

LEADER INSTRUCTIONS

Flags For Fallen Vets

2018 Memorial Day Flag Placement

Houston National Cemetery

SUNDAY, MAY 27TH

Leaders Meet at 8:00 AM in the HEMI-CYCLE of the Cemetery

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

*We have 4 **Area Coordinators** covering the cemetery.
They are here to help you with any questions, issues, supplies, etc.*

*Here are your **Coordinators** and the **sections** they will cover:*

- **Thomas Lacki** –
 - A-MA-S3, B, C, G-H, G1-G3, G2-G4, J
- **Julie Tisdale** –
 - K-K1-K1, L-LCREM, T, T1, U-U1, U2, C11 thru C15
- **Rudy Norman** –
 - D, F-F1, M1, M2-C10, O-C5-C6, N1-C7, N2, N4-N5-C9, N3-C8
- **Danny De La Garza** –
 - E, I, P-C2-C4, Q-C3, R-R1-R2-C1, S1A-S1B-S2

****Your Area Coordinator will have your information packet.***

*Thank you so much for being a part of our "Leadership Team!"
It takes a team to make this event a success, and I appreciate each and every one of you.*

MEETING:

- **8:00 am** – **LEADERS** meet with your **Coordinator** to:
 - Pick up your **PACKETS**
 - Sign out **RADIOS**
 - Receive any **NEW INFORMATION**
- **9:00 am** – **All Volunteers** meet us in the hemi-cycle for instructions and a brief ceremony
 - **"TAPS"** – The playing of *TAPS* concludes our meeting.
 - Everyone can head out to their sections to begin placement

AT YOUR SECTION

EXPLAIN Proper Flag Placement & TELL VOLUNTEERS –

- **DO NOT PUSH the flags** from the top – the staffs **WILL BREAK**
- **HEADSTONES** / Grave **MARKERS** –
 - Place Flags **12" OUT – CENTERED – SINK 5"** into the ground
- **COLUMBARIUMS** –
 - 1 Flag in front of each column: place flag between the sidewalk edge & the grass
- **FLAGS go in FRONT** of grave markers –
 - **NOTHING BEHIND** a grave marker, even if a name is there
- **DO NOT MOVE objects** at a grave site –
 - Even the smallest pebble could have significant meaning
- **WE MOVE OUR FLAG** to the left or right of any objects already there
- **SAY EACH VETERANS NAME** and **THANK THEM for their SERVICE**

PLEASE BE SURE:

- **DO NOT MOVE TOTES** onto the lawn - they **must stay at the curb**
- Turn in **ALL EXTRA FLAGS** – *Flags for Fallen Vets* pays for EVERY flag.
- **PICK UP / RETURN – ALL RUBBER BANDS** – these damage the lawn mowers
- Volunteers **COLLECT all TRASH** - We **MUST** leave the grounds in **PRISTINE** condition

HANDING OUT FLAGS:

- **FIRST – ASK** anyone with a **LOVED ONE in your section** – to come forward
 - If they **HAVE a TICKET for YOUR SECTION** - give them **1 BUNDLE** of **FLAGS**
 - Anyone else **who came forward** – give them **1 SINGLE FLAG**
- **NEXT – Volunteers with tickets for YOUR SECTION – get flag bundles**
 - **TICKETS** have the section printed on them – please verify this
 - **TICKETS** are good for **the SECTION** printed on them
 - **ONE BUNDLE** per ticket
 - **Keep TICKETS** – collect them in a zip baggie, and drop in a tote
- **LAST - After ticket holders have Flags – Anyone without a TICKET may have flags**

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

*Walk your area – **MAKE SURE** your area is **100% Flagged and Clean.***

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 2nd 9:00 am**

Use the sign up sheets. Put sign up sheets & tickets 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 your RADIOS