

APPENDIX G**WREATH LAYING INSTRUCTIONS**

In the interest of uniformity the following procedures should be adhered to when laying your wreath:

1. When your name is announced, please stand and move towards the memorial site.
2. Your wreath will be brought to you by an orderly (no compliments or saluting). It will be presented facing you and is to be carried this way. Do not turn the wreath to face forward.
3. The first wreaths are to be placed at the front of the memorial. Thereafter please proceed to the left or right of the wreaths already laid to achieve an even distribution around the memorial.
4. Wreath laying procedures:

March towards the memorial holding the wreath in front of your body with the left or both hands.

- Halt two paces from the front of the memorial.
- Pause for one second and then break ranks. From this point you operate independently of anyone else who may be laying a wreath at the same time.
- Move towards the memorial and lay the wreath in position.
- Step backwards, still facing the memorial, and halt two paces from the memorial.
 - i. Military personnel and veterans in uniform with headdress salute for two seconds.
 - ii. Civilian men with headdress – remove your headdress with your right hand and hold it against your chest with head bowed for two seconds.
 - iii. Replace headdress.
 - iv. Other members bow your head slightly for two seconds.

5. Thereafter make a left or right turn – do not show your back to the memorial and return to your seat.

Notes:

1. If planting a cross, the requirements of 4 above should be modified to cater for a cross instead of a wreath.
2. Member organisations are encouraged to reproduce these instructions in the programmes issued to attendees at memorial services.