

TEAM LEADER RESPONSIBILITIES

2021 Flag Placement

- **Please wear your team leader shirt for the Event.**
- Enter the Cemetery from the Maintenance and Service Entrance and meet in the Maintenance Area at 7:15 a.m.
- Report to your Event Coordinator for the briefing and introductions. **DO NOT** begin to move totes or otherwise start placement activities until after you have met with your Area Coordinator.
- Immediately after the briefing proceed to your assigned section. **DO NOT** go to your assigned sections until after you have met with your Area Coordinator.
- 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.
 - **No flags to be placed ahead of time except for family members.**
 - Watch and assist volunteers that need assistance.
- Every tote should have at 3 - 4 desiccant packs inside, please assure that these packs remain in the totes and are not lost or thrown away.
- 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 and remove all trash from the cemetery; trash should be placed in trash bags for removal from cemetery grounds. **DO NOT** put trash into totes. Notify the Area Coordinator when your section is complete and wait to be released.