

200 (TORQUAY) SQUADRON
PARADE NIGHT FORMAT & DUTY NCO DUTIES

TIME	ACTIVITY	DUTY NCO ACTION
1830	Squadron Hut Opens	- Duty NCO arrives. - Change Duty NCO name on Duty Board. - Check Training Programme for prior Period 1 preparation.
1840	Cadets form up	- Give the salute for the Ensign Hoisting. - Take the Nominal Roll.
1845	Period 1 Begins	- Assign duties to other Cadet NCOs for Period 1.
1920	Make Staff coffees	- To assign one cadet to make the coffees.
1930	Break	- Assign duties to NCOs. (& Staff if required – ask politely!) - Prepare activities & rooms for Period 2.
1945	Period 2 Begins	- Inform cadets of activities to commence. - Ensure smooth running of planned activities.
2045		- Inform activity I/Cs to round up activity before Final Parade.
2050	Final Parade	- Form up cadets and take Final Parade.
2100	Cadets Dismissed	- Ensure that: <ol style="list-style-type: none"> 1. All classroom, toilets, stores, office windows are closed, lights turned off and doors are locked. 2. The Squadron Ensign is lowered. 3. Inform Duty Officer tasks have been carried out.