

2022 Flags For Fallen Vets – Fort Logan Coordinator Duties

***If you cannot make any of these dates, times, duties, etc. – PLEASE tell me, asap
Amber Schoenrock <amber.schoenrock@flagsforfallenvets.com>**

COORDINATOR ITINERARY:

Sunday, May 29th PLACEMENT DAY:

- **7:30 am** – Meet at the ADMIN BLDG. (Kenyon Gate)
- **7:30 am** – Meet with your Leaders - Be sure **ALL Leaders** are present
 - **Make sure ALL sections have leaders** – Move leaders around as needed
 - **REVIEW instructions with Leaders**
 - **SIGN OUT and EXPLAIN HOW** to use the **RADIOS**
 - **Hand out section PACKETS / T-shirts**
- **8:00 am – 8:15 am** – All Leaders place their loved ones flags
- **8:15 am** – Leaders must be in their sections for early arrivals
- **8:30 am** – Team Leads give single flag for Volunteers to place for loved ones
- **9:00 am** – **Placement Begins (not sooner – ask early birds to please wait)**
 - **CHECK** on your areas **early** for compliance!
 - **HELP** your leaders – **Call for back up, if needed**
 - **MONITOR** progress in your areas – **RADIO** in with Status updates
 - **MAKE SURE** your areas are **100% "Flagged"** and **Cleaned up**
 - **Consolidate extra GOOD flags into ONE tote**
 - **Collect RUBBER BANDS** in a zip baggie – put in a tote
 - **Place BROKEN flags** in a separate tote
- **Wrap up-** once all flags have been place-
 - Walk through your areas to ensure no trash and all flags are placed
 - Close lids on totes and ensure on sidewalk/street for pick up
 - Turn in Radio and any important info/lost items found to Amber/Bob
- **Have FUN!** This is to honor our Fallen Vets and their families
- **Ask all Leaders –**
 - How many can be at **REMOVAL** – make a list – **Give to Amber or Bob**

**THANK YOU all so much, for generously giving your time
to help us Honor and Remember our interred Veterans!**

We are truly humbled by your dedication and PATRIOTISM

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