



CWGC
Commonwealth War Graves Commission

2014-18 Commemoration Event Planning Form

On behalf of the Commonwealth War Graves Commission, I would like to thank you for advising us you are planning a Commemoration event. As I am sure you will appreciate there is significant demand to hold events at this time and we would very much like to facilitate as many as possible. To help us, ensure your event runs smoothly and your plans don't collide with other organisations, please can you to provide us with the below information. Once received, whilst due to the nature of our cemeteries we cannot guarantee your event exclusivity, we will do our very best to avoid any other events running at the same time and facilitate your plans as much as possible.

Date of Event _____

Location of Event _____

Position within the Cemetery _____

Approx Timings 5-am-8am 8am-10am 10am-12 noon 12 noon-2pm 2pm-4pm
 4pm-6pm 6pm-8pm (please circle one)

Expected Number of Attendees _____

Is your event open or closed to the general public? _____

Any Special Requirements/Attendance

Name of Lead Organiser _____

Address _____

Contact Telephone Numbers _____

E-mail address _____

Web address or Telephone Number for General Public Enquires (if applicable)

Please could you input as much detail that is known to date and return to us via e-mail or post as soon as possible. Many thanks for your co-operation. Should you have any questions or require any further information please don't hesitate to contact me via.

Clare King

1914-1918 Events Consultant

Commonwealth War Graves Commission

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