

TEAM LEADER RESPONSIBILITIES
FLAG PLACEMENT WILL BE SUNDAY, MAY 28, 2023
WE WILL BEGIN AT 9 AM
DO NOT PLACE EARLY UNLESS IT IS A FAMILY MEMBER

- Enter the Cemetery from the Maintenance and Service Entrance and meet in the Maintenance Area at 7:15 AM.
- Report to your Event Coordinator for the briefing and introductions. DO NOT begin to move totes or otherwise start placement activities until after meeting with your Area Coordinator.
- Immediately after the briefing, proceed to your assigned section. Determine if there are any family members with loved ones in your section.
- DO NOT go to your designated sections until after meeting with your Area Coordinator.

ALLOW ANY FAMILY MEMBERS TO PLACE FLAGS FIRST

- Instruct your volunteers on the proper location and placement of the flags.
 - FLAGS ARE ONLY ON THE FRONT OF THE HEADSTONE OR MARKER, 12 FROM THE CENTER OF THE GRAVESTONE OR MARKER, AND FOUR INCHES DEEP. USE A FOUR-INCH SCREWDRIVER FOR REFERENCE AS NEEDED.
 - NO FLAGS TO THE BACK, EVEN IF A NAME IS PRESENT.
 - COLUMBARIUM PLACEMENT IS ONE FLAG IN FRONT OF EACH COLUMN IN THE EXISTING TRENCH.
- • Instruct volunteers to: **READ THE NAME OF THE VETERAN AND THANK THEM FOR THEIR SERVICE BEFORE MOVING TO THE NEXT GRAVESTONE OR MARKER.**
- • At 9 AM, after family members have placed their flag on the grave of their loved one, and upon hearing the playing of TAPS:
 - Pass out the remaining flags to attendees.
 - NO FLAGS ARE TO BE PLACED AHEAD OF TIME EXCEPT FOR FAMILY MEMBERS.
 - ASSIST VOLUNTEERS IN NEED OF ASSISTANCE.
- Each tote should have multiple desiccant packs inside. Please ensure that these packs remain in the totes and are not discarded.
- • Separate flags from broken staffs, and keep flags for re-staffing.
- • Keep extra flags in one tote and re-bundle them in bundles of 20 flags per bundle with one rubber band at the top wrapped twice and one rubber band at the
 - bottom wrapped three times.
- • After placement, be sure the area is clean and remove all trash from the Cemetery; waste should be placed in trash bags for removal from cemetery grounds. DO NOT put the garbage into totes. Notify the Area Coordinator when your section is complete and wait to be released.