

# **Fort Logan National Cemetery**

## **LEADER INSTRUCTIONS**

### **2019 Memorial Day Flag Placement**

### **Flags For Fallen Vets**

1002 Davis Street, Cleburne, TX 76033    FlagsForFallenVets.com    501 (C)3 NON-PROFIT

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**SUNDAY, MAY 26<sup>TH</sup>**

**Leaders – Meet your Area Coordinators at 7:30 AM in the Cemetery**

*\*Meeting areas to be designated later*

*\*Please arrive early and place your loved one's flag **BEFORE** we meet*

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Your Event Coordinators are:

**Sue Balch** - Executive V.P.    (832) 289.4321    sue.balch@flagsforfallenvets.com

**Morrison “Bob” Fussner II** - Founder, President    (817) 798.9414    3<sup>rd</sup> Generation Marine

***Area Coordinators will manage large areas of the cemetery***

***\*Area Coordinators are here to help with Issues - Questions – Supplies***

***Your Coordinator will have your info packets***

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**Thank you so much for being a part of our “Leadership Team!”**

**It takes a team to make this event a success, and we appreciate every one of you.**

#### **ITINERARY:**

- **7:30 am** – **LEADERS** meet with your **Area Coordinator** to:
  - Review instructions
  - Receive Info **PACKETS**
  - Then - disperse to your sections
  
- **8:00 am** – Please be at your Assigned Sections (by the Totes of Flags)
  - Tickets are color coded by section - to easily spot anyone in the wrong section
  - Early arrivals may be there to place a **loved one's flag**
    - Please give them **ONE** flag (not a whole bundle)
    - They may have a ticket for another section – so just one flag
  - Please ask other “early birds” to kindly wait until 9:00 am
  
- **9:00 am** – Volunteers arrive – “TAPS” will play over the cemetery sound system
  - After TAPS – You will begin your talking points to the Volunteers
  - First – **THANK EVERYONE** for coming out this morning to help us –  
***Honor and Remember our Veterans at Rest at  
Fort Logan National Cemetery***

## After Thanking the Volunteers –

1. **SHOW & TELL** – Proper Flag Placement & Cemetery Protocol: \_\_\_\_\_
  - **HEADSTONES** / Grave **MARKERS** – **Show** Volunteers how to:
    - Place Flags **12" OUT** from headstone & **CENTERED**
    - **SINK 5"** deep – so it stands up in bad weather, but doesn't touch the ground
  - **COLUMBARIUM Sections** –
    - 1 Flag placed in front of each **column** – in the gravel trench right in front
  - **FLAGS Only go in FRONT** of grave markers – NOT BEHIND even if a name is there
  - **DO NOT PUSH flags** from the top – the staffs **WILL BREAK**
  - **DO NOT MOVE objects** at any grave – a small pebble could have significant meaning
    - **WE MOVE OUR FLAG** to the side of any objects already there
  - **Volunteers – SAY EACH VETERANS NAME** and **THANK THEM** for their **SERVICE**

## 2. **HANDING** out **FLAGS**: \_\_\_\_\_

### LEADERS -

- **FIRST** – **ASK** anyone with a **LOVED ONE** in your section – to please come forward
  - If they **have** a ticket for **YOUR SECTION** –
    - Trade that ticket for 1 **BUNDLE** of **FLAGS** / **Keep the ticket**
  - If they **DO NOT have** a ticket for **YOUR SECTION** –
    - Give them **ONE SINGLE FLAG** – Not a bundle
- **NEXT** – **Volunteers with tickets for YOUR SECTION** – get 1 **BUNDLE** of **Flags**
  - **1 Ticket Per Person** – if they have 4 tickets – 4 people must come up
  - **1 BUNDLE** per person
  - **KEEP Tickets** – put in the zip baggie, and drop in a tote

• **After all tickets are collected – Non-ticket holders** may receive flags if available

## 3. **PLEASE**: \_\_\_\_\_

- **DO NOT MOVE TOTES** onto the lawn - they **must stay at the curb**
- Return **ALL EXTRA Flags & Broken FLAGS** – *Flags for Fallen Vets* buys ALL Flags
- **PICK UP / RETURN ALL RUBBER BANDS** – these damage the lawn mowers
- Volunteers **COLLECT** any **Trash** - We **MUST** leave the grounds in **PRISTINE** condition

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**HELP** your Volunteers – **MONITOR** your section – **CATCH** errors early

*Walk your area – **BE SURE** your area is 100% Properly Flagged*

Put **RUBBER BANDS** in 1 tote – **EXTRA FLAGS** in 1 tote – **DAMAGED FLAGS** in 1 tote  
Stack the totes where they were staged, so the truck can pick them up

**Ask ALL Volunteers to please help with  
Removal June 1<sup>st</sup> at 9:00 am**

Use the sign up sheets. Put sign up sheets & Roster in the zip lock bag – drop in a tote  
**WHEN YOUR AREA IS COMPLETE** – *Please direct volunteers to help in other sections as needed.*

**Don't forget to Turn in RADIOS**

**THANK YOU!!!**