

# 2019 Flags For Fallen Vets – Fort Logan Coordinator Duties

**\*If you cannot make any of these dates, times, duties, etc. – PLEASE tell me, asap  
Sue Balch <sue.balch@flagsforfallenvets.com>**

- Contact your Team Leaders, now. (We will be sending contact info as we get it)
  - Exchange emails and cell numbers
  - Answer any questions – preempt any issues

## COORDINATOR ITINERARY:

**Saturday, May 25<sup>th</sup> – STAGE CEMETERY – for Placement**  
**Sunday, May 26<sup>th</sup> – FLAG PLACEMENT DAY**  
**Friday, May 31<sup>st</sup> – STAGE CEMETERY – for Removal**  
**Saturday, June 1<sup>st</sup> – REMOVAL DAY**

## Saturday, May 25<sup>th</sup> – STAGE Cemetery for PLACEMENT:

- **Meet** at the Cemetery **3:00 pm** - Maintenance area - S Sheridan side (enter N Gate)
  - Unload the truck – stage Totes in their proper sections
  - Make sure all supplies are in place – assess needs / potential issues
  - Test Radios, P.A. System, etc.
  - Run through instructions, survey your areas, troubleshoot as needed

## Sunday, May 26<sup>th</sup> – PLACEMENT DAY:

- **7:00 am** – Meet in the SAME Maintenance lot –S. Sheridan side (enter North 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
- **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
- **Ask all Leaders –**
  - How many can be at **REMOVAL** – make a list – **Give to Sue & Bob**

### **Friday, May 31<sup>st</sup> – STAGE Cemetery for REMOVAL:**

- **Meet** at the Cemetery **3:00 pm** - Maintenance area - S Sheridan side (enter N Gate)
  - Unload the truck – stage Totes in their proper sections
  - Make sure all supplies are in place – assess needs / potential issues
  - Test Radios, P.A. System, etc.
  - Run through instructions, survey your areas, troubleshoot as needed
  
- **Please contact your leaders prior to Removal Day**
  - **Ensure they are still participating / Answer any questions**

### **Saturday, June 1<sup>st</sup> – REMOVAL DAY:**

- Coordinators Meet at the Cemetery at **7:00 am** – same Maintenance Area
- **Meet your Leaders at 8:00 am** – location to be determined.
  - For team assignments and instructions
  - You can assign leaders on the spot – it's clean up, after all
  - Move people around as needed

### **COORDINATORS -**

**PLEASE BE AT REMOVAL - if at all possible.**  
**PLEASE let us know if you can NOT be there.**

**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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