

How to take part and register your involvement

Step 1: To confirm your involvement and make important communication as easy as possible please register your involvement, providing the information below, direct to brunopeek@mac.com as soon as possible please, but **no later than 30th May 2024.**

If your event is a private occasion and NOT open to the public, and you do not want your involvement shown on any public or media listing, it is important that you confirm this when providing information. Your participation will still be noted as part of this historic occasion but NOT made public. However, if your event IS open to the public, your contact details will be shared with the media so that they can contact you direct to arrange any publicity and/or coverage of your event.

- Name and Job title of contact/coordinator
- Name of Council, School, Pub, Organisation etc
- Name of Country - ie England, Scotland, Wales, Northern Ireland, Channel Island, Isle of Man, UK Overseas Territory
- Name of County
- Name of Parish, Town, Borough, District, Community, or County Council etc
- Full Postal address including post code
- Telephone number - Landline/Mobile
- Email
- Will you be having Fish & Chips as part of your Beacon lighting YES/NO
- Will your School be involved in the reading of the Poem at 11am, found YES/NO
- Will your School/Pub/etc/ event be involving the eating of Fish & Chips during the day YES/NO
- Will your event involve the reading of the International Tribute at 9.15pm YES/NO
- Public event**
- Private event**

Public or private event & legal essentials

Ensure you have undertaken all the legal essentials and safety requirements on **page 34** before lighting your beacon. Alert the emergency services, including the Fire Brigade, undertake any

risk assessments required and ensure everyone involved is happy and familiar with your plans. **(This is your responsibility as coordinator).** In the event of dry weather, high winds and a heightened wildfire risk on the day of the event, please carefully consider scaling back initial plans where appropriate.

Beacon lighting ceremony - 6th June 2024

Please light your Beacon and undertake the Nation's Tribute using the wording found on page 20 at 9.15pm.

The Beacon lighting ceremony and Nation's Tribute should be undertaken as follows:

Step 2: Invite your Lord Lieutenant, DL, Lord Mayor, Sheriff, High Steward, Lord Provost, Chairman or leader of the Council or another of your choice from within your local community to light your Beacon and undertake the Nation's Tribute at **9.15pm**, using the wording found on **page 20**. Alternatively, you may wish to organise a competition in partnership with your local media, with the winner having the honour of lighting the beacon and the Nation's Toast.

Step 3: You might consider having professional photographs taken during your event. Immediately after, please send no more than two high quality, copyright-free photographs to brunopeek@mac.com, including the name of the photographer, the beacon location, county, country and postcode, along with the name of the council or organisation.

Step 4: If appropriate, use social media channels - Twitter, Facebook etc - to promote your event. On Facebook, post photographs of your beacon lighting ceremony.

Step 5: Publicise your event. We will provide you with a Press Release template which you can localise, providing as much information as you wish regarding your event, but including your contact details. You can send this to your local media to enable them to get in touch with you direct.

