

BHS Band U.S. Flag Program Installation Instructions

Please note the following:

- Flags need to be picked up the evening before a holiday at the gray band shed in the back of BHS (back parking lot, behind the football stands).
- The total number of flags for your assigned route will be provided to you prior to pickup.
- Please make sure you bring a vehicle large enough to hold this number of flags. A mid-size sedan with flip-down rear seats may be large enough to handle a route.

SET UP: video: Set up instructions for US Flag installation

- You may want to use work gloves to protect hands from rebar
- Start installing no sooner than sunrise
- Make sure you are setting up at the right address
- Look on your spreadsheet for installation instructions, sprinklers, # of flags. Some addresses have more than one flag!
- Flags should be placed approx. 3 ft back from the curb and to the front door's right (left of door when facing house from street) when possible, unless specific instructions were given. Use your judgment as to what looks nice, fairly central, not too close to the mailbox and not hanging in the street/sidewalk.
- Rebar should be at a *slight* angle, NOT straight up and down nor at a 45 degree angle, but not allow flag to fall over or touch ground
- Pound the rebar into the ground until stable...3 to 5 pounds should do it. Be careful to avoid hitting your head - pound away from your body.
- Unfurl flag (leave the elastic band at the top of the flagpole)
- Slip flagpole over the rebar
- Mark off the address after each install - make sure you install all flags
- Remember that it is early; no shouting or loud noises please
- Always treat yards and flags with respect; flags should not touch/drag on ground

TAKE DOWN: video: Retiring the US Flag

- Start collecting flags around one hour before sunset.
- Be sure to collect both the flag and rebar
- Only collect the flags on your list. We share some neighborhoods with Ravenwood, and routes may adjoin other installation teams, so it's important to take only your assigned flags.
- Roll flag up neatly for transportation and storage, place the elastic band back down around the flag.
- Remove the rebar, gently rotating and lifting upwards. Tap the rebar on the ground to remove loose dirt.
- Mark off addresses as you collect flags. Note any discrepancies on the list - we'll need that to follow up after. Email flagservice@brentwoodband.com with any discrepancies or issues.
- Bring flags, rebar, pounder, clipboard, and repair kit ziploc of ties/caps to the flag storage shed at BHS. RETURN ALL FLAGS to the shed at the designated time.