

# 2017 FLAGS FOR FALLEN VETS - HOUSTON

## **VOLUNTEER INSTRUCTIONS for PLACEMENT**

**SUNDAY, MAY 28TH - Meet at 9:00 AM in** the center HEMI-CYCLE of the Cemetery

*\*Tickets may say to meet in your section but – MEET in the CENTER first*

SCHEDULE for the day:

- **9:00 am** – We all meet in the center for a short ceremony and to review instructions
- **TAPS** – is our signal to head out to our sections, and begin placement
- **Please** – When your area is done, please help other areas until cemetery is complete
- **RAIN or SHINE** – We typically finish around noon, if the weather cooperates

PARKING:

- You may park in the cemetery, or on side streets - Do not block any roads

BRING:

- **Ruler** - to measure **12"** out from the headstones (Paint stir sticks work too:)
- **Screw Driver** - to make a pilot hole for sinking the flags **5"** into the ground.
  - **Or something sturdy** – marked for **5"**

AT YOUR SECTION: Team Leaders (*in ORANGE shirts*) will head up each section.

- **Team Leaders** will take your ticket and hand you a bundle of 20 Flags.
- **DO NOT take flags** from the totes, kindly allow Leaders to hand out Flags
- **FIRST** - those with **Loved Ones** interred in the cemetery – **receive Flags, first.**
- **NEXT** - Volunteers with **TICKETS** – receive Flags - **THEN:**
- **AFTER** - Volunteers with tickets have flags - anyone **without tickets** may receive flags
- **TICKETS** are **COLOR CODED** by section, and only GOOD in that **SECTION**

HOW TO PLACE FLAGS:

- **HEADSTONES / MARKERS** - Place Flag **12" OUT** and **CENTERED**, then **SINK 5"**
- **COLUMBARIUMS** - ONE FLAG in front of each column, placed in existing trench
- **FLAGS ONLY** go in **FRONT** of a headstone. NONE in back, even if there is a name
- **DO NOT MOVE** anything at a gravesite. Just place your FLAG next to anything there
- **SAY EACH VETERANS NAME** as you place a flag - & **THANK THEM** for their service
- **FUNERALS** may be in progress, **kindly wait and allow them space**

PLEASE BE SURE TO:

- **TURN IN ALL EXTRA FLAGS! EVEN BROKEN ONES** Please do not take our flags
- **PICK UP and RETURN** all rubber bands to one tote
- **RETURN ANY EXTRA – GOOD FLAGS** to one tote
- **PLACE DAMAGED FLAGS** in a separate tote
- **COLLECT any TRASH** - We must leave the cemetery in PRISTINE condition

**\*\*FLAG REMOVAL is Saturday, June 3rd at 9:00 am\*\***

**PLEASE COME OUT TO HELP (and bring 100 of your closest friends!)**

**THANK YOU so much for helping us HONOR OUR FALLEN VETERANS**

**WE APPRECIATE YOUR SUPPORT AND PATRIOTISM**