

**2020 Volunteer Instructions**  
**Ohio Western National Cemetery**  
**Flag Placement Day, Saturday, May 23**

- Arrive at Ohio Western National Cemetery and proceed to the Assembly Area for the Flag Placement Ceremony **not later than 9:00AM**. Following the Ceremony you will proceed to your assigned Section for Flag Placement. Expect heavy traffic near the cemetery. RAIN OR SHINE, we will proceed.
- What to bring:
  - A screw driver, hammer and a 12" ruler
  - Your own bottled drinking water
- Your Section Team Leader will meet you at your section.
  - Please meet in the section listed on your Confirmation at 9:30 AM.
  - Team Leaders will review instruction and pass out flags to volunteers.
  - Volunteers with loved ones buried in the cemetery will be allowed to place flags on their graves before others are permitted to place any flags.
- Placing the Flags
  - Flags only go on the front of a headstone or marker; none on the back, even if there is a name there.
  - Place the flag 12 inches from the CENTER of gravestone or marker, and 5 inches deep. Use four inch screw driver as needed.
  - Never disturb ANYTHING at someone's gravesite.
  - Columbarium placement is one flag in front of each column in the trench that already exists.
- What to say when placing the flag  
***Read the veteran's name aloud and thank them for their service and sacrifice.***

**Flag Removal Day, May 30**

- Scheduled start time is 9:00AM.
- Please bring an old towel or rag to wipe down the flag staffs before bundling.
- Upon collecting flags bundle them in bundles of twenty.
  - Use one rubber band wrapped twice at the top of the bundle and another rubber band wrapped thrice at the bottom
  - Place the completed bundles into the totes provided
  - **Do not pick up flags that vary from the size of our standard flag**