

2019 Flags For Fallen Vets – Houston Coordinator Duties

***If you can't make any of these dates, times, duties, etc. – PLEASE tell me, ASAP**
Rudy Norman <Norman_tx@hotmail.com>

- Contact your Team Leaders, now.
 - Exchange emails and cell numbers
 - Answer any questions – preempt any issues

COORDINATORS – Key Dates:

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

Saturday, May 25th – STAGE Cemetery for PLACEMENT:

- **Meet Rudy** at the Cemetery at **3:00 pm** – in the “Admin” parking lot – We will:
 - Unload the truck – stage the Totes & Water 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 26th – PLACEMENT DAY:

- **6:50 am** – Meet in the Hemi-Cycle
- **7:00 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**
- **After the Ceremony** – Flag Placement begins
 - **CHECK** on your sections **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**
- Have your Leaders
 - 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 Leaders can be at **REMOVAL** – make a list – **Give to RUDY**

Friday, May 31st – STAGE Cemetery for REMOVAL:

- **Meet** at the Cemetery at **3:00 pm** in the “Admin” parking lot.
 - Unload the truck and stage the Totes & Water in their proper areas
 - Make sure all supplies are in place – assess needs / potential issues
 - Test Radios, etc.
 - Run through instructions, survey your areas, troubleshoot as needed

- **Please contact your leaders prior to Removal Day**
 - To ensure they are still participating / Answer any questions

Saturday, June 1st – REMOVAL DAY:

- Coordinators Meet at the Cemetery at 7:00 am in the Hemi-Cycle

- Volunteers will meet at 8:00 am – in the center "Hemi-cycle".

- We will make team assignments on the spot
 - You can assign leaders on the spot – as well
 - A seasoned Volunteer can lead a team during removal

COORDINATORS -

**PLEASE BE AT REMOVAL - if at all possible.
PLEASE let me 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!**

I am truly humbled by your dedication and PATRIOTISM

Rudy Norman
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