

Flag Ceremony Instructions

Posting the Flag Ceremony

Before the Ceremony:

- Gather the Color Guard: Ensure the color guard is present and ready to begin.
- Prepare the Flag: Have the flag(s) ready to be raised, ensuring the American flag is raised first and is always in the highest position.
- Flag should be raised smoothly and swiftly up the flag pole.
- Designate a Leader: Someone should be designated to lead the ceremony and give commands.


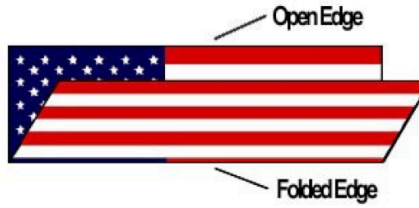
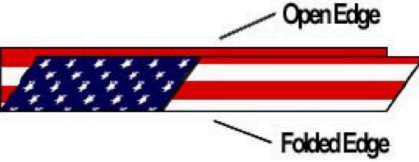
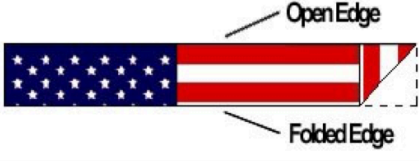

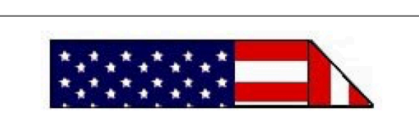

During the Ceremony:

- "Young Women, attention." Used to announce that the flag ceremony is to begin.
- "Color Guard, Attention!": (or similar command) - This signals the color guard to stand at attention.
- "Color Guard, Advance!" - The color guard advances to the flagpole, carrying the flag(s).
- "Color Guard, Post the Colors!" - The color guard attaches the flag(s) to the flagpole and raises them.
- "Color guard, honor your flag!"- Color Guard salutes the Flag.
- "Please join me in the Pledge of Allegiance." - Everyone present recites the Pledge of Allegiance.
- "Color Guard, Dismissed!" - The color guard is dismissed.

Taking Down the Flag Ceremony

Before the Ceremony:

- Ensure the color guard is present and ready to begin.
- Designate a Leader: Someone should be designated to lead the ceremony and give commands.
- Designate two people to attend to the flag- one person will lower the flag, one person will catch the corners of the flag so it does not touch the ground.
- Lower the flag slowly and with dignity.
- One Person: Have one person lower the flag- slowly and with little bouncing. Ensuring it is handled with respect
- Second Person: Grabs corner of flag as it lowers to insure it never touches the ground or stand.
- Together: When the Flag is lowered and detached from the flagpole, proceed to fold the flag into a triangle using the method pictured below.

Start		<p>↑ HOIST ↓</p> <p>← FLY →</p>
Step 1		Fold the lower striped section of the flag over the blue field.
Step 2		Folded edge is then folded over to meet the open edge.
Step 3		A triangular fold is then started by bringing the striped corner of the folded edge to the open edge.
Step 4		Outer point is then turned inward and parallel with the open edge to form a second triangle.
Step 5		Triangular folding is continued until the entire length of the flag is folded in the triangular shape with only the blue field visible.
Completed		The edge of the final triangular fold is tucked tightly inside the remaining open fold.

During the Ceremony

- Announcements
- "Young Women, attention." Used to announce that the flag ceremony is to begin.
- "Color Guard, Attention!": (or similar command) - This signals the color guard to stand at attention.
- "Color guard, honor your flag." The color guard salutes the American flag.
- "Color guard, retire the colors." This asks the color guard to lower the flag, detach from the rope, and fold.
- "Color guard, dismissed." The color guard leaves in formation, with or without the flag.
- "Young Women dismissed."