

## LEADER INSTRUCTIONS

## 2019 Memorial Day Flag Placement

## *Houston National Cemetery*

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

**Leaders Meet at 7:00 AM in the HEMI-CYCLE of the Cemetery**

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

## Rudy Norman is your Event Coordinator

***There are 4 Area Coordinators** covering the cemetery.*

*They are here to help with questions, issues, supplies, etc.*

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

- **Thomas Lacki – Team 1**
  - A+MA+S3      B      C      G+H      G1+G3      G2+G4      J
- **Barbara Kern – Team 2**
  - C12+C13+C14      D      K+K1+K2      L+LCREM      T      T1      U+U1+U2      V+V1
- **Paul Hains – Team 3**
  - C5+C6      C7+C8+C9      C10+C11+C15      F+F1      M1      M2      N1      N2  
N3      N4+N5      O
- **Danny De La Garza – Team 4**
  - C1+C2+C3+C4      E      I      P      Q      R+R1+R2      S1A+S1B+S2

***\*Your Area Coordinator will have your info packets and T-shirts***

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:**

- **7:00 am** – **LEADERS** meet with your **Coordinator** to:
  - Pick up your **PACKETS**
  - Get your **T-SHIRTS** if don't already have them
  - Sign out **RADIOS**
  - Receive any **NEW INFORMATION**
- **8:00 am** – **All Volunteers** meet us in the hemi-cycle for instructions and a brief ceremony
  - **At the conclusion** – Everyone heads to their sections to begin placement

## Leaders – AT YOUR SECTIONS

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### 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
- **COLUMBARIUM Sections** –
  - 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:

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- **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:

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- **FIRST – ASK** anyone with a **LOVED ONE in your section** – to come forward
  - If they **ARE on your ROSTER** - give them **1 BUNDLE** of FLAGS
  - Those **NOT** on the **ROSTER** – please give them **1 SINGLE FLAG**
- **NEXT – Volunteers listed for YOUR SECTION – get flag bundles**
  - **Cross off** volunteers listed on your roster
  - **ONE BUNDLE** per person listed
  - **Keep the ROSTER** – put it in the zip baggie, and drop in a tote
- **LAST - After registered volunteers** have Flags – **Anyone not listed** may have flags

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**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 1<sup>st</sup> at 8:00 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 your RADIOS**

**THANK YOU!!!**