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**HOME HEADQUARTERS
THE HIGHLANDERS (4 SCOTS)
THE ROYAL REGIMENT OF SCOTLAND
CAMERON BARRACKS
INVERNESS
IV2 3XE**



Telephone: 01463 224380 Military Network: 94749 8136
Fax: 0131 310 8172
Email: ITC-MA@mod.uk

Reference: Hldrs/4SCOTS Colours

See Distribution

Date: 25th Nov 2011

**THE HIGHLANDERS (4th BATTALION, THE ROYAL REGIMENT OF SCOTLAND)
PRESENTATION OF NEW COLOURS – LAST MINUTE TICKETS AVAILABLE**

SITUATION

1. **General.** 4 SCOTS will receive their New Colours, to be presented by His Royal Highness The Duke of Edinburgh, the battalion's Royal Colonel, **on Sat 3 Dec 11 at RAF Kinloss**. Twenty (20) Last Minute Tickets have been released by RHQ SCOTS which can be bit for NOW.
2. **Ground.** RAF Kinloss has been selected as the location for the presentation as it provides both an indoor location (Huge Hangar) for the parade with suitable accompanying infrastructure, (WO's & Sgt's Mess and Car Parking for 1000 personnel).

OUTLINE OF EVENTS / ALLOCATION OF TICKETS

3. **The Colours' Parade.**
 - a. **Timings.** Timings for guests attending the Colours' Parade are;
 1. 0930 am – Guest begin to arrive at RAF Kinloss.
 2. 1045 am – All guests are to be seated. Association Pipe Bands and Veterans 'Guard' March on and take up position at the Eastern end of the Hangar.
 3. 1100 am – Parade commences.
 4. 1220 pm Reception and Lunch in WO's & Sgts Mess begins.
 5. 1430 pm Reception ends and guests depart.
 6. 1500 pm RAF Kinloss clear of guests.
4. **Post-Colours' Parade Reception.** The Colours' Parade will be followed by a stand-up lunch reception for **1000 personnel** (includes parade participants), to be held in the WOs and Sgts Mess. The venue will be split down into two areas: inside the Mess and in a heated marquee erected outside. It is

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hoped that HRH will join the reception for a defined period of time (45 mins) where he will be introduced to an all-ranks representative selection of the battalion.

5. **Colours' Parade Ticket allocation.** Tickets for VIPs, Associations and 4 SCOTS individuals serving at 'E' will be allocated by RHQ/ HHQ The Highlanders (4 SCOTS). **A charge of £10 will be levied on all guests**, to offset the costs of the event. This will entitle you to a 2 course lunch and some refreshments. Twenty (20) Last Minute Tickets are now available for those wishing to attend this grand event. **Apply before Cut Off Date of Tuesday Nov 29th 2011.**

Regimental family members wishing to attend the Colours Parade are to complete the Return Performa at Annex A to this letter in detail and enclose a cheque for £10 per head (made out to The Highlanders Trust) and sent to me at Home HQ The Highlanders, Cameron Bks, Inverness, IV2 3XE.

SERVICE SUPPORT

6. **Guests Dress.**

Colours' Parade. Dress for seated guests will be Suits, Highland Dress, Dresses, hats may be worn. All guests are reminded that, whilst the parade will be conducted under cover, it is likely to be extremely cold (maybe wet) therefore dress should be selected appropriately.

7. **Medical.** RAF Kinloss medical centre will not be open. RMO 4 SCOTS is to provide a medical section, with ambulance, to provide medical cover for the Royal Colonel and serving service persons. The medical section will also be required in support of the homecoming parades. St John's Ambulance will be invited to attend the Colours' Parade.

8. **Seating.** Seating will be provided for no more than 700 spectators at the Colours' Parade,

9. **Security.**

a. **Colours Parade.** Camp security is the responsibility of the RAF Kinloss guard force, and detailed arrangements have been made in consultation with them. The GD party from 4 SCOTS supporting the parade will check tickets, guide guests to the car parking areas and escort them to the hangar and reception. **Guests are to ensure they bring the correct photographic ID with them. (Passport / Photo Driving Licence) and their tickets.**

b. **Toilets.** The Parade hangar has some toilets available for use, however RAF Kinloss will provide an additional 6 portaloos to the rear of the hangar for the use of guests. The WOs and Sgts Mess has sufficient toilets for the reception.

COMMAND AND SIGNAL

10. **POC.**

a Regimental Secretary - Maj (Retd) MRM Gibson MBE details at Letter Head.

11. Any questions or requests should be addressed to the undersigned in the first instance ASP.

Maurice Gibson

MRM Gibson
Maj (Retd)
For Representative Colonel

ANNEX A TO
Hldrs / 4 SCOTS COLOURS
DATED Nov 25th 2011

Return Performa for Members of the Regimental Family wishing to attend the
Presentation of New Colours to the 4th Battalion the Royal Regiment of Scotland

Names of guests wishing to attend;

1.
2.

Address where confirmatory tickets / instruction should be sent;

If attending by Private vehicle please specify;

1. Make / Model
2. Reg Number.
3. Colour.

Please return this performa with a cheque made payable to The Highlanders Trust (£10 per head) to; Major MRM Gibson MBE, Home HQ, The Highlanders, Cameron Bks, Inverness, IV2 3XE as soon as possible.

Alternatively e-mail the info above to; ITC-MA@mod.uk NOW.
CUT OF DATE WILL BE TUESDAY NOV 29th 2011