

2021 AREA COORDINATOR RESPONSIBILITIES

May 27, 2024, PLACEMENT

June 1, 2024, PICK UP

Day Before Flag Placement Day May 26

- Call and send an introductory email to all of your Team Leaders. Share your email address and/or cell number for communication purposes, and make sure each of your Team Leaders has your phone number.
- Coordinators are requested to attend the Flag Placement Day and the Flag Removal Day
- Meet at the Cemetery in the Maintenance area on Saturday, May 26, to help distribute flag totes to your area's sections WBD as we approach placement.
- Each tote will contain 3 - 4 desiccant packs; please make sure everyone knows that these packs are to be saved in the totes and not thrown away. This applies to both placement and pickup days.

Flag Placement Day May 27

- **PLEASE WEAR YOUR LEADER SHIRT ON PLACEMENT DAY**
- Meet at the Maintenance Area at 7:00 AM,
- After the briefing, proceed to your area and follow up with each of your Team Leaders to ensure their understanding.
- Monitor the progress in each of your assigned sections.
- Verify the flag placement completion for each section, releasing those team leaders unless needed elsewhere.
- Schedule a complete pick-up of empty totes with Phil Beatty (317 431-3624),
- Consolidate unused flags into bundles of 20 and a tote.
- Ensure that flags with broken staff have been separated from the staff 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, Phil Beatty, before leaving

Flag Removal Day, June 1

- **PLEASE WEAR YOUR LEADER SHIRTS**
- Meet at the Maintenance area at 7:30 on Saturday, June 1.
- Deliver empty totes to the sections.
- Instruct Team Leaders on how to clean staff and bundle flags.
- Demonstrate twenty flags in a bundle with a rubber band wrapped twice around the flags and another rubber band wrapped three times around the staffs.
- Review the progress in the sections of your area.
- When a section is completed, request the Team Leader and the volunteers to move to the section that has yet to be completed.
- Release Team Leaders only after all sections are nearing completion.
- Ensure tote pick-up, transport, and storage and request release from Nikki.
- Once all totes are picked up, we will then move them to a location for drying.