



## NATIONAL ASSOCIATION OF CIVIC OFFICERS

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**SINGLE COMMEMORATIVE ACT MARKING THE CENTENARY OF  
WORLD WAR ONE**  
to be held on Monday 13 March 2017 at 1030

### Procedure

- 1000 Fly the Commonwealth Flag Ceremony
- By 1025 Guests arrive at chosen venue to be greeted by Mayor/Chairman or host where 4 candles have already been lit.
- 1030 Mayor/Chairman reads an introduction which sets out the reason for the Single Commemorative Act. This introduction will be the same for every authority and is as follows:

*“The lamps are going out all over Europe, we shall not see them lit again in our lifetime”.* Sir Edward Grey, Foreign Secretary, uttered these words on the eve of Britain officially entering the First World War. 100 years later we are invited to join together in a moment of reflection.

I have invited you here today into my Parlour (*or other place*) to this single commemorative act which offers us a unique opportunity to join with the national civic family in an event which every Civic Head in the United Kingdom has been invited to take part in concurrently.

By extinguishing the candles we are symbolically representing the feeling of darkness that came over Europe 100 years ago. In 2018, after the annual candle is extinguished and a brief period of darkness, this room will be lit by the lighting of all four candles - this symbolic gesture will represent ultimately how light won through the darkness

Today we will light the third candle and the three candles will remain alight for the next 12 months as a reminder to all who see them not only of the sacrifices made during the past 100 years through conflicts in which this country has been involved but also as a symbol of hope that we will work towards understanding between peoples.

At the conclusion of the Mayor/Chairman's remarks he/she will extinguish the 4 candles and ask all present to remain silent for a couple of minutes. All lights will be extinguished and if possible blinds closed. The Mayor/Chairman will, at the conclusion of the silence, light three symbolic candles.

A reading should then take place. NACO suggests authorities might wish to make a selection from some of the readings to be found at [warpoetry.co.uk](http://warpoetry.co.uk) or they might wish to take into account local input and chose their own reading.

Some Authorities might wish to conclude the event by inviting guests to sign a Book of Peace.

The symbolic candles can be replaced with battery operated candles so the symbol of hope remains alight for the 12 months

### **Subsequent Years –**

The event will be repeated each Commonwealth Day with the symbolic candles being extinguished prior to the silence and the old one(s) and a new one lit for the ensuing year.

### **Suggested wording for plaque –**

National Association of Civic Officers  
World War 1 National Commemorative Act  
Lit by the Lord Mayor/Mayor/Chairman  
To symbolise how the light won over the darkness  
2014-2018