



A guide to the Gold Award Presentation

for Gold Award Achievers

DofE.org

Congratulations

You have successfully achieved your Gold Duke of Edinburgh's Award and you are now on the waiting list for the next available presentation at The Palace of Holyroodhouse in Edinburgh.

Your Gold Award Presentation is an exciting time when you can celebrate your achievements and success with fellow Award achievers, friends and family.

This guide aims to give you all the information you will need to know leading up to the ceremony and what to expect on the day itself. Please read it carefully and thoroughly to ensure your presentation runs as smoothly as possible.

We look forward to seeing you on the day.

If you need to get in touch please do not hesitate to contact the Gold Award team:

GAPScotland@DofE.org
0131 343 0920

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Next steps



Step 1

Let us know if your contact details have changed. We don't want you to miss your email invitation.

Step 2

Check the website for the presentation date. We will post it at **DofE.org/Scotland** when the date is confirmed by the Palace.

Step 3

Respond to your invitation. We will email your invitation in May and you must respond ASAP. Login to your eDofE account to confirm the details of you and your guests. If you want to change your guest, then you can do this in eDofE. If you've forgotten your login details, contact your DofE centre.

Step 4

We will email you to confirm your place at the presentation. If you don't hear back from us within one working day, ring the Gold Award team on 0131 343 0920. If we don't confirm your place, you won't be able to attend.

Step 5

Keep an eye on the post. Your invitation pack will be sent two weeks before the presentation. If you don't have your pack seven days before the presentation, get in touch.

Step 6

Check the spellings on your tickets are correct. If anything is incorrect, get in touch.

Step 7

Gather together everything you need for the presentation:

- You and your guest need 2 forms of ID (one photographic and one with your address on it) and your tickets. If you or your guests do not have ID, get in touch.
- Bring your Gold Award badge or brooch. If you don't have one yet please request it from your DofE Leader before attending the presentation.
- Nothing larger than a handbag will be allowed into the Palace grounds.
- Be sure to bring a bottle of water with you.



Step 8

On the day, arrive at the Palace on the time listed on your ticket. Go through the security check and enter the Palace grounds.

Step 9

Find your group and register. You can find your group number on your coloured ticket.

Step 10

Enjoy your presentation! Don't forget to ask the Tempest Photography team to take your photo.

Dress code

The dress code is smart. Below are a few examples of what people have worn to past presentations. The presentation is outside in the Palace grounds.

We have cover if it's raining, but please dress for the weather. If you're wearing heels, please consider wedges so you don't sink into the grass.



Travel

As the Palace is located in Edinburgh's busy city centre we strongly recommend travelling to the Palace by public transport. The Palace is roughly a 15 minute walk from Waverley train station and is also on Lothian Bus routes.

Parking at the Palace will be available only for those with mobility issues. You must request a mobility parking pass to park at the Palace. Details of how to apply for a parking pass will be sent with your invitation.

There are several multi-story car parks in central Edinburgh, including NCP Holyrood Road, Q-Park Omni Centre and Dynamic Earth visitor attraction. We recommend taking down the details of at least two car parks before you travel in case one is full.

Entry to the Palace is by the South Garden Gate.



What to expect on the day



The Palace gates will open 1 hour before your presentation. You will need to show the police your ticket and ID to enter.

Once you are in the grounds, you will need to find your group and register with your marshal. Your group number is listed on your coloured ticket. Look for your group number on the poles posted in the grounds.

You will receive your Gold Award certificate in a group of up to 40 Award achievers. Before the presentation starts your marshal will get your group into a circle position. You will be on one side of the circle and your guests on the other. His Royal Highness (HRH) will come through the middle of the circle to speak to the group.

You and your guests will be standing for the presentation unless you have requested a chair for mobility reasons. We recommend that you bring a bottle of water with you to keep hydrated. Because we are a charity, we will not be able to provide refreshments for the thousands of people who attend the Gold Award Presentations.



At the start of the presentation, HRH will enter the Palace grounds, please turn to face him. The band will then play the national anthem.

HRH will visit each group in turn and will ask a few questions. If you speak to him, he should be addressed as 'Sir'. Try to think of inspiring or funny moments from your DofE programme in case he asks you.

HRH will give the Gold Award certificates to your group's special presenter. After HRH leaves the group, your presenter will award you with your certificate. The special presenter will also give an inspirational talk. This might happen before HRH visits your group.

You will also have your photograph taken with your certificate. Your guests will be asked to stay in the group when this happens.

After the presentation you can walk around the grounds for a short time. This is a good opportunity to get your picture taken by the Tempest Photography team. Volunteers will let you know when the gardens must be exited.



Photography

Tempest Photography are the official photographers of the Gold Award Presentation and will take photos of you with your certificate. They can also take individual photos of you, your family and other guests.

All photographs taken by Tempest will be available to purchase after the presentation at **tempest-dofe.co.uk**. More details about this will be included in your invitation pack.

You are also welcome to take your own photographs during the day, but you cannot take photographs of HRH.



Alumni

Make the most of your Award

Achieving your Gold Award opens doors all around the world. Employers, universities and colleges all look for Award holders when they recruit. To make the most of your Award, visit our careers website DofE.org/LifeZone.

Become a volunteer

You have a lot of experience to give back to your community because of your DofE. As a charity, we need committed volunteers like you to help young people achieve their Award. If you can spare time to volunteer with us, get in touch.

Share your story

We are always on the lookout for stories from people who've achieved a Gold Award, especially if you've done something unusual or life changing! If you want us to tell your story to the media, please get in touch with your details.





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