

# TEAM LEADER RESPONSIBILITIES

## 2018 Flag Placement, May 27

- **Please wear your team leader shirt for the Event.**
- Report to your Event 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 event 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 re-staffing.
- 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.
- After placement, be sure the area is clean. Remove all trash from the cemetery. Notify the Team Coordinator when your section is complete, and wait to be released.