

COORDINATOR RESPONSIBILITIES

Prior to Flag Placement Day

- Send an introduction email to all of your Team Leaders. Share your email address and/or cell number for communication purposes.
- Coordinators are requested to attend the Flag Placement Day and the Flag Removal Day
- Meet at the Cemetery in the Maintenance at 4:00PM on Saturday, May 27 to help distribute flag totes to your area's sections.

Flag Placement Day, May 28

- **PLEASE WEAR YOUR ORANGE SHIRT ON PLACEMENT DAY**
- Meet at the Maintenance Area at 7:00AM, May 28
- Proceed to your area after the briefing and follow up with each of your Team Team Leaders to make sure that they understand.
- Monitor the progress in each of your assigned sections.
- Verify the flag placement completion for each of your sections releasing those team leaders unless needed elsewhere.
- Schedule a complete pick-up of empty totes,
- Consolidate unused flags into bundles of 20 and into a tote(s) in totals per the tote label
- Ensure that flags with broken staffs have been separated from the staffs and collected for restaffing.
- Store empty totes in an organized manner to facilitate re-delivery on Flag Removal Day
- Request release from your Event Leader, before leaving

Flag Removal Day, June 3

- **PLEASE WEAR YOUR ORANGE SHIRTS**
- Meet at Maintenance area at 7:30, on Saturday, June 3.
- Deliver empty totes to the sections.
- Instruct Team Leaders on how to clean staffs and bundle flags.
- Demonstrate twenty flags in a bundle with a rubber band wrapped twice around the flags and another rubber band wrapped three times around the staffs.
- Review the progress in the sections of your area.
- When a section is completed, request the team leader with the volunteers to move to a section not yet completed.
- Release team leaders only after all sections are nearing completion.
- Ensure tote pick-up, transport, and storage and request release.