

The Marine Society & Sea Cadets

. LAST CHANCE FOR TICKETS FOR CADET150 ADULT VOLUNTEER RECEPTION

With only weeks to go the start of the summer's national events for Cadet150, there are still tickets available for adult volunteers to attend a reception, kindly hosted by the City of London, at the Guildhall in June.

The reception aims to thank adult volunteers, past and present for their support, which in turn has enabled thousands of young people to participate in the cadet experience.

The event will take place on 2 June 2010 between 1230 -1430 hours in the superb surroundings of the Guildhall in the City of London and a member of the Royal Family, senior politicians, and military officers have been invited and all Cadet Force Adult Volunteers – uniformed and civilian, past and present, are eligible to attend.

Project Officer, Lt Col Andy Johnson said , 'There are still tickets available for both serving and former adult volunteers and I want to ensure that those eligible to attend have the opportunity to apply for tickets.'

Interested CFAVs should make contact with their nearest Cadet Force HQ and request an application form that should be completed and returned it to the email or postal address on the form.

If you know of any former or serving adult volunteer who may be interested in attending, please let them know of this unique opportunity.

ENDS

Notes.

- Any interested CFAV should make contact with their local HQ for the application form in the first instance.
- Tickets will be issued on a first come, first served basis.



The Marine Society & Sea Cadets
Registered charity numbers: England & Wales 313013, Scotland SC037808





Cadet150 Project Office
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E-mail: projectofficer@cadet150.org

See Distribution

Reference: PO/06/09-1

Date: 17 Dec 09

Cadet150 CFAV Reception Guildhall: Selection of Attendees

1. Background. The Corporation of the City of London will kindly host a reception at the Guildhall on Wednesday 02 June 2010 to mark the 150th anniversary of the Cadet Movement and in particular, the contribution of its volunteers to the success of the movement.

This is a national event in a prestigious venue during the Cadet150 calendar and representation is sought from over 1000 Cadet Force Adult Volunteers (CFAVs) across the country.

1150 tickets are to be made available to Cadet Forces to invite CFAVs, present and past, to attend the event.

2. Aim. To recognise the contribution of CFAVs across the country to the success of the Cadet Movement as it is only with their support that so many young people have benefited from the Cadet Experience.

3. Anticipated Outline Timings

Ser	Timing	Activity	Remarks
1	1200	Guests arrive	Allowing sufficient time to complete security checks
2	1230	VIPs arrive	
3	1240	Speeches	
4	1250	Circulation	
5	1410	Display	Detail TBC
6	1430	Dispersal	

4. VIPs. A Member of the Royal Family, Ministers, MPs, senior military and cadet force officers will be invited. The attendance of any member of the Royal Family is not guaranteed.

Only a very small number of tickets is being held centrally for MOD VIPs and CFs may wish to utilise part of their allocations to invite their own VIPs. A centrally maintained database will be used to manage invitations and minimise duplication.

5. Ticket Allocation. The allocation of tickets has been based upon the proportion of cadets in each CF as part of the total of cadets across all CFs. This methodology has been agreed by the Cadet150 Steering Group, upon which representatives of each CF sit.

The distribution of pairs of invitations is as follows;

Cadet Force	Tickets
	Pairs
CCF	184
SCC	53
ACF	191
ATC	147
Total Pairs	575

It should be noted that the above numbers represent the maximum available to each CF.

The distribution of tickets to CCF CFAVs is being administered separately by CCFA to seek fair representation from across the country and between service sections.

As far as possible, and subject to the financial constraints below, representation should be sought from around the UK and across all ranks and appointments.

It is recommended that invitations be offered to CFAVs in pairs so that they may be accompanied by a guest of their choice.

6. Ticketing Process. The following process is requested to be followed for the issue of invitations;

- Commencement of identification and selection of attendees and reserves by each CF.
- Return of initial details from nominees directly to Service Personnel and Veterans Agency (SPVA), requiring confirmation of attendance, personal details of themselves and their guests. The form used for this purpose is to be issued to those selected to attend up to the maximum number defined above rather than the identification of interested participants.

Upon receipt of the details above, SPVA will prepare the issue of 'Pour Memoire' invitations with access tickets and security guidance directly to nominees which will be released nearer to the date of the event.

7. Initial Actions. Each CF is requested to commence the identification of volunteers who are able to attend. Attendees should be formed from present and past volunteers and should include civilian assistants, if utilised.

A proforma is attached to this letter at Annex A to gather the required detail from identified personnel up to the total required in the table above. This form should only be distributed to CFAVs who have been nominated to attend by each CF. It should not be used to collect details of reserves.

Reserve lists containing basic contact details; name, address, telephone number, are also to be prepared, formed from personnel able to attend the event at short notice. These should be forwarded separately and securely to the Cadet150 Project Officer for short notice call-off in the event that initial invitations are declined. Electronic lists are preferred.

8. Deadlines. Proformae for nominated CFAV (less CCF) are to be completed and returned by Fri 29 January 2010 to the SPVA address on the form. Electronic returns may be made to the email address on page 2 of Annex A.

Reserve lists should be submitted by the same deadline to the Project Office.

9. Constraints. No PTDs or travel and subsistence payments will be offered for attendance at this event. This will apply across all CFs. It is acknowledged that this may impact upon those proposing to attend from further afield.

10. Other supporting information. It is anticipated that the following requirements will be made, to be confirmed upon the issue of invitations to nominated individuals:

Dress: Full ceremonial Day Dress with medals for those with uniform.
Smart suit for those without.

Cameras and mobile phones. It is likely that these items will be requested not to be used during this event.

11. POC: All queries relating to this warning order should be made to;

A M Johnson
Cadet150 Project Officer,
projectofficer@cadet150.org
07787 419224

Signed on original

A M Johnson
Project Officer
Cadet150

Annex:

A. Confirmation of attendance and personal details.

Distribution:

Action:

Lt Cdr (SCC) Janet Picton RNR, MSSC
SO2 Cdts (Plans-CCF), Personnel and Support Command, Land Forces
Cadet150 Project Officer HQ ACO
Services and Veterans Support Team, SPVA

Information:

Head of Reserve Forces and Cadets
Senior Events Manager, Ds Sec CECT
COS Youth, FLEET FOSNNI
Captain, Sea Cadet Corps
AD Youth and Cadets, Personnel and Support Command, Land Forces
COS ACO
DFOT ACFA/CCFA
Executive Assistant - CCFA



REPLY SHEET



Cadet150: Reception for Cadet Force Adult Volunteers Guildhall, 2 June 2010 at 12:00 pm

Do you wish to attend?
(please complete part 1, even if you are not attending and return to the address overleaf)

Yes

No

Part 1 – Your details

Title (Mr/ Mrs/ Miss/ Ms/ Mr/ Rank/ Other)

Forename(s)

Surname

Decorations (e.g CBE, MBE, OBE)

Ticket delivery address

	Postcode

Telephone number

Code	Number
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Part 2 – Guest details

Title (Mr/ Mrs/ Miss/ Ms/ Mr/ Rank/ Other)

Forename(s)

Surname

Decorations (e.g CBE, MBE, OBE)

Address
(tickets will not be sent to this address)

	Postcode

Part 3 - Cadet Force (if applicable)

CCF RN

CCF Army

CCF RAF

SCC

ACF

ATC

PLEASE RETURN THIS FORM NO LATER THAN 29 JANUARY 2010

Please see overleaf

PLEASE RETURN THIS FORM NO LATER THAN 29 JANUARY 2010

Part 4

Do you need wheelchair access? If yes, please specify number of spaces required

Yes _____ spaces

No

Part 5 – General Information

Please include any information that may be of interest to the media or the event organisation eg; notable activity, incidents and family information.

Would you be willing to participate in media activity surrounding this commemorative event?

Yes

No

All data collected will be processed in accordance with the Data Protection Act 1998.

Disclaimer

By completing this form you agree to Service Personnel and Veterans Agency sharing your contact details with the MoD Ceremonial, Events and Commemoration Team, MoD Press Office (Part 5 only) and Cadet Forces directly linked to this Commemorative Event.

Details of the Cadet150 Reception for Adult Volunteers will be posted together with tickets by the first week of May.

Inform SPVA of any changes

Once you have accepted this invitation and returned this reply sheet, if your personal or guest details change or you are no longer able to attend, please call Veterans Helpline Free on 0800 169 2277 and ask to be put through to the Services and Veterans Support Team.

You may wish to let us know of any changes in writing:

Service Personnel and Veterans Agency
Services and Veterans Support Team
Room 6108
Norcross
Thornton-Cleveleys
Lancashire
FY5 3WP

Fax: 01253 330561

Email: spva-events@mod.uk