Abide With Me’ and ‘Be Still My Soul’, and to include the recitation of ‘The Lord’s Prayer’. While these remain the generally accepted components of remembrance services, it is also important that organisers of commemorative services are sensitive to the diverse multicultural and multifaith population of Victoria, and the need to include all participants in the remembrance service.

There are many ways to commemorate the Anzac Centenary for those who do not have the time or resources to hold a traditional remembrance service. For example, organising a gathering at someone’s house to talk about connections to WWI is a great way to mark the Centenary in a personally significant way among friends.

However you choose to commemorate the Centenary, the overriding principles should always be ones of dignity, respect and inclusion.

Five Australian nurses on board HMAT Orvieto returning to Australia, 1919
Sharing Victoria’s Stories

Are you interested in commemorating your local WWI connection but do not know how to get started? Here are a few ideas to assist you and your community to make stronger connections to your local WWI history and stories.

**Research**
Research the history of your local area’s contribution to the war. This could include the activities of the Red Cross and other key institutions that supported the war effort.

- Research your local area’s ex-service men and women, including the towns where they enlisted, where they served, if they were prisoners of war and if they made the ultimate sacrifice.

- Research a local Victorian place of significance to WWI, for example Point Nepean, which was the site of the first shot fired in the British Empire during WWI, or the Light Horse Memorial Park in Seymour.

- Research the experiences of those involved in WWI overseas, particularly if your local area has community members from diverse cultural backgrounds. For example, if you live in an area with a large population of people from an Indian background, you may want to research the contributions the Indian Army made to WWI, and to Gallipoli in particular.

**Connect**
Connect with your local council to help restore your local war memorial, honour roll or avenue of honour, or to plant or restore a remembrance garden.

- Connect with your local RSL or other ex-service organisations to help community members participate in local commemorative marches and events.

- Connect with your local museum or library to create an exhibition of local mementos, for example medallions, coins and stamps, pictures, letters, newspaper articles and personal stories from your local area.

- Connect with people in your area from diverse cultural backgrounds, who may have stories to share about WWI from other places across the globe.

- Connect with the commemorative efforts of your local community by visiting Victoria’s Anzac Centenary website (see page 17).

- Connect with your local Aboriginal community to see whether there are any descendants of Aboriginal veterans.

**Organise**
Organise a writing, art or multimedia competition for young people to create something on the subject of WWI.

- Organise a dinner or lunch in conjunction with your local RSL and invite current and former Australian Defence Force personnel to speak.

- Organise a commemorative event (see page 9).

**Link**
Link descendants of those who served in WWI, especially those with whom you have a connection.

- Link descendants with the current occupants of homes your WWI ancestors lived in.

- Link the sporting groups, religious communities and organisations your WWI ancestors belonged to.

**Share**
Share your family or community’s connection to WWI online at Victoria’s Anzac Centenary website.

- Share your Anzac Centenary commemorative event online at Victoria’s Anzac Centenary website.

- Share medals, diaries, records, photos and film with the Shrine of Remembrance, the State Library of Victoria, the Australian War Memorial and the National Archives of Australia.
Do you have a WWI connection? Almost all Victorians have been affected by the events of WWI in some way.

There are many resources available to help you research your connection to World War One. A great starting place is the Victorian Government’s Anzac Centenary website at www.anzaccentenary.vic.gov.au.

Take a few minutes to watch the Researching Your WWI Connection video, which will guide you through some of the resources available.

You will also find links to a number of resources as a starting place to your research:
- Discover the First Victorian Convoy
  - The embarkation records of personnel who left Victoria as part of the first convoy in 1914
- The AIF Project
- The Australian War Memorial
- Discovering Anzacs
- State Library of Victoria.

By using these tools you can find your own connection – an ancestor, someone who served from your town or school or perhaps even a nurse or soldier who once lived where you now call home.

*Gallipoli, Turkey: A sniper uses a rifle with a periscopic sight while an observer checks the results with a trench periscope, 1915*
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. The Anzac Centenary also marks 100 years of service – the date may be from WWI or another major conflict, such as WWII, the Korean War, Vietnam War or service in Iraq and Afghanistan.

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
Reading of hymn, prayer or poem
Speech
Laying of wreath or poppies
‘The Ode’
The Last Post
One minute’s silence
The Rouse or the Reveille is played while flags are raised slowly to the masthead
National Anthem

2 minutes
2–5 minutes
3 minutes
3 minutes
1 minute
1 minute
1 minute
20 seconds
1 minute
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 at Gallipoli in 1915.

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

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 servicemen 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:

› ‘The Farmer Remembers the Somme’ by Vance Palmer (1920).

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 ‘to 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.anzacentenary.vic.gov.au
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 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.
Preserving Memorabilia

For more than a century, Australian men and women have been prepared to answer the nation’s call in times of war or conflict. For some, this has meant serving in Australia’s armed forces; for others, it has led to working on the home front, on the factory floor or on the land.

Out of these experiences come a host of memories, often made manifest in diaries, letters, medals, photographs, artworks, film and an assortment of other materials.

Preserving or restoring war heritage and memorabilia helps ensure future generations can connect through wartime objects to better understand our WWI history.

A set of fifteen fact sheets have been designed to help volunteers in RSLs, ex-service organisations, community museums and historical societies preserve the many types of war heritage and memorabilia found in local communities across Victoria. You can download the Preserving War Heritage and Memorabilia fact sheets at the Victorian Government’s Anzac Centenary website.

You can also contact Museums Australia (Victoria) for more information on collection workshops and information sheets on preserving collections: www.mavic.asn.au.

Preservation

There are some general principles that apply to the preservation of most types of memorabilia:

› seek advice
› do only what is necessary
› retain and repair the authentic fabric
› use reversible techniques and non-damaging materials
› retain cultural heritage significance (don’t scrub away the history)
› use appropriately experienced and skilled workers.

Managing the conditions of storage, handling, movement, display and use can slow the deterioration of artefacts. Preservation does not aim to make an item appear as ‘new’ – this could erase the history that makes the item so precious. Rather, preservation aims to slow the rate of deterioration.

The first step to take to preserve heritage is to research the history of the artefact. When you understand the origins of the artefact you can honour the original intent of the construction and the unique story behind the artefact.

For more detailed instructions on the preservation of war-related heritage we encourage you to download the fact sheets.
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 Victorian 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 Branch – Anzac Centenary
Veterans Branch – Victoria Victorian
Veterans Council
Shrine of Remembrance
RSL Victoria
State Library of Victoria
Culture Victoria
History Teachers Association of Victoria
The Victorian War Heritage Inventory
Public Records Office Victoria

www.anzaccentenary.vic.gov.au
www.shrine.org.au
www.rslvic.com.au
www.slv.vic.gov.au
www.cv.vic.gov.au
www.htav.asn.au
www.prov.vic.gov.au
### ANZAC CENTENARY ORGANISATIONS

#### AUSTRALIA
- Gallipoli and the Anzacs: www.anzacsite.gov.au
- Commonwealth Government: www.anzaccenntenary.gov.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

#### FIND YOUR LOCAL MP OR COUNCIL AT THE FOLLOWING LINKS

#### 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.anzacsite.gov.au
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RESOURCES

Thank you to the Chair of the Victorian Anzac Centenary Committee
the Hon Ted Baillieu

The following organisations have also provided information:

Australian War Memorial
www.awm.gov.au

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

Department of Veterans’ Affairs
www.dva.gov.au

Australian Army
www.army.gov.au

Elsie Victoria
rs.lv.com.au

Shrine of Remembrance
www.shrine.org.au

Anzac Centenary – New South Wales
veterans.nsw.gov.au

Jewish Museum of Australia
www.jewishmuseum.com.au

Gallipoli and the Anzacs
www.anzacsites.gov.au

Australian Institute of Aboriginal and Torres Strait Islander Studies
www.aiatsis.gov.au

Australian Dictionary of Biography
adb.anu.edu.au

Note: Due to the mass casualties experienced by both sides in WWI, the figures provided in this booklet are approximations. The word ‘casualties’ refers to the number of people lost through death, injury, sickness or taken prisoner.

Although this document has been prepared with due care, we do not warrant or represent that the information is free from errors or omission.