

## **VOLUNTEER INSTRUCTIONS FOR FLAG PLACEMENT AT BAY PINES NATIONAL CEMETERY – SUNDAY, MAY 26, 2024**

**Date and time:** Sunday, May 26, 2024. Arrive and park in campus overflow behind BPNC by 08:15. This event is held RAIN OR SHINE!

**What to wear:** Dress for the weather, wear sturdy shoes, flip flops are NOT recommended. Grounds may be damp or wet.

**What to bring:** Old shop rags or hand towels to wipe down flags and staffs, 12 inch ruler or 12 inch paint stick, a small rubber mallet (no hammers), a screwdriver with a minimum shaft of 4" to 6" length, water for your personal hydration.

**Politics:** ABSOLUTELY NO Political Campaigning on Cemetery Grounds will be permitted.

**Parking:** Park behind the cemetery in the overflow parking lot at the campus. Follow the directional Parking Signs at the cemetery.

**Assembly:** Everyone is to report to the War Memorial/Cortage Circle for important briefing by 8:20am! After briefing, you will be escorted to your sections by your Team Leaders. Do not begin flag placement until you have received further instruction from your assigned Section's Team Leader. Please help your team leader as needed with flag distribution.

**Family Members** will be allowed to place their loved one's flag at 08:50.

**All Volunteers** will begin placement at 9am sharp. Flags will be placed 12" from center of Veteran's Memorial Marker, behind the marker, – no exceptions. Once Flag is placed, say the name of the Veteran, and thank them for their service and their sacrifice – no exceptions. Once your section is finished, please go to other sections to assist.

**Do not use rubber mallet** on the flag staffs or spear. Use the rubber mallet on the screwdriver only to make a minimum of 4" depth hole to then insert the flag.

**Do not remove** or move any personal items left at our Veterans monuments.

**Columbarium Assignments:** For those volunteers placing at the Columbarium, place one flag per column in the existing trench.

## **VOLUNTEER INSTRUCTIONS FOR FLAG RETIREMENT AT BAY PINES NATIONAL CEMETERY – SUNDAY JUNE 2, 2024**

**Date and time:** SUNDAY, JUNE 2, 2024. Arrive and park by 8:30am. This event is held RAIN OR SHINE!

**What to wear:** Dress for the weather, wear sturdy shoes, flip flops are NOT recommended. Grounds may be damp or wet.

**What to bring:** Rags for wiping down the flag staffs, water for your personal hydration.

**Parking:** Park behind the cemetery in the overflow parking lot at the campus. Follow the directional parking signs at the cemetery. Report to the Memorial Monument in front of the Administration Building to receive instructions on flag removal and re-bundling. We will only remove our flags. Do not touch or remove anything else from the veterans' memorial markers.