All working staff members, Service Guiders/Guides and audience of the HKGGA Centenary Parade and Carnival should take note of the following information:

1. **Transportation arrangement for working staff members, Service Guiders/Guides and Guests**

**Shuttle bus timetable**

Date: 25th February 2017

From Sha Tin Pai Tau Village to Sha Tin Racecourse

(Please arrive 15 minutes before departure time. The buses will not wait for late-comers.)

|  |  |
| --- | --- |
| Departure Time | Passenger List |
| 09:30 | Organising Committee Members |
| Ceremony and Awards Presentation Team Members |
| Administration and Publicity Team Members |
| Logistic Team Members |
| Parade Team Members |
| Carnival Team Members |
| Game Booth Team Members |
| Exhibition Team Members |
| HQ Staff |
| 10:00 | Service Guides and Guiders |
| 12:45 | Guests |

From Sha Tin Racecourse to Sha Tin Pai Tau Village

|  |  |
| --- | --- |
| Departure Time | Passenger List |
| 15:30 | Guests |
| 16:00 | Guests |
| 18:15 | Service Guides & Guiders |
| Ceremony and Awards Presentation Team Members |
| Administration and Publicity Team Members |
| Parade Team Members |
| 18:30 | Organising Committee Members |
| Logistic Team Members |
| Carnival Team Members |
| Game Booth Team Members |
| Exhibition Team Members |
| 18:45 | HQ Staff |

**2. Reporting time for Game Booth Helping Units, Colour Parties and Awardees**

2.1 Game Booth Helping Units

Reporting time：10:30am

|  |  |
| --- | --- |
| Unit | Unit |
| 1. Beijing & Inner Mongolia Exchange Tour | 13. 96 WK PACK B |
| 2. Finland International Exchange Tour | 14. 252 NT COY |
| 3. UK International Exchange Tour | 15. 72 IS PACK |
| 4. 6 IS COY | 16. 66 NT PACK |
| 5. 97 IS COY | 17. 292 NT PACK |
| 6. 150 IS COY | 18. 287 NT PACK |
| 7. 92 WK COY | 19. 51 WK RGSU |
| 8. 13 IS RGSU | 20. 143 NT COY |
| 9. 4 WK COY | 21. 253 NT PACK |
| 10. 39 IS PACK |  |
| 11. 399 NT PACK |  |
| 12. 355 NT PACK |  |

2.2 Colour Parties

Reporting time: 10:30am

Coach drop-off location: Sha Tin Racecourse Bus Terminal

|  |  |  |
| --- | --- | --- |
| Arrival Time | Region | Division |
| 10:15 | Island | Island East |
| Island West |
| Bauhinia |
| Kowloon | Kwun Tong |
| Wong Tai Sin |
| Kowloon City |
| Yau Tsim Mong |
| Sham Shui Po |
| NTSE & OI | NT East |
| NT South |
| Outlying Islands |
| NTNW | NT North |
| Tuen Mun |
| Yuen Long |

2.3 Registration time for awardees

|  |  |
| --- | --- |
| Registration Time | List |
| 10:30 | Super Brownie Award |
| Lady Jane’s Guide Award |
| Chief Commissioner’s Guide Award |
| Ranger Bauhinia Badge Award |
| HKAYP (Gold Award) |
| Unit Highest Service Hour Award |
| Outstanding Unit Award |
| 12:30 | 14th Asia Pacific Leadership Award (Leaders/Commissioners) |
| Long Service Award (20 – 45 years) |
| Merit Pin |
| Thanks Badge |
| Certificate of Appreciation (Organisation) |
| Mr. Guider Awards |

**3. Arrival/departure timetable for audience units’coaches**

3.1 Arrival Timetable

Drop-off Location: Sha Tin Racecourse Bus Terminal

|  |  |  |
| --- | --- | --- |
| Arrival Time | Region | Division |
| 12:00 | Kowloon | Kwun Tong |
| Wong Tai Sin |
| Kowloon City |
| Yau Tsim Mong |
| Sham Shui Po |
| 12:15 | NTNW | NT North |
| Tuen Mun |
| Yuen Long |
| 12:30 | Island | Island East |
| Island West |
| Bauhinia |
| NTSE & OI | NT East |
| NT South |
| Outlying Islands |

* 1. Departure Timetable

Pick-up Location: Sha Tin Racecourse Bus Terminal

|  |  |  |
| --- | --- | --- |
| Departure Time | Region | Division |
| 17:30 | Kowloon | Kwun Tong |
| Wong Tai Sin |
| Kowloon City |
| Yau Tsim Mong |
| Sham Shui Po |
| NTSE & OI | Outlying Islands |
| 17:30 | NTNW | NT North |
| Tuen Mun |
| Yuen Long |
| 17:45 | Island | Island East |
| Island West |
| Bauhinia |
| NTSE & OI | NT East |
| NT South |

1. **Important Information for Participants**

4.1 Guiding members must wear full uniform and hat.

4.2 Working staff members, Service Guiders/Guides and guests taking the shuttle bus arranged by the Organising Committee must wait at the Sha Tin Pai Tau Village pick-up location on time. Please refer to Appendix 1 for the detailed location map.

4.3 Coaches arranged by units from all Divisions must arrive and depart from the Sha Tin Racecourse Bus Terminal at the times pre-assigned by the Organising Committee.

4.4 Other participants should travel to Sha Tin Racecourse by public transport, and may enter the venue after 12pm. **No private car can be drop off at the Sha Tin Racecourse Bus Terminal, Police may issue the penalty tickets, if illegal parking or obstructed traffic flow.** Please refer to Appendix 2 for directions from Fo Tan MTR Station to Sha Tin Racecourse on foot.

4.5 Participants should enter and leave the venue according to the instructions from working staff members.

4.6 No outside food or drinks allowed. Food such as chicken drumsticks, hot dogs, soft drinks and instant noodles, etc, can be purchased at the tuck shop inside the venue. Payment by cash or Octopus card. Please refer to Appendix 3 for the list of food/snack.

4.7 Please bring sufficient drinking water.

4.8 Please bring your own umbrella or rain coat.

4.9 No parking spaces will be provided at the venue.

1. **Event Brief**

|  |  |  |
| --- | --- | --- |
| Date: | 25th February 2017 (Saturday) | |
| Time： | 12:00 – 18:00 | |
| Venue: | Sha Tin Racecourse | |
| Theme: | Be the Change | |
| Schedule: | Time | Events |
|  | 12:00 | Audience Registration |
|  | 12:30 | Awardees Registration |
|  | 13:00 | Guest Reception |
|  | 13:15 | Arrival of Guests of Honour |
|  | 13:30 | * Procession of the Official Party * National Anthem * Flag Raising * Address by Guest of Honour * Presentation of Souvenir * Address by Chief Commissioner * Parade March Past * Hong Kong Police Marching Band Performance * Award Presentation |
|  | 14:50 | World Thinking Day Ceremony and Carnival Kick-off Ceremony |
|  | 15:00 | Departure of Guests of Honour |
|  | 15:10 | Carnival Starts |
|  | 15:25 | Group Photo of Award |
|  | 17:20 | * Lowering of the Colours * Taps |
|  | 17:30 | Event Ends |