

TEAM LEADER RESPONSIBILITIES

2018 Flag Placement

- **Please wear your team leader shirt for the Event.**
- Enter the Cemetery from the Maintenance and Service Entrance and meet in the Maintenance Area at 7:20
- Report to your Area Coordinator for the briefing and introductions.
- Immediately after the briefing proceed to your assigned section.
- Determine if there are any family members with loved ones in your section.
 - Allow family members to place flags first.
- Instruct your volunteers on the proper location and placement of the flags.
 - Flags only go on the front of a headstone or marker, 12 inches from the CENTER of gravestone or marker, and 4 inches deep. Use four inch screw driver as needed.
 - None on the back, even if there is a name.
 - Columbarium placement is one flag in front of each column in the trench that already exists.
- Instruct volunteers to: ***Read the veteran's name aloud and thank them for their service and sacrifice.***
- 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 ticket holders. Keep the tickets and return them to your area coordinator.
 - **No flags to be placed ahead of time except for family members**
 - Watch and assist volunteers that need assistance.
- Separate flags from broken staffs, and keep flags for restaffing.
- Please keep the rubber bands together in one tote for use on Removal Day.
- 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.
- Team Leaders report to the Team Coordinator with any problems or supply issues. An ample supply of flags for your section will have been delivered to your section ahead of time.
- After placement, be sure the area is clean, remove all trash from the cemetery. Notify the Team Coordinator when your section is complete, and await to be released.