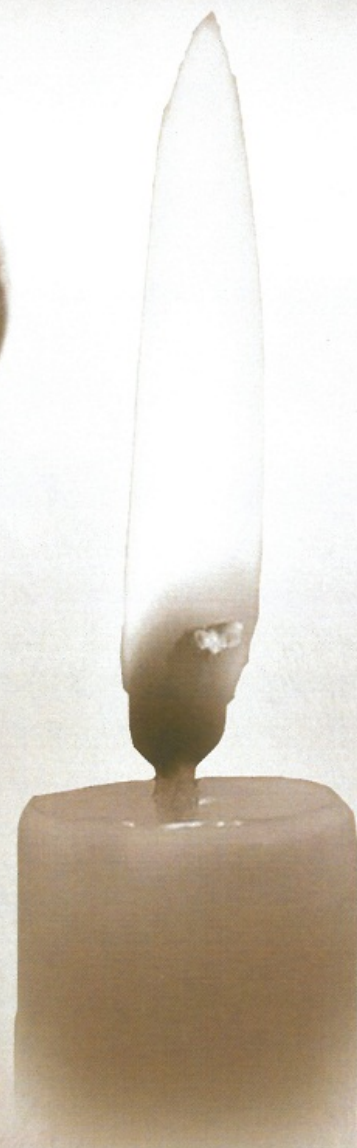


THE ROYAL BRITISH
LEGION



1914
WWI CENTENARY
1918



YOUR GUIDE TO
**LIGHTS
OUT**

10-11PM
4TH AUGUST

**“THE LAMPS ARE GOING OUT ALL OVER EUROPE;
WE SHALL NOT SEE THEM LIT AGAIN IN OUR LIFETIME.”**

HOW TO GET INVOLVED

At 11pm on 4th August 1914 Britain declared war on Germany, ushering in one of the darkest periods in our history. As the moment approached, the then British Foreign Secretary, Sir Edward Grey, remarked: "The lamps are going out all over Europe; we shall not see them lit again in our lifetime".

UK-wide event LIGHTS OUT is an invitation to everyone to turn off their lights from 10pm to 11pm on 4th August, leaving on a single light or candle for a shared moment of reflection. LIGHTS OUT will be one of the largest mass participation events of its kind ever seen in the UK, and will complement the candlelit service held at Westminster Abbey on 4th August.

LIGHTS OUT is a headline project of the cultural programme 14-18 NOW and was initiated by the Department for Culture, Media & Sport. The Royal British Legion is supporting the event as the nation's custodian of Remembrance.

4TH AUGUST 2014 SETTING THE SCENE

10.00-12.15 Service at Glasgow Cathedral, Scotland
19.30-20.30 (UK time) Memorial event at St Symphorien Mons cemetery, Belgium
22.00-23.00 Westminster Abbey service, London

ATTEND AN EVENT

Local authorities are planning all sorts of events on the evening of 4th August. Contact your local authority to find out more.

Legion Branches may be arranging a LIGHTS OUT event near you so find out what your local Branch is planning and get involved.

ORGANISE AN EVENT

If you have looked for a event in your area and there isn't one, why not organise one?

BUY A CANDLE

A limited edition Centenary candle will be available from M&S stores from 4th July 2014 for £4, with all profits going to The Royal British Legion.

Thank you for your support



#LIGHTSOUT

WWW.BRITISHLEGION.ORG.UK/LIGHTSOUT

THINGS TO CONSIDER

WHEN ORGANISING AN EVENT



LOCATION

You can find your nearest or most central war memorial here – www.warmemorialsonline.org.uk/

You may want to hold your event at other venues like a local Sports club, Legion club or local pub. Please remember to inform local police if gathering in a public place.

Westminster Abbey will be holding a televised service of commemoration from 10pm on 4th August and the aim is to mirror this around the country. The time you hold your event is up to you but we would suggest it is dark enough to see the candles.

SUGGESTED PLAN FOR YOUR EVENT

- Welcome and opening reading
- Light the candles
- Song / reading
- Poem
- Local heroes and background stories
- Moment of reflection
- Extinguish the lights one by one

There are some suggested readings and songs enclosed. A number of Legion Branches are following a service of Remembrance but this is optional.

SPEAKERS

You may wish to have a speaker or reader at the event. Contact your local council, community groups or MP. The event will be a great opportunity to reach out to new communities who wish to get involved.

CANDLES

You will need to advise everyone attending beforehand that they need to bring their own candles or other light sources. Please tell attendees about the exclusive M&S Centenary candle as this will help raise extra funds for The Royal British Legion.

LETTING PEOPLE KNOW ABOUT THE EVENT

Once you have decided on a venue you'll need to spread the word so consider:

- Printed flyers in village halls and public bulletin boards
- Contact local media with details of the event.
- Contact local community groups
- Email Lightsout@britishlegion.org.uk with details of your event
- Visit www.1914.org (you can add your event onto this site by registering as a official WW1 partner)
- Word of mouth – tell as many people as you can about the upcoming event, and ask them to tell anyone they know who might be interested in attending.
- Download our LIGHTS OUT promotional poster. A Welsh version is also available here www.britishlegion.org.uk/lightsout
- Use social media to update people.

The Twitter hashtag will be **#lightsout**



SAMPLE

READINGS, POEMS AND SONGS



THE DEDICATION

THE KOHIMA EPITAPH

**“When You Go Home, Tell Them Of Us And Say,
For Their Tomorrow, We Gave Our Today”**

John Maxwell Edmonds

FOR THE FALLEN

Robert Laurence Binyon

They went with songs to the battle, they were young,
Straight of limb, true of eye, steady and aglow.
They were staunch to the end against odds uncounted,
They fell with their faces to the foe.

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.

EXAMPLE SONGS:

It's a Long Way to Tipperary

(Jack Judge and Harry Williams)

Pack Up Your Troubles

(Asaf/Powell)



Registered charity number: 219279

HEALTH AND SAFETY

It's all about common sense. Follow manufacturers' guidelines when using any equipment and think about whether you need people supervising any aspects of your event. Will you need marshals or first aiders for your LIGHTS OUT event? You should conduct a risk assessment to ensure you have proper plans in place for the safety of your participants. For more information check out the Health and Safety Executive website (see www.hse.gov.uk). You will also need to check whether you need any special license for your activity e.g. public entertainment licence.

- Please inform local Police and the local council in advance of your event if you are wishing to gather at your local war memorial or other public spaces.
- Remember to extinguish all candles before the event closes
- Please visit www.hse.gov.uk/event-safety/managing-an-event to read a Health and Safety assessment sheet to give you further guidance on best practice on holding a public event.

USEFUL LINKS

WWW.1914.ORG

You can add your event onto this site by registering as an official WW1 partner www.1914.org

WWW.BRITISHLEGION.ORG.UK/WW1

Information about Centenary projects the Legion is involved with

WWW.1418NOW.ORG.UK

For latest updates and what is happening in your local area for LIGHTS OUT

[WWW.WESTMINSTER-ABBEY.ORG/WORSHIP/ FIRST-WORLD-WAR-VIGIL-LITURGY](http://WWW.WESTMINSTER-ABBEY.ORG/WORSHIP/FIRST-WORLD-WAR-VIGIL-LITURGY)

For service resources

PLEASE REGISTER YOUR LIGHTS OUT EVENT

Please go to the following link and fill in the information requested:

www.1418now.org.uk/lights-out/register-your-moment

#LIGHTSOUT

WWW.BRITISHLEGION.ORG.UK/LIGHTSOUT

Photographer: Steve Varman