

# The Palace of Holyroodhouse Gardens Gold Award Celebration



**YOUTH  
WITHOUT  
LIMITS**

[www.dofe.org](http://www.dofe.org)

# Congratulations!

1

We hope that you enjoyed doing your DofE, and many congratulations on achieving your Gold Duke of Edinburgh's Award. We're delighted to invite you to your Gold Award celebration event in the gardens of the Palace of Holyroodhouse.

## Replying to your invitation

Please let us know as soon as possible if you're able to attend by logging into your eDofE account (**eDofE.org**). There are limited spaces available at the event and we'll be filling them on a first-come-first-served basis. If we hear from you after all the places have been filled, or after the 'reply by' date, your name will go back on the waiting list to be invited to a future celebration.



Before you respond, please ensure that the details we have on file are correct for both you and your guest.

**If any information is missing or needs updating, please make any corrections or additions on your Gold Award Presentation page when you respond to your invitation on eDofE.org.**

Please make sure that you've provided us with a current email address and telephone number so that we can contact you about the event.

For security purposes, it's essential that the first and last name that we have on file for you and your guest **exactly** match the photographic ID that you'll be bringing to your event. Shortened names shouldn't be used. The address provided for both you and your guest should also exactly match the ID that you'll be bringing on the day.

It's possible to have a shortened/alternative name printed on your certificate, and you can specify this in the "name on certificate" field on your Gold Award Presentation page.

You can make any amendments to the personal details for you and your guest on your Gold Award Presentation page when you accept or decline your invitation, or up to four weeks prior to your event, on **eDofE.org**.

Your eDofE username is included with your personal details on your invitation email. If you know your username but don't know your password, select 'forgot your password' on the eDofE sign in page and use the online reset password functionality. If you're still unable to sign into eDofE, please email **eDofE@DofE.org**.

### Confirmation

We're unable to confirm receipt of individual responses as they arrive; however, we'll send a confirmation email to all respondents within two weeks of receiving their reply. If you don't receive a confirmation email within two weeks, please do get in touch with us as your response may not have reached us. You can also check the status of your invitation by logging into your eDofE account at **eDofE.org**.

### Declining your invitation

To decline this invitation, please log in to your eDofE account (**eDofE.org**). If we don't hear from you, we'll send a reminder in the post. If there's still no response, we'll assume you don't wish to attend an event and will instead send your certificate in the post. If you cannot attend this year's event, however would like to attend an event in the future to receive your Award, please email **GAPScotland@dofe.org** to discuss your requirements.

### Your eDofE account

If you don't have an eDofE account and are therefore unable to accept or decline your place at the event online, please email the Gold Award events team at **GAPScotland@dofe.org**.

**You don't need to reply by email or return the form if you have responded to your invitation online.**



# Making the most of your day

3

## About the event

This Gold Award celebration event is being held in the gardens of the Palace of Holyroodhouse by invitation of The Royal Household.

The event will take place outside and there will be approximately 4,000 people in attendance.

The event will take place with attendees standing, but there will be seating available throughout the garden for guests who require them.

## Accessibility

The DofE is committed to ensuring that every young person can attend and enjoy a celebration event if they wish. The gardens at the Palace of Holyroodhouse are fully accessible

to disabled guests. Attendees are welcome to bring their wheelchair; however, please note that the pathways are gravel. Please note, wheelchairs are not available on site. Mobility scooters are permitted within the gardens. Please be aware that there is a reasonable distance from the entrance gates to the main gardens. There are accessible toilets at the event.

**If you have any accessibility requirements or additional needs, please email the Gold Award events team ([GAPScotland@dofe.org](mailto:GAPScotland@dofe.org)) when accepting your place so that we can make the necessary arrangements.**

A limited number of disabled parking spaces are available at the Palace of Holyroodhouse for Blue Badge holders. If you would like to request a parking space, please email **[GAPScotland@dofe.org](mailto:GAPScotland@dofe.org)**.

Parking will be allocated at the discretion of the Business Support Manager. Please be aware that the roads around the Palace of Holyroodhouse may be closed for a short period before each event, so it may be necessary for guests who require parking to arrive by a specific route. Further information and instructions will be provided with your formal invitation.





4



### Dress guidelines

As a special celebration in the gardens of the Palace of Holyroodhouse, there will be a smart dress code for the event - e.g. a suit, jacket and tie, dress or a smart alternative. Hats are optional but are not required. National dress is welcome. As you'll be standing on grass for the event, we would advise wearing appropriate footwear.

Scouts, ATC, ACF and other uniformed organisations are encouraged to wear their uniforms. For official military uniforms, the Royal Navy should wear No 1C Undress, the Army should wear No 2 Dress and the Royal Air Force should wear No 1HD Dress. Gloves, leather and medals should not be worn.

There are no changing facilities available at the Palace; those wishing to change into a uniform should make alternative arrangements.

### Gold Award badges or brooches

Please remember to wear your Gold badge/brooch on the day; if your guest has also achieved a DofE Award, we would encourage them to wear their badge/brooch too. If you haven't received your badge/brooch, please email [GAPScotland@dofe.org](mailto:GAPScotland@dofe.org).

### Weather

The event will go ahead regardless of the weather. Attendees should check the weather forecast in advance and bring appropriate attire, including a large umbrella and raincoat, or sun cream and a hat if necessary. There is limited cover in the gardens.

### First aid

First aid will be provided by St. Andrew's First Aid. Should you require any assistance at the event, please tell a member of staff.

### Personal guests

You're permitted to have two personal guests accompanying you to the event, who must be over the age of 16. Please check that we have the correct details for your guest and update them on eDofE as required - for security reasons, guests cannot be changed within four weeks of the event. We're unable to accommodate requests for additional guests.

# Your DofE Story

5

We know that you have done extraordinary things whilst completing your DofE programme. Many of you have achieved your Award during the COVID-19 pandemic, some have been caring for loved ones and many of you have overcome barriers and challenges to complete your Award. **We would love to hear about your experience and share your story to inspire others - if you are comfortable and want to share your DofE journey please email [stories@DofE.org](mailto:stories@DofE.org).**



## Your name

As part of the event proceedings, the names of Gold Award holders may be printed or displayed. No other identifying information will be included. If you don't wish for your name to be included in any materials, please email [GAPScotland@dofe.org](mailto:GAPScotland@dofe.org) by Friday 27th May 2022.



## Photography

Guests are welcome to take their own photographs in the gardens of the Palace of Holyroodhouse using small cameras or camera phones, but please do not bring large cameras or tablet computers.

Details of any official photography that may be available on the day will be included with your official invitations, which you'll receive approximately three weeks prior to the event.

## Media Attendance

During the event, there may be film crews and journalists in attendance, which means you may be seen in the background of the filming/ photography.

Image(s)/video/audio clip(s) and quote(s)/stories taken on the day by the DofE and the official photography team may be used for all aspects of media and marketing of the DofE, including, but not limited to, PR, advertising, promotional materials including leaflets and posters, editorial, digital content, stakeholder (including supporters') promotional DofE content and PowerPoint presentations. You will not own the copyright of image(s)/video/audio clip(s) or quote(s). If you do not want your images from this event to be used by the DofE and its stakeholders, or the media, please contact the Gold Award events team, by Friday 27th May 2022.



## The official stuff...

### **Cancellation of Gold Award events**

In the unlikely event of it being necessary to cancel the event due to unavoidable circumstances, the DofE cannot be held liable for any costs incurred to the Award holder or their guest. Depending on your travel arrangements, you may want to consider purchasing travel insurance that covers UK travel and event cancellation. Please check your policy thoroughly to ensure that it covers your travel expenses and/or hotel costs.

### **Invitations and admittance cards**

Your official invitations and admittance cards will be posted to you approximately three weeks before the event. You'll receive a formal white invitation and a coloured admittance card for both you and your guest. If any of the details are incorrect on your admittance card or do not match your ID (first and last names must match, middle names are not required), please contact the Gold Award events team immediately. For security reasons, you may be asked to return the admittance cards to be reissued.

**Admittance cards aren't transferable under any circumstances.**

### **COVID-19 restrictions**

The event will take place in line with all current Government restrictions in place at the time, and we may have additional precautions in place to support the safety of all attendees; anyone who doesn't meet the restrictions in place may be denied access to the event.

Further details of any COVID-19 restrictions will be included with your official invitations which you'll receive approximately three weeks prior to the event and any updates after that time will be provided by email.

## Personal items

Due to security at the Palace of Holyroodhouse, attendees will only be permitted to bring in a handbag or a small personal bag. You will be denied entry if you bring large bags or luggage. Please note that there are no cloakrooms to leave coats or bags, so you will need to keep anything you bring on your person for the entire event.

## Security

To gain entry to the Palace, you will need to bring the following items for both yourself and your guest:

- Coloured admittance card.
- Two forms of identification – one must be photographic and the other must confirm your address.

## Identification requirements

All attendees at this event are required to present two forms of ID, one of which **MUST** be photographic. You must present one form of identification from both Box A and Box B. Please note that the police will also accept a Citizen Card or Validate Card as photographic ID. If you are not using your photo driving licence as your photographic ID in Box A, you can use it as your proof of address (Box B). Additional items valid for ID from Box B include official correspondence from the government, such as a council tax letter or polling card. If you or your guest do not currently have an approved form of photographic ID, please do make arrangements to obtain this prior to the event. No responsibility can be accepted by the DoFE should you not meet the ID requirements and be denied entry.

### A Identification must show recent photograph.

- Valid passport
- Valid photo driving licence
- Valid EU Identity Card
- MOD 90 Card
- Firearms certificate



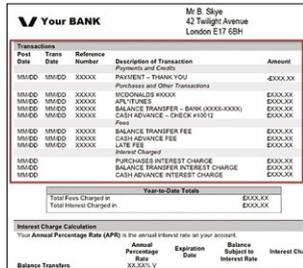






### B Identification must show current home address.

- Utility bill (dated within last three months)
- Bank/credit card statement (dated within last three months)
- Valid photo driving licence



# What to do now

8

Please respond as soon as possible by logging into your eDofE account (**eDofE.org**). You don't need to reply by email or post if you accept or decline your place online.

There are limited places at this event, and we will process responses in the order that they are received.

## Contact details

Please ensure that the details registered on the Gold Award Presentation page of your eDofE account (**eDofE.org**) are correct, and you've provided your current email address and telephone number. For security reasons, it's essential that the first and last names for you and your guest match the photographic ID you will be bringing to the event.

**If you have a question not covered by this information leaflet, please get in touch with the Gold Award events team using the contact details below.**

**Email:** **GAPScotland@DofE.org**

**Address:** The Gold Award Events Team  
The Duke of Edinburgh's Award  
Scotland, Clockwise  
Commercial Quay  
84 Commercial Street  
Edinburgh  
EH6 6LX

**Tel:** 0131 343 0920  
(Monday-Friday, 09.00-17.00)

**Please do not call outside of these hours**

The information in this leaflet is correct as of 13 April 2022. Should any details change, we will include further information with your formal invitations that will be sent out approximately three weeks before the event.

## Social:

[facebook.com/DofEScotland](https://www.facebook.com/DofEScotland)

[twitter.com/DofEScotland](https://twitter.com/DofEScotland)

[youtube.com/DofEScotland](https://www.youtube.com/DofEScotland)

[linkedin.com/company/the-duke-of-edinburgh's-award](https://www.linkedin.com/company/the-duke-of-edinburgh's-award)

[instagram.com/dofescotland](https://www.instagram.com/dofescotland)