

**2023 AREA COORDINATOR RESPONSIBILITIES**  
**MAY 28, 2023 PLACEMENT**  
**JUNE 3, 2023 PICK UP**

**Before Flag Placement Day**

- Edit and send an introduction email to all of your Team Leaders.
- Make sure each of your Team Leaders has your phone number. Share your email address and cell number for communication purposes.
- Coordinators are requested to attend the Flag Placement Day and the Flag Removal Day.
- Meet at the Cemetery in the Maintenance area at on Saturday, May 27, to help distribute flag totes to your area's sections. Each tote will have at 3 - 4 desiccant packs inside. This applies to both placement & pickup days. Please make sure everyone knows that these packs are to be saved in the totes & not thrown away.

**Flag Placement Day, Sunday, May 28**

**PLEASE WEAR YOUR LEADER SHIRTS ON PLACEMENT DAY**

- Meet at the Maintenance Area at 7:00 AM, May 28
- Proceed to your area after the briefing and follow up with each of your Team Leaders to make sure that they understand and any questions are answered.
- Monitor the progress in each of your assigned sections.
- Verify the flag placement completion for each of your sections, releasing those team leaders unless needed elsewhere.
- Schedule a complete pickup of empty totes with Nikki Balasch (352 476-8993).
- Consolidate unused flags into bundles of 20 and a tote
- Ensure that flags with broken staffs have been separated from the Team and collected for re-staffing.
- Do not place trash in totes. Please use trash bags which should be removed from cemetery premises
- Store empty totes in an organized manner to facilitate re-delivery on Flag Removal Day
- Request release from your Event Leader, Nikki Balasch, before leaving

**Flag Removal Day, June 3**

- PLEASE WEAR YOUR LEADER SHIRTS ON REMOVAL DAY
- Meet at the Maintenance area at 7:30 AM on Saturday, June 4, to deliver empty totes to sections
- Instruct Team Leaders on how to clean staff and bundle flags.
- **Demonstrate twenty flags in a bundle with one rubber band loosely wrapped once around the staffs just below the flags. The flags will be transported to Sumter County Fairgrounds for drying.**
- **Request that team leaders and other volunteers to accompany us to the fairgrounds to disperse the flags.**
- Review the progress in the sections of your area.
- When a section is completed, request the team leader and volunteers to
- move to an area not yet completed.
- Release Team Leaders only after all sections are nearing completion.
- Ensure tote pickup, transport, and storage and request release from Nikki.