

2023 AREA COORDINATOR RESPONSIBILITIES  
MAY 28, 2023 PLACEMENT  
June 3, 2023 REMOVAL

Prior to Flag Placement Day

- Call and send an introduction email to all of your Team Leaders. Share your email address and/or cell number for communication purposes. 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 at 3PM on Saturday, May 27 to help distribute flag totes to your area's sections.
- Each tote will have at 3 - 4 desiccant packs inside, please make sure everyone knows that these packs are to be saved in the totes & not thrown away. This applies to both placement & pickup days.

Flag Placement Day, May 28

- **PLEASE WEAR YOUR LEADER SHIRT ON PLACEMENT DAY**
- Meet at the Maintenance Area at 7:00AM, May 28
- Proceed to your area after the briefing and follow up with each of your Team Leaders to make sure that they understand.
- 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 pick-up of empty totes with Russ (518) 391-9837,
- Consolidate unused flags into bundles of 20 and into a tote
- Ensure that flags with broken staffs have been separated from the staffs 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 Coordinator, Russ Cummings, before leaving

Flag Removal Day, June 3

- **PLEASE WEAR YOUR LEADER SHIRTS**
- Meet at Maintenance area at 7:00 on Saturday, June 3.
- Deliver empty totes to the sections.
- Instruct Team Leaders on how to clean staffs 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 with the volunteers to move to a section not yet completed.
- Release Team Leaders only after all sections are nearing completion.
- Ensure tote pick-up, transport, and storage and request release from Russ.