

*Mr. A. J. Mackae*

SUTHERLAND EDUCATION COMMITTEE



Visit of  
Her Majesty QUEEN ELIZABETH  
The Queen Mother

to

Dornoch Academy

*Wednesday, 25th September, 1963*



GENERAL ARRANGEMENTS FOR LUNCH AND FOR THE OPENING CEREMONY

1. All Guests must have their cars parked in the hotel grounds not later than 12.50 p.m. and to enable the police to direct your car to the appropriate car park the enclosed label should be affixed to the top LEFT HAND corner of the windscreen.
2. Queen Elizabeth will arrive at the hotel at 1.05 p.m. where the Pipe Band will be playing and where the Pipe Major and the Drum Major will be presented to Her Majesty. No doubt Guests will wish to stand on the verandah of the hotel to listen to the Pipe Band and to see Queen Elizabeth arriving but it is essential that Guests stay clear of the steps leading to the hotel entrance and the entrance itself so that Her Majesty may move freely from the presentations of the two members of the Pipe Band into the hotel. When Queen Elizabeth enters the hotel door the Manager will be presented following which Her Majesty will go to a retiring room. Immediately thereafter Guests may assemble in the reception room where cocktails will be served. \*
3. All Guests must be seated in the dining room before Queen Elizabeth enters the room and Guests are requested to leave the reception room immediately the signal to do so is given. It is anticipated that this signal will be given at approximately 1.25 p.m.
4. Guests will stand when Queen Elizabeth enters and leaves the dining room. Before coffee is served the Convener will propose a toast to Her Majesty Queen Elizabeth followed in a few moments by a toast to Her Majesty Queen Elizabeth the Queen Mother and guests may not smoke until both toasts have been observed.
5. At the end of Lunch Queen Elizabeth will retire and Guests should proceed as swiftly as possible to the school so that they will be seated in the main hall before Her Majesty arrives there. Two rows of seats have been reserved for Lunch guests in the assembly hall. Since the lunch will end at about 2.40 p.m. to 2.45 p.m. and Queen Elizabeth will arrive at the school at 3.00 p.m. the Education Committee has been much concerned as to how approximately 120 guests can leave the dining room, obtain their cars, drive to the school, park their cars and then walk into the school hall all in the space of some 15 minutes. Following consultation with the police it has been decided that the only practicable method of ensuring the swift transfer of Guests from the hotel to the school is to use buses and your co-operation in this will be greatly appreciated. The buses will be lined up outside the hotel at 2.40 p.m. and Guests should take their seats in the buses as swiftly as possible when they will be conveyed to the school and set down at the school entrance. From 4.30 p.m. (following Queen Elizabeth's departure from the school ) until 5.30 p.m. there will be a shuttle service of buses between the school and the hotel so that Guests may return to the hotel for their cars.



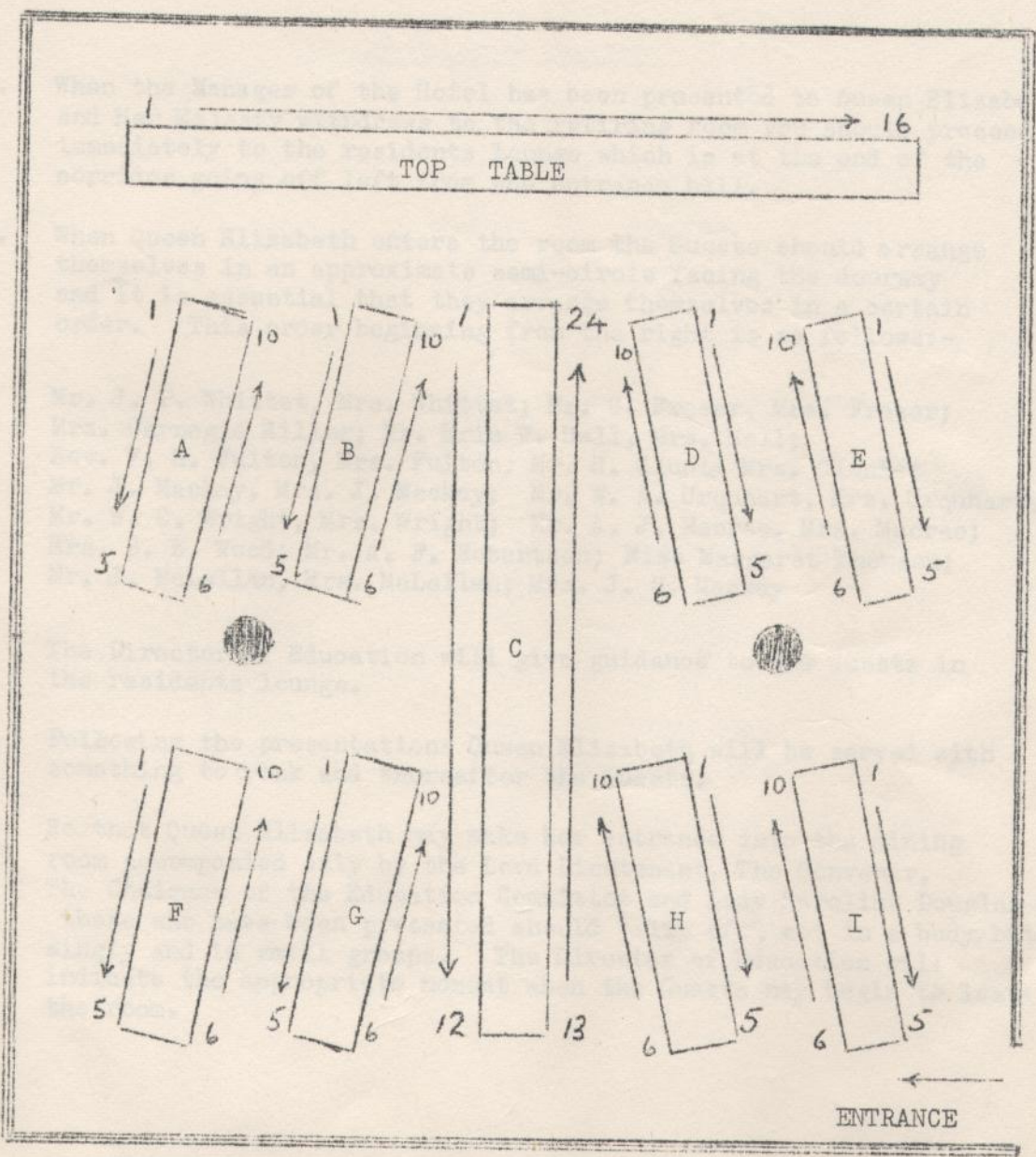
6. Guests are requested to stand when Her Majesty Queen Elizabeth The Queen Mother walks on and off the platform.
7. Queen Elizabeth will arrive at the school at approximately 3 p.m and the Ceremony will extend to 30 minutes. When Queen Elizabeth leaves the platform Her Majesty will commence a tour of the school and all Guests will remain in the hall for approximately 10 minutes after Her Majesty leaves. Thereafter the school building will be progressively opened for general inspection and it is probable that within 15 to 20 minutes the dining hall will begin serving tea to Guests.
8. Queen Elizabeth will end the tour in the library at approximately 4.10 p.m. where Her Majesty will have tea with the teachers.  
By 4.10 p.m. therefore all the building will be opened for inspection with the exception of the first (top) floor of the west wing and the west stairway.
9. Queen Elizabeth leaves the school at approximately 4.30 p.m. Accordingly the main entrance hall and that part of the entrance hall leading to the west stairway will be closed to Guests about 5 minutes before Her Majesty's departure. It is appreciated that you will wish to have a good view of Queen Elizabeth as Her Majesty leaves the school but to ensure a smooth departure for Queen Elizabeth the Education Committee will be most grateful if you would co-operate with the janitors when they have to clear the entrance hall at about 4.30 p.m.
10. After Queen Elizabeth's departure the whole school will be open to Guests.

The School will be open for inspection by the general public in the evening when tea will be served in the school dining hall.

**\* Please read notes at the end of this booklet**



YOUR PLACE NUMBER IS 1 AT THE TOP TABLE



ARRANGEMENTS FOR THOSE TO BE PRESENTED TO QUEEN ELIZABETH

1. When the Manager of the Hotel has been presented to Queen Elizabeth and Her Majesty withdraws to the retiring room you should proceed immediately to the residents lounge which is at the end of the corridor going off left from the entrance hall.
2. When Queen Elizabeth enters the room the Guests should arrange themselves in an approximate semi-circle facing the doorway and it is essential that they arrange themselves in a certain order. This order beginning from the right is as follows:-

Mr. J. P. Whittet, Mrs. Whittet; Mr. G. Fraser, Mrs. Fraser;  
Mrs. Carnegie Miller; Mr. Eric W. Hall, Mrs. Hall;  
Rev. F. H. Fulton, Mrs. Fulton; Mr. H. Clunie Mrs. Clunie;  
Mr. J. Mackay, Mrs. J. Mackay; Mr. W. A. Urquhart, Mrs. Urquhart;  
Mr. W. C. Wright, Mrs. Wright; Mr. A. J. Macrae, Mrs. Macrae;  
Mrs. B. E. Wood; Mr. A. F. Robertson; Miss Margaret Thomson;  
Mr. J. McLellan, Mrs. McLellan; Mrs. J. H. Mackay

The Director of Education will give guidance to the Guests in the residents lounge.

3. Following the presentations Queen Elizabeth will be served with something to drink and thereafter the Guests.
4. So that Queen Elizabeth may make her entrance into the dining room accompanied only by the Lord Lieutenant, The Convener, The Chairman of the Education Committee and Lady Caroline Douglas-Ho. <sup>ie</sup> those who have been presented should "slip off", not in a body, but singly and in small groups. The Director of Education will indicate the appropriate moment when the Guests may begin to leave the room.



### PLAN OF PLATFORM SEATING

ROWS OF PUPILS

12 13

1 2 3 4 5 6 7 8 9 10 11

- |                      |                                |
|----------------------|--------------------------------|
| 1. Mr. Eric Hall     | 7. Queen Elizabeth             |
| 2. Mr. J. P. Whittet | 9. Convener                    |
| 3. Rev. F. Fulton    | 9. Lord Lieutenant             |
| 4. Mrs. Rutherford   | 10. Mr. A. F. Robertson        |
| 5. Mr. J. McLellan   | 11. Mr. A. J. Macrae           |
| 6. Mr. J. H. Mackay  | 12. Captain A. Aird            |
|                      | 13. Lady Caroline Douglas-Hume |

ORDER OF PROCEEDINGS FOR OPENING CEREMONY

Psalm 121 - Tune: French

|                                     |  |
|-------------------------------------|--|
| I to the hills will lift mine eyes, | The Lord shall keep thy soul: he shall |
| From whence doth come mine aid,     | preserve thee from all ill.            |
| My safety cometh from the Lord      | Henceforth thy going out and in        |
| whom heav'n and earth hath made.    | God keep for ever will.                |

CHAIRMAN'S REMARKS

John H. Mackay, Esq., Chairman of the Education Committee

WELCOME TO HER MAJESTY QUEEN ELIZABETH THE QUEEN MOTHER

Rev. W. MacLeod, M.A. Convener of Sutherland and Provost of Dornoch

OFFICIAL OPENING

Her Majesty Queen Elizabeth The Queen Mother

PRAYER OF DEDICATION

Rev. F. H. Fulton, M.A. Minister of Dornoch Cathedral

PRESENTATIONS BY SCHOOL PUPILS

John Mackay and Dorothy May

SCHOOL CHOIR

Jesu joy of man's desiring - Bach

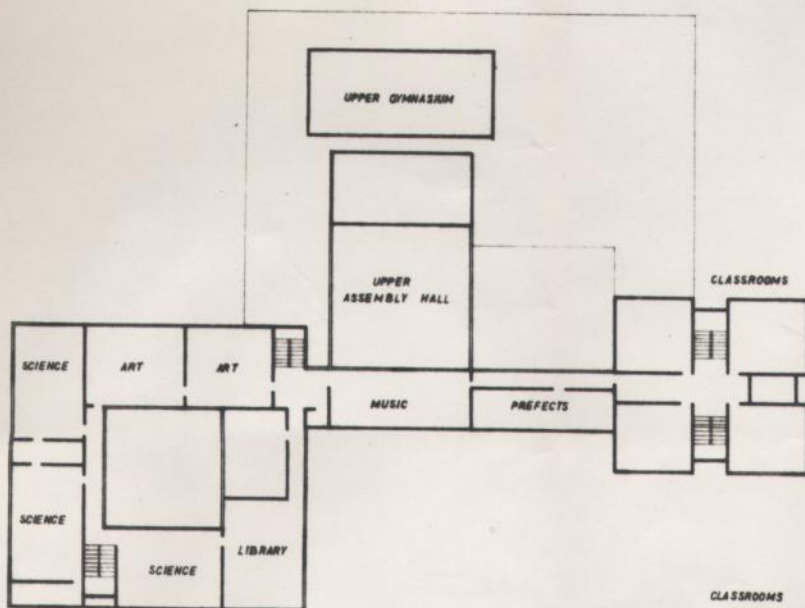
VOTE OF THANKS

A. F. Robertson, Esq., M.A. Dip Ed. Rector

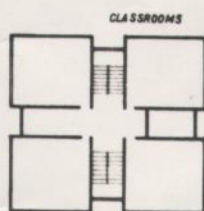
BENEDICTION

Rev. W. MacLeod, M.A. Convener of Sutherland and Provost of Dornoch

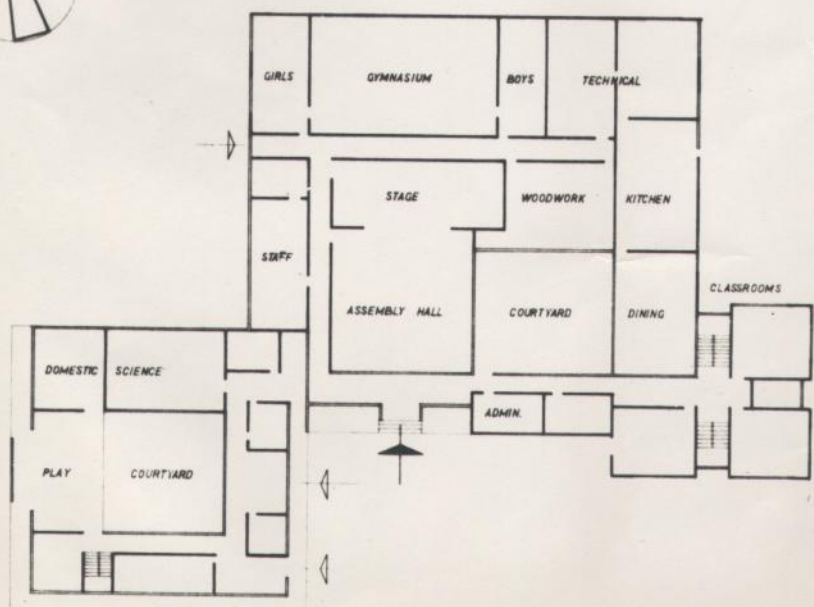




FIRST FLOOR PLAN



SECOND FLOOR PLAN



GROUND FLOOR PLAN

# DORNOCH ACADEMY