



*Honor The Past – Build The Future*

The American Flag Foundation, Inc.

# Flag Day, June 14 Community Event Planning Manual



DECEMBER 7, 1787  
Delaware  
December 7, 1787



Pennsylvania  
December 12, 1787



New Jersey  
December 18, 1787



Georgia  
January 2, 1788



Connecticut  
January 9, 1788



Massachusetts  
February 7, 1788



Maryland  
April 28, 1788



South Carolina  
May 23, 1788



New Hampshire  
June 21, 1788



Virginia  
June 25, 1788



New York  
July 26, 1788



North Carolina  
November 21, 1789



Rhode Island  
May 28, 1790



Vermont  
March 4, 1791



Kentucky  
June 1, 1792

THE ORIGINAL 15 STATES OF THE STAR SPANGLED BANNER



## **Star-Spangled Banner Outreach Program's**

### **June 14<sup>th</sup> National Flag Day Community Event Planning Manual**

for

**THE NATIONAL PAUSE FOR THE PLEDGE OF ALLEGIANCE  
PARADE OF STATE FLAGS  
LIVING AMERICAN FLAG**

#### ***PREFACE***

**AFF MISSION STATEMENT:** Enhance awareness of the American Flag as the symbol of patriotism through education, outreach and recognition.

**Founded:** 1982, as a non-profit, national patriotic education organization in Maryland (formerly The National Flag Day Foundation, Inc. until its name change in 2006)

#### **OUR CORE PROGRAMS:**

**The Living American Flag (15-star 15-stripe Star-Spangled Banner) held in the 3d week of May each year at Fort McHenry National Monument and Historic Shrine, Baltimore, Maryland, birthplace of the Star-Spangled Banner**

**The Annual National Pause for the Pledge of Allegiance, parade of state flags and fireworks held annually on Flag Day, June 14, at Fort McHenry National Monument and Historic Shrine.**

**The Star- Spangled Banner Outreach Program: An AFF program packaged for "export" based on this manual, for the use of other community sponsoring organizations nationwide that do not have easy access to Ft McHenry.**

**The Louis V. Koerber Patriotism Award Luncheon: an annual event honoring local and national patriotic leaders.**

**The American Flag Foundation Elementary School Education Program.**

**WEBSITE:** [www.americanflagfoundation.org](http://www.americanflagfoundation.org)

**INTRODUCTION:** This manual provides a single source of information for planning, organizing, and leading a community National Flag Day (June 14) patriotic and educational event that combines a “National Pause for the Pledge of Allegiance,” a “Parade of State Flags” and a “living” Star-Spangled Banner of 15-stars and 15-stripes in one evening’s performance. The American Flag Foundation holds these events at Fort McHenry National Monument and Historic Shrine in Baltimore, Maryland, the birthplace of our national anthem-The Star-Spangled Banner.

Unfortunately, many communities, not located near Baltimore, Maryland, do not have the same opportunity to participate in our foundation’s annual events. In 2006, the foundation set a strategic goal to encourage our distant communities to hold events similar to those it has held each year since 1982.

**MANUAL ORGANIZATION:** The 15 chapters in this manual correspond to the stars in the canton of the Star-Spangled Banner and the number of stripes in this flag. Exhibits in selected chapters provide samples of actual event materials used by the American Flag Foundation at Fort McHenry or by one of our outreach organizations. Appendices provide supplemental material related to the history, development and etiquette of the U. S. Flag and Flag Day. Community organizations are free to use any portion or parts of this manual in their published program material, press releases, and by participants in actual events.

**ACKNOWLEDGEMENT:** This event manual is a product of the American Flag Foundation, Inc.’s Star-Spangled Banner Outreach Program Committee and is intended for local community use in a state, county, or metropolitan area in planning, organizing and conducting an American Flag Foundation event in their community on June 14<sup>th</sup>, National Flag Day.

## TABLE OF CONTENTS

| <u>CHAPTER</u> | <u>CHAPTER TITLE</u>  | <u>PAGE</u> |
|----------------|---|-------------|
| 1              | Organizing A Community National Flag Day Event  | 1           |
| 2              | Selecting A Flag Day Event Site   | 4           |
| 3              | Planning A Community National Flag Day Program<br>Exhibit 3-E-1 The Flag on Mountain Maryland Tentative Schedule<br>Exhibit 3-E-2 The Flag on Mountain Maryland Program<br>Exhibit 3-E-3 The AFF 25 <sup>th</sup> Annual National Pause for the Pledge of Allegiance Program  | 6           |
| 4              | Gathering Community Support<br>Exhibit 4-E-1 Sample Volunteer Flyer   | 9           |
| 5              | Forming A Living American Flag<br>Exhibit 5-E-1 Layout Dimensions<br>Exhibit 5-E-2 2700 Person Star Spangled Banner Living Flag Grid<br>Exhibit 5-E-3 Aerial View of a Living Flag  | 10          |
| 6              | Conducting A Parade Of State Flags<br>Exhibit 6-E-1 Sample Emcee’s List of Flag Bearers<br>Exhibit 6-E-2 Suggested Outdoor Stage Layout<br>Exhibit 6-E-3 Sample Emcee’s Speaking List<br>Exhibit 6-E-4 Outdoor Flag Holder Picture and Diagram<br>Exhibit 6-E-5 Flag Pole Support-Elevation View                        | 13          |
| 7              | Arranging An Aerial Fly-Over – USAF Support<br>Exhibit 7-E-1 Completed DD Form 2535 Request for Military Aerial Support<br>Exhibit 7-E-2 Fly Over Request Letter<br>Exhibit 7-E-3 Blank DD Form 2535 Request<br>Exhibit 7-E-4 Blank DD Form 2536 Request for Armed Forces Participation in Public Events (Non-Aviation) | 16          |
| 8              | Promotion Your National Flag Day Community Event<br>Exhibit 8-E-1 Sample Chamber of Commerce Press Release (1 <sup>st</sup> )<br>Exhibit 8-E-2 Sample Chamber of Commerce Press Release (2 <sup>nd</sup> )<br>Exhibit 8-E-3 Sample Media Advisory   | 19          |
| 9              | Budgeting For A National Flag Day Star-Spangled Banner Living American Flag Program   | 20          |

| <b><u>CHAPTER</u></b> | <b><u>CHAPTER TITLE</u></b>  | <b><u>PAGE</u></b> |
|-----------------------|--|--------------------|
| 10                    | Managing The Sequence Of Events<br>Exhibit 10-E-1 Event Management Sequence Matrix   | 22                 |
| 11                    | Entertainment (Knowing The Audience)   | 24                 |
| 12                    | History Of Flag Day & The Pledge of Allegiance<br>Exhibit 12-E-1 The Pledge of Allegiance<br>Exhibit 12-E-2 Signing the Pledge of Allegiance   | 25                 |
| 13                    | The 13-Star Flag — The First U. S. Flag  | 28                 |
| 14                    | Flag Etiquette<br>Exhibit 14-E-1 How To Fold The Flag<br>Exhibit 14-E-2 How To Display The Flag<br>Exhibit 14-E-3 The Flag Code<br>Exhibit 14-E-4 Parts of the Flag<br>Exhibit 14-E-5 Colors of the Flag and The Great Seal of the United States | 29                 |
| 15                    | The 15-Star 15 Stripe Flag — The “Star Spangled Banner”  | 31                 |
| Appendix I            | Flag Facts and Timeline of the U. S. Flag  |                    |
| Appendix II           | History & Development of the U. S. Flag  |                    |
| Fact Sheet            | Our Organization, Programs, Website & Contact Information  |                    |



## **CHAPTER 1: ORGANIZING A COMMUNITY NATIONAL FLAG DAY EVENT**

---

***General:*** The success of The American Flag Foundation's combined programs of its National Pause for the Pledge of Allegiance and Parade of State Flags and its Star-Spangled Banner, Living American Flag depends upon a well-organized event committee composed mainly of community volunteers and good coordination by a few members of a Chamber of Commerce staff, or other county/metropolitan sponsoring organization.

### **1.1 County/chamber or other sponsoring organization President/CEO:**

- **Contacts The American Flag Foundation for a Coordinator at its website: [www.americanflagfoundation.org](http://www.americanflagfoundation.org)**
- **Appoints an Event Committee Chairperson/coordinator**

### **1.2 Chairperson seeks volunteers for:**

- **Logistics Manager**
- **Program Manager**
- **Public Relations/Media Coordinator**
- **Secretary**
- **Treasurer**
- **Plans the event preparation timeline with committee members and sets accomplishment targets and meeting dates**

### **1.3 Logistics Manager Responsibilities:**

- **Selects site: contact(s), approval in writing, legal/liability concerns; outlines a grid for participants in the Star-Spangled Banner Living American Flag (See Chapter 5, Exhibit 1)**
- **Obtains staging/sound/lighting**
- **Arranges transportation for Living American Flag participants, as needed**

- **Purchases state flags/flag-stands indoors, flag accessories; flag holders outdoors (See Exhibit 2, Chapter 5, Flag Pole Holder Elevation View)**
- **Completes requests for National Guard or other Department of Defense military support for flyovers/bands/static displays as included in program. Aerial flyover approval contingent upon agreement to let any military branch set up static displays**
- **Notifies local/state law enforcement agency in writing for traffic control or other potential law enforcement concerns if appropriate**
- **Notifies and arranges for ambulance/Fire and Rescue/EMT or other emergency vehicle(s) for participant/audience medical emergency**
- **Participates with other committee members in the event budgeting process**
- **Purchases red/white/blue ball caps and T shirts or other material for participants**
- **Completes an After Action Review input for lessons learned for following year event**

#### **1.4 Responsibilities of the Program Manager:**

- **Sources all Living American Flag participants**
- **Invites platform VIP's/Guests-and determines seating arrangement**
- **Arranges sequence of activities for the event program**
- **Obtains entertainment**
- **Invites platform speakers**
- **Sources the Parade of the Colors volunteers**
- **Sources State Flag Bearers-volunteers**
- **Sources Emcee (Sources: local radio or TV station narrator/newscaster, speaker's bureau, etc.)**
- **Designs, arranges prints, and distributes the event program on day of event. Sends one program copy to American Flag Foundation, Inc.**
- **Assists the Logistics Manager with a Living American Flag practice session**
- **Calls for volunteers**

### **1.5 Responsibilities of the Public/Media Relations Coordinator:**

- **Prepares and distributes press releases to the media periodically as directed by chamber/county chief executive (Suggest monthly, more frequently toward the event date); places event ads in local newspapers**
- **Attends committee meetings as directed**

### **1.6 Responsibilities of the Secretary:**

- **Records minutes of meetings**
- **Collects After Action Reviews**
- **Prepares an archive of the event**

### **1.7 Responsibilities of the Treasurer:**

- **Sets up a 501-(C)(3) non-profit organization, or other tax deductible arrangement (e.g. a chamber for its business member contributors)**
- **Collects and deposits contributions**
- **Establishes “patriotic themed” collection levels**
- **Ensures donors are mentioned/recognized in the event program**
- **Participates as a member of the event budgeting process**
- **Provides the 501-(C)(3) Income Statement and Balance Sheet as directed and makes available on demand funds allocated to and spent by function (logistics, program, media, etc.)**
- **Archives funds statements appropriate for tax purposes**





## CHAPTER 2: SELECTING A FLAG DAY EVENT SITE

---

***General:*** Site selection depends upon the number of participants and the expected size of the audience, as well as the availability of lighting, sound and outdoor or indoor facilities.

### 2.1. \*Size of the audience:

- **Expected audience: About 10% (+/-) of a county's census population (goalpost)**
- **Number of participants: 10% (+/-) of the expected audience (goalpost)**

**\*Figures based on results of 2005 Garrett County (rural), MD, inaugural National Flag Day event.**

### 2.2 Potential facilities:

- **Outdoors: High school, community college, college/university football stadium; sports/recreation complex**
- **Indoors: convention center; gymnasium or other sports complex**

### 2.3 Technology:

- **Electric hookups for platform microphone(s), speakers, lighting and press radio and TV equipment requirements**
- **Electric hookups for entertainment performers-singer(s), patriotic dance group, community/school/college band (Examples: Barbershop Quartet/Barbershop Chorus; Jazz group; local dance and singing group) with patriotic repertoires**

**Site Confirmation Timeline: For a first time event, confirm site 6 months to one year ahead. For subsequent events, confirm at the end of the current event.\***

**\*NOTE: Because June 14<sup>th</sup> is not a nationally-recognized ‘holiday’ and does not occur on the same day each year, be sure to confirm one year in advance when June 14<sup>th</sup> falls on Friday or Saturday.**



## CHAPTER 3: PLANNING A COMMUNITY NATIONAL FLAG DAY PROGRAM

---

**General:** Planning for this event should start one year in advance if a first event or otherwise 6-9 months ahead for a subsequent annual event. The most important order of business is the formation and initial meeting of the sponsoring organization's Flag Day Event Committee and its Chairperson (Chapter 1). Each committee member should have an alternate so that representation is assured at all planning and coordinating meetings. A general meeting timeline should be established until the date of the event starting in September (suggested) each year.

### **Exhibits:**

1. The Flag On Mountain Maryland Tentative Schedule
  2. 2005 National Flag Day Program of the Garret County, Maryland, Chamber of Commerce: "The Flag on Mountain Maryland".
  3. The American Flag Foundation, Inc. 2006 National Flag Day program, "The Annual Pause for the Pledge of Allegiance, Fort McHenry National Monument and Historic Shrine, Baltimore, Maryland.
- 3.1 Typical program duration: Allow approximately 2 hours without evening fireworks, or 2.5 hours with fireworks at dusk.
- 3.2 General format of a program: (See exhibits above). Start time is normally about 6: 30 PM with community/national guard/military band concert introduction.

**WELCOME: Sponsoring organization President/CEO, and remarks by County Executive/Commissioner**

**PERFORMANCE: (Musical: patriotic medleys, for example)**

**PRESENTATION OF COLORS**

**INVOCATION**

**Military (such as a state Air National Guard) Flyover (6:58-6:59 PM) (if included)**

**7 P.M. (local) NATIONAL PAUSE FOR THE PLEDGE OF ALLEGIANCE**

**Singing of the National Anthem**

**PERFORMANCE: (Musical)**

**Greetings from the American Flag Foundation, Inc**

**Recognition of Special Guests**

**PERFORMANCE: (Musical)**

**Parade of State Flags (30 minutes average for 50 flags; parade of all 50 flags not required; an organization might start with the 15 states represented by the 15 stars in the Star-Spangled Banner and add flags for other states in future years.)**

**Keynote Address: “a U.S. patriot”**

**PERFORMANCE: (Musical)**

**Salute to Fallen Heroes (“Echo Taps”)**

**PERFORMANCE: (Ex: A re-enactment organization; See list in this chapter)**

**Flag Retirement Ceremony (optional)**

**Formation of the Star-Spangled Banner Living Flag (See Chapter 4)**

**PERFORMANCE (music with audience participation)**

**CLOSING COMMENTS by Event Sponsor**

**3.3 A spreadsheet should be developed to handle program timeline changes during the planning phase, for archiving, and for soliciting “lessons learned” for the following year’s event.**

### 3.4 Websites for sourcing:

- **Re-enactors:** [www.reenactor.net/colonial/colonial.html](http://www.reenactor.net/colonial/colonial.html)

### 3.5 Maryland's List of Historic Characters: *(subject to change)*

Kevin Rawlings

**Uncle Sam**

P.O. Box 389  
Sharpsburg, MD 21782  
1-301-432-7019 (h)  
cwclaus@aol.com

Alan Gephardt

**Francis Scott Key**

1221 W. 37<sup>th</sup> Street  
Baltimore, MD 21211  
410-467-2533 (h)

Sonia Socha

**Mrs. Francis Scott Key**

11 Guinevere Court  
Baltimore MD 21237  
410-625-4215(w)

Danielle Taylor

**Harriet Tubman**

4299 Church Creek Rd  
Belcamp, MD 21017  
1-410-273-5550 (O)  
410-671-7124 (H)  
danteaches2116@yahoo.com

Ron Beavers

**Francis Bellamy**

11136 Robert Carter Rd  
Fairfax Stn VA 22039  
1-703-978-6820

Bonnie Fairbanks

**Emily Raine Williams**

c/o Little Maids of History  
1600 Ivanhoe Court  
Alexandria, VA 22304  
1-703-751-8887

Bob Smith

**Benjamin Banneker**

2701 N. Rosedale Street  
Baltimore, MD 21216  
410-383-9770

Urban Peters

**George Washington**

11713 N. Marlton Ave  
Upper Marlboro, MD  
20772  
1-301-627-5297

Don McAndrews

**Benjamin Franklin**

12045 Kahns Road  
Manassas, VA 20112  
1-703-791-5436 (h)  
1-703-684-5060 (w)

Raymond Davenport

**54<sup>th</sup> Massachusetts Soldier**

P.O. Box 579  
Fairfield, PA 17320  
1-717-642-6650

Dr. Andrew Waskie

**General George Meade**

2345 E. Dauphin Street  
Philadelphia, PA 19125  
1-215-423-3930

Rick Manacle

**Fort Mc Henry Seaman**

20418 Ambassador  
Germantown, MD 20874  
1-301-916-6989

Ellie Marine

**Mary Pickersgill**

6807 Fordcrest Road  
Baltimore, MD 21237  
410-866-3793

Roger Alcorn

**General Meade's Aide**

2922 Guilford Street  
Philadelphia, PA 19152  
1-215-423-3930

Marion "Chick" Szczybor  
**Vocalist**

1029 E. Lakemont Road  
Catonsville, MD 21228  
410-744-1029 (h)

Tenelle Pratt

**Buffalo Soldiers**

7607 E. Glenshire Court  
Severn, MD 21144  
410-551-0067 (h)  
1-202-344-2245 (w)

Carrie Bauer

**Clara Barton**

3417 Piney Woods Place,  
#E203  
Laurel, MD 20724  
1-301-317-9464 (h)  
anwalt@yahoo.com

Dory Cunningham

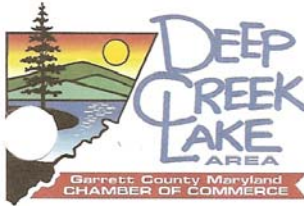
**Life in 1812**

5430 Varnum Street  
Bladensburg, MD 20710  
1-703-751-8887

Primary contact for Fort McHenry Guard:

Chief Ranger Vince Vaise 410-962-4290 Ext. 236  
Email: [Vince\\_Vaise@nps.gov](mailto:Vince_Vaise@nps.gov)

# SAMPLE - TENTATIVE SCHEDULE



15 Visitors Center Drive  
McHenry, MD 21541

Exhibit 1

## The Flag on Mountain Maryland

**Tentative schedule with program beginning at 6:30 pm**

Garrett Community Concert Band – Patriotic song(s)

Welcome & Introduction of dignitaries by emcee (Charlie Ross?)

Presentation of colors by American Legion

Invocation – Rev. Kerr

Star Spangled Banner – a cappella by Bryson Upperman, 10 years old

Smith & Roberts performs – Song about Maryland, McHenry  
& “Garrett County Time”

Fly over

7:00 Pause for the Pledge of Allegiance

Parade of Flags – 15 original states

Musical Performance- Dave Martin & group, Patriotic selections

Speaker – Honorary Chair Buzz Gosnell

Musical Performance – Oakland’s Andrews Sisters – Music from the 1940’s

Our Town Theater – Betsy Ross portrayal

Flag Retirement Ceremony – American Legion and VFW, 15-20 min

Garrett Community Concert Band – Patriotic songs

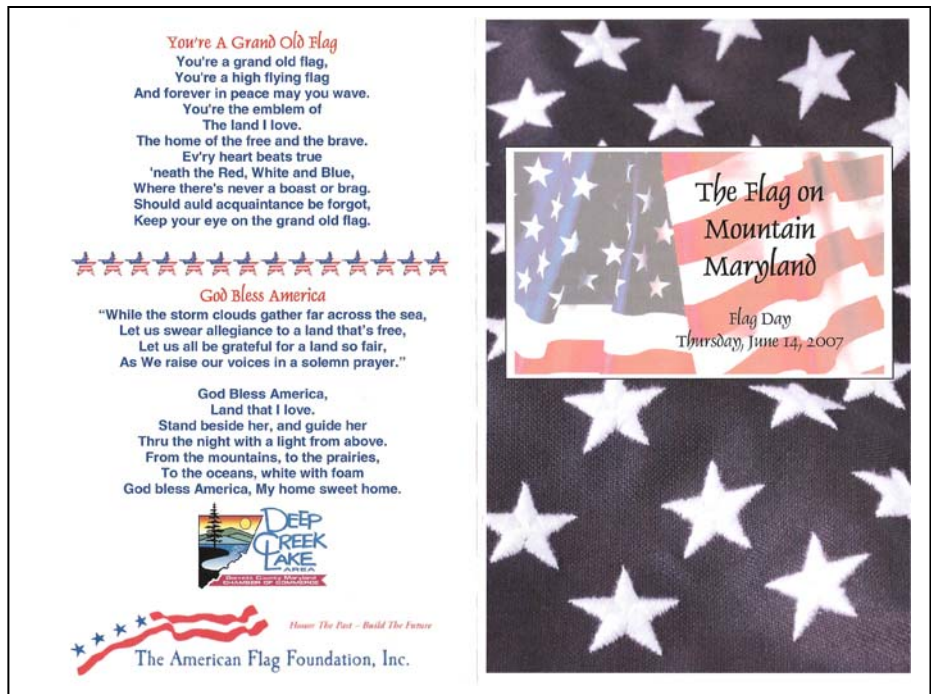
“The Flag on Mountain Maryland” – Living Flag by local youth

Taps (?)

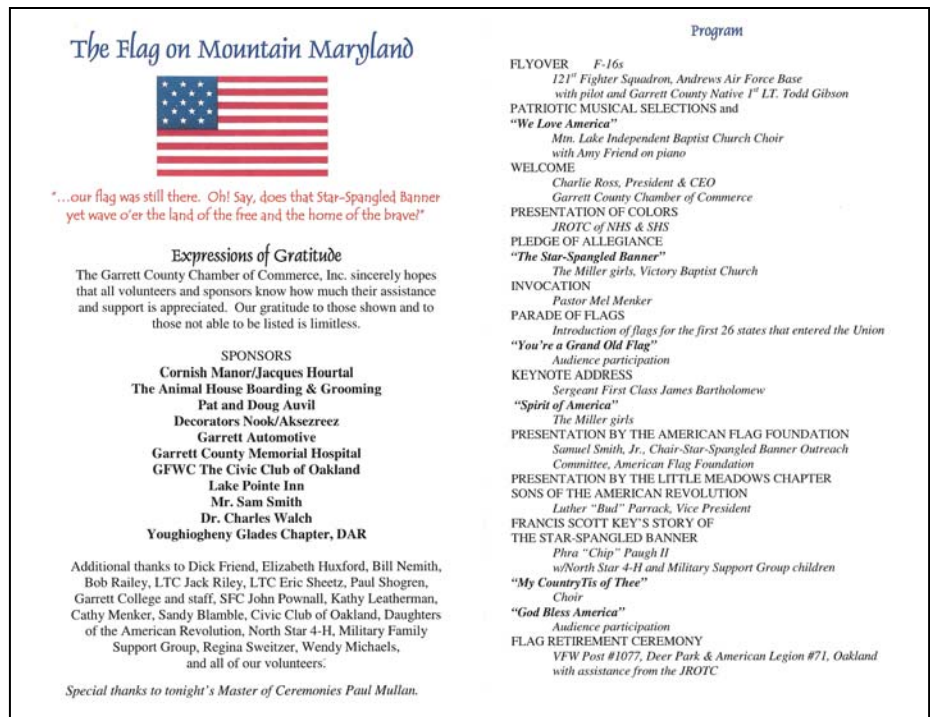
[www.garrettchamber.com](http://www.garrettchamber.com) • [info@garrettchamber.com](mailto:info@garrettchamber.com)  
Phone 301-387-4386 • Fax 301-387-2080

# SAMPLE - GARRETT COUNTY, MARYLAND PROGRAM

The Flag on Mountain Maryland Front and Back Cover Program 2007



The Flag on Mountain Maryland Inside Program 2007



# Flag Day, June 14, Annual National Pause for the Pledge of Allegiance Program

**28<sup>th</sup> Annual Pause for  
The Pledge of Allegiance**

A Program of The American Flag Foundation, Inc.

*"Our Flag,  
the Fabric of America"*

**The American Flag Foundation, Inc.**

Flag Day, Thursday, June 14, 2007

The background is a collage of various American landmarks and symbols, including the Liberty Bell, the Statue of Liberty, the Golden Gate Bridge, the Hollywood sign, the Capitol building, the Statue of Liberty, the American Flag, and the words "LAS VEGAS" and "Chocolate World".





*Honor The Past – Build The Future*

# The American Flag Foundation, Inc.

PO Box 435, Riderwood, MD 21139 ★ (410) 563-FLAG (3524) ★ Fax (410) 821-1252 ★ [www.americanflagfoundation.org](http://www.americanflagfoundation.org)

**Chairman**

**Henry A. Rosenberg, Jr.**  
Chairman of the Board  
Rosemore, Inc.

**President Emeritus & Founder**

**Louis V. Koerber**  
Chairman  
Budeke's Paints, Inc.

**President**

**Richard M. Patterson**  
Managing Partner  
Partnership Financial Group

**Executive Vice-President**

**Roger L. Gray**  
Chairman & CEO  
Gray, Kirk/VanSant Advertising, Inc..

**Vice-President of Operations**

**Patricia A. Perluk**  
President  
Perluk Consulting Associates, Inc.

**Secretary**

**George E. Thomsen, Esq.**  
Thomsen and Burke, LLP

**Treasurer**

**C. Joseph Kelly, Jr.**  
Wachovia Bank, N.A., MD

**Assistant Treasurer**

**William E. Thompson, III**  
President  
Brokerage Sales Co., Inc.

**Directors:**

**Allen McC. "Mac" Barrett, Jr.**  
Office of Public Affairs  
MDBED

**Brian W. Brooke**  
President  
Brooke McDonald Insurance

**Dr. Robert L. Caret**  
President  
Towson University

**David L. deMuth**  
President  
Star-Spangled Banner Flag House,  
Cornerstone Financial, LLP

**Robert L. Gould**  
Managing Director  
Corporate Communications  
Constellation Energy

**Mary R. Graul**  
Graul's Markets

**Dale Hillard**  
Special Assistant,  
Maryland Aviation Administration

**Robert J. Shuman**  
President & CEO  
Maryland Public Television

**Major General Bruce F. Tuxill**  
The Adjutant General  
Maryland National Guard

**Alan R. Walden**  
News Commentator, WBAL Radio,  
WALDENMEDIA.

**Lynn Haxel Warner**  
Vice President  
F.W. Haxel Flag & Banner Co.

**George S. Wills**  
Chairman & CEO  
Wills & Associates

**Charter Members:** Louis V. Koerber, George V. McGowan, Jack Moseley (1931-2003), Richard M. Patterson, Henry A. Rosenberg, Jr., Herbert E. Witz, Esq. (1921-2005)

**Advisory Council:** Michael S. Craft, Thomas L. Davis, George V. McGowan, James (McKay) McManus, Brooks C. Robinson, William Donald Schaefer, General John W. Vessey, Jr

The American Flag Foundation welcomes you and your families to this historic site. Our volunteers design, plan and produce this program for you and we have done this for the past 28 years. We raise the money for all our programs from gifts from our many friends, like you. Thank you.

One hundred ninety three years ago, the defense of Baltimore from the invading British ships was successful because Baltimore citizens fought to protect their families, their homes and their freedom. In 1914, the 100th anniversary of this war was celebrated with the formation of "The Wonderful Human Flag" of 7,500 students. Our volunteers started a program to have a similar Flag formation 24 years ago to commemorate the 1914 Flag and this has continued through this year. Our goal is to form another "Wonderful Human Flag" in 2014 to celebrate the 200th anniversary of the Defense of Baltimore. Please join us.

Please visit our website, [www.americanflagfoundation.org](http://www.americanflagfoundation.org), when you get home, and now enjoy the evening.

Richard M. Patterson  
President and Charter Member

**The Theme of This Year's Program is  
"OUR FLAG, THE FABRIC OF AMERICA"**

Our cover is dedicated to our young men and women in the service who come from all across our country - the fabric of America. Our soldiers have made great personal sacrifice, under our Flag, to make our country safe for all of us, and represent the fabric of America, and all its citizens - the farmers and the elected officials, the construction workers and the executives, the students, teachers and parents, the stockbrokers and the secretaries, across every community, every state, and every walk of life. We are the land of the free and the home of the brave - we are Our Flag.

# 28th Anniversary of the Annual National Pause for the Pledge of Allegiance

*A program of National Unity, "Our Flag, the Fabric of America"*

*"For your safety and security, the National Park Service will inspect all persons, packages, and vehicles. Park regulations prohibit fireworks, weapons, and items that may pose a threat to public safety. Visitors are advised to expect delays during these inspections and to report any suspicious activities to Park Rangers. Thank you."*

## **ADVANCING THE COLORS**

229th Maryland National Guard Band, SFC Mark Steindler, MDARNG, Commander, under the direction of SGT. Dan Stinchcomb, MDARNG Drum Major SSG Chris Skowronski, Color Guard, The Maryland Wing Civil Air Patrol, under the direction of Lt. Col. Johnnetta Mayhew

## **WELCOME**

John Patti, Master of Ceremonies  
WBAL Radio

## **GREETINGS FROM FORT MC HENRY**

Gay Vietzke, Superintendent  
Fort McHenry National Monument and Historic Shrine

## **PERFORMANCE**

"All American You and Me," "The Heart of America," "Put Your Hand on Your Heart," with audience children participation Sung by The Maryland Singers of Maryland Sings, under the direction of Bill Myers

## **INVOCATION**

Deacon Steven Rubio  
St. Matthews Church, Loch Raven Boulevard

## **FLY-OVER**

Fairchild A-10 Thunderbolt II Jets  
175th Wing, 104th Fighter Squadron  
Maryland Air National Guard

## **PLEDGE OF ALLEGIANCE**

7:00 p.m. EDT  
National Pause for the Pledge of Allegiance  
Led by children from the audience "Honor the Past – Build the Future"

## **"THE STAR-SPANGLED BANNER"**

Sung by Baltimore Baritone, Joseph DiCara

## **PERFORMANCE**

"Rhythm Express," "Allegiance Rap," "Rap of the States"  
Sung by Off-Broadway Kids, Maryland Sings, under the direction of Bill Myers

## **GREETINGS FROM THE AMERICAN FLAG FOUNDATION & RECOGNITION OF SPECIAL GUESTS**

Richard M. Patterson, President

## **PRESENTATION OF THE PRESIDENTIAL PROCLAMATION**

Reverend Jerome Stephens representing  
United States Senator Benjamin L. Cardin

## **GREETINGS FROM BALTIMORE CITY**

C. Stephanie Rawlings-Blake, President, Baltimore City Council

## **GREETINGS FROM MARYLAND**

Brigadier General Edward (Ed) Leacock, Assistant Adjutant General  
for Army, the Maryland National Guard

## **PRESENTATION**

Baltimore Post Office Presentation of the newly released American Flag Stamp. To honor the men and women who serve the nation in the Armed Forces on this Flag Day 2007, the United States Postal Service is proud to issue a new definitive stamp featuring the U. S. Flag.

Presentation of the Honorary Postmaster Bob Heck, Emmy Award-winning host of "MPT Kids and Family" Program and Children's Host "Bob The Vid Tech" by Raymond Blackburn, Manager of Customer Service Operations for the Baltimore City Post Office.

## **PERFORMANCE**

Barbershop Harmony Society choruses present "Star - Spangled Banner Medley," "America The Beautiful," "Five Service Medley," and "God Bless America." The Chorus of the Chesapeake joins the Heart of Maryland Chorus, under the direction of Kevin King. Color Guards from each of the branches of service will appear during presentations of their anthems.

## **PARADE OF STATE FLAGS**

50 State Flags, presented in the order of entry into the Union, carried by Maryland Wing Civil Air Patrol, Boy Scouts of America, Girl Scouts of America, and Young Marines, narrated by John Patti

## **PERFORMANCE**

Drill Team, Maryland Wing Civil Air Patrol Honor Guard

## **PERFORMANCE**

"My Flag" and "Sounds All Around Us,"  
The Maryland Singers of Maryland Sings, under the direction of Bill Myers

## **LAYING OF THE MEMORIAL WREATH**

Laying of the Memorial Wreath on the Ramparts in memory of those who fought and died for our country, by Maryland Wing Civil Air Patrol Honor Guard and Color Guard, Taps by, C/Capt. Benjamin Parrish, Maryland Wing Civil Air Patrol

## **SACRIFICE MADE BY VETERANS THEN AND NOW**

Chief Ranger Vince Vaise

## **BALTIMORE CITY FIRE BOAT WATER DISPLAY**

## **STAR-SPANGLED BANNER FLAG GIVE-AWAY DRAWING**

John Patti and Dick Patterson

## **CONCLUDING PERFORMANCE**

John Philip Sousa Marches and Medley of Armed Forces Marches,  
229th Maryland Army National Guard Band

## **CLOSING COMMENTS**

John Patti

## **"STARS AND STRIPES FOREVER"**

229th Maryland Army National Guard Band

## **SPECTACULAR FIREWORKS BY ZAMBELLI**

*Interpreter service provided by Hearing and Speech Agency Centralized Interpreter Referral Service, Janet Beaumont*

## The American Flag Foundation Expressions of Gratitude

The American Flag Foundation sincerely hopes that all volunteers and supporters know how much their assistance and support is appreciated. We regret that we are unable to show all contributors due to space limitations. Our appreciation to those shown and to those known only to themselves is limitless. – Contributors 2007 Campaign.

### Star-Spangled Banner Circle

(\$10,000 and Over)

The Dorothy L. and  
Henry A. Rosenberg, Jr. Foundation

### Francis Scott Key Club

(\$5,000 to \$9999)

Constellation Energy Group  
McCormick & Company, Inc.  
Middendorf Foundation, Inc.  
The Richard M. Patterson Family  
The Rotary Club of Baltimore  
Wachovia Bank

### Red, White and Blue Club

(\$1000 to \$4999)

Alex. Brown & Sons  
Charitable Foundation, Inc.  
The American Legion,  
Department of Maryland  
Mr. Allen McC. Barrett, Jr.  
Mr. & Mrs. Michael J. Batza  
The Classic Catering People  
Mr. Gordon Croft  
Dulaney Valley Memorial Gardens  
Mr. & Mrs. Harold Graul  
F.W. Haxel Flag & Banner Company  
Brooks-Huff Tire & Auto Center  
Mr. James F. Knott  
Mr. & Mrs. Louis V. Koerber  
Mr. & Mrs. Wendell B. Leimbach  
Mr. Eamonn McGeady, III  
Mr. & Mrs. George V. McGowan  
Mount Moriah Lodge  
Charitable Foundation  
The Joseph & Harvey Meyerhoff  
Family Charitable Funds

### Red, White and Blue Club (cont.)

(\$1000 to \$4999)

The Thomas F. &  
Clementine L. Mullan Foundation  
Mrs. Patricia A. Perluke  
Provident Bank  
Mr. & Mrs. Brooks Robinson  
Mr. & Mrs. Henry A. Rosenberg, Jr.  
SunTrust Foundation  
BG & Mrs. Bruce F. Tuxill

### Flag Day USA Club

(\$500 to \$999)

The Honorable Sheila Dixon and  
the City Council of Baltimore  
Mr. & Mrs. C. Joseph Kelly  
Mr. & Mrs. George Kessel  
Mr. & Mrs. Samuel Y. Smith, Jr.

### Pledge of Allegiance Club

(\$100 to \$499)

The American Legion - Towson Post 22  
Mr. & Mrs. Hugh Andrew  
Mr. & Mrs. Charles & Linda Bishop  
Ms. Phoebe L. Buppert-Casey  
Mr. & Mrs. Herbert Conklin  
Captain & Mrs. David S. Cooper  
Mr. Albert R. Counselman  
Captain & Mrs. Francis Fairman  
Colonel Howard S. Freedlander  
Mr. & Mrs. William Hazelhurst  
Mr. & Mrs. Ridgely Hunt  
BG Thomas Johnson (Ret.)  
Mr. Morton Kalus  
Colonel Richard J. Knauer, Jr.

### Pledge of Allegiance Club (cont.)

(\$100 to \$499)

Mr. Edward J. Kondracki  
Mr. & Mrs. Jack Letzer  
The William T. Maselko Family  
Mr. & Mrs. Dominic Mezzanotte  
Mr. Edwin Muhly  
National Society Daughters  
of the American Colonists  
Mr. Jeffrey Penza  
Mr. C. William Schneidereith  
Mr. & Mrs. Robert H. Scott  
Mr. S. Jerrard Smith  
Mr. & Mrs. Barry C. Steele  
Mr. William E. Thompson, III  
Mr. & Mrs. Alan R. Walden  
Mr. & Mrs. John S. Waters  
Mr. George S. Wills  
Dr. Robert L. Caret & Dr. Elizabeth Zoltan

### Sponsors

(Sponsors \$25 to \$99)

Ms. Virginia B. Allen  
Mr. & Mrs. John A. Andryszak  
Mr. & Mrs. Allen Blumberg  
Dr. Stephen Bodman, MD  
Mr. & Mrs. R.C. Bryant  
Mr. & Mrs. William F. Burrell  
Mr. & Mrs. Edward Chavatel  
Mr. Gerald H. Cooper  
Mr. Robert M. Coulbourn  
Mr. & Mrs. Edgar A. Curran  
Mr. & Mrs. L. Patrick Deering  
Eder Flag Manufacturing  
Mr. & Mrs. Kenneth Fehlauer

### Sponsors (cont)

(Sponsors \$25 to \$99)

Mr. & Mrs. Herbert L. Fishpaw  
Ms. Barbara Gaddis  
Mr & Mrs. Joseph Harant & Family  
Mrs. Martha D. Hopkins  
Dr. & Mrs. Drexel Johnston  
Mr. & Mrs. Joseph Karey  
Mr. & Mrs. Robert Locke & Family  
Mr. Charles McMahon  
North Dakota Society, DAR  
Mr. & Mrs. George Nuetzel  
Mr. Richard P. Poremski  
Russell Insurance Group  
Ms. Kristen Sandhofer  
Mr. Kent E. Schiner, CLU, ChFC  
The Merle Shellenhamers  
Mr. & Mrs. Marion "Chick" Szybor  
Ms. V. Maxine Trussell  
Mr. & Mrs. Justin A. Vitrano  
Mr. & Mrs. Ray N. Weinstein  
Mr. & Mrs. James H. Yates  
Mrs. Marie H. Yochim  
Mr. & Mrs. Earl Young

*We invite you to support our  
many patriotic Programs and  
Events by becoming a  
Member of The American Flag  
Foundation, Inc.*

**Don't forget to visit us on the web  
[www.americanflagfoundation.org](http://www.americanflagfoundation.org)**

### Event Advisors, Chairs and Volunteers:

Event Chairs and Advisors: Michael Craft; Bob DeLisle; Clay Furtaw; David Glassman; Michael Greenberg; Richard Knauer, Jr.; Dominick (Mickey) Mezzanotte, Sr.; Patricia (Pat) Perluke; Samuel (Sam) Smith, Jr.; Wendell Leimbach; Volunteers: Alice Anderson; Rosemary Banaszewski; Allen McC Barrett, Jr.; John Butler; Janet Beaumont; Eric Belgrade; Art & Pat Beneckson; SSG Linda M. Bishop, USA (Ret.); Brian Brooke; 1SG A.L. Bundy; Lee Burlage; William Cappe; Darlene Cochrane; Deane Cody; Lou D'Argenio; Joe DiCara; Lawrence Frank; Pat & John Furman; Barbara Gaddis; Alan Gephardt; Girl Scouts of America; Michael Goetz; Ed Gorwell; Robert (Rob) L. Gould; Roger L. Gray; Col. Jim Grove; Barbara Harant; Philip F. Haxel, Sr.; Philip F. Haxel, Jr.; Bob Heck "Bob the Vid Tech"; Marie Hisley; John and Linda Kacur; Jackie King; Susan Knauer; Louis V. Koerber; L. Bryan Koerber; Melissa Kratochvil; Bev Kuchera; Eve Lallas; Sally Leimbach; Lori Haxel Manning; Lt. Col Jett Mayhew; David Mezzanotte; Dennis Mezzanotte; Kathryn Mezzanotte; Miss Teen MD USA 2007 – Allison Farrow, Miss MD USA 2007 Michael Holloman, Evan Howard Myers; Bill Myers; Edward (Ed) Novak; Phyllis Novak; Richard M. Patterson; John Patti; Ranger Paul Plamann; Karen Quinn & Family, Patrick, Brendan, Casey and Bridget; Lt Col. Robert Railey US Air Force (Ret.); Karen Reckner; Michele and Abbey Reid; Hal Resnick; Brooks Robinson; Ranger Jim Rogers; Henry A. Rosenberg, Jr.; Charlie Ross, Garrett Chamber of Commerce; Rosemary Ross-Whitney; Bunky Sadler; Marie Sassé; Louis Sellmayer; Ranger Scott Sheads; Marquis Smith; Nancy E. Smith; Michael Strauss; Barry C. Steel; Nadia Steel of The Baltimore Actors' Theatre Conservatory, SFC Mark Steindler; Yvette Singh; Larami Stephan; Danielle Taylor; Robert Thompson; William E. Thompson, III; George E. Thomsen, Esq.; Maxine Trussell; MAJ GEN Bruce F. Tuxill; Chief Ranger Vince Vaise; GEN John W. Vessey, Jr., USA (Ret.); Superintendent Gay Vietzke; Alan Walden; Lynn Haxel Warner; Charles Waters; Jack Watters; Cynthia White; George S. Wills; CAPT Joseph Winter; Young Marines; Larae Zeman

### In-Kind Contributions:

4th Engineers Battalion Maryland Army and Air National Guard; Airlessco by Durotech; The American Legion; Constellation Energy Group; Joseph DiCara, Baltimore Baritone; Baltimore City Bureau of Solid Waste; Baltimore City Office of the Mayor; Baltimore City Police-Southern District; Baltimore Graphics, Inc.; Baltimore Post Office; Boy Scout Troops #124 Carney, #198 Owings Mills, #801 Fallston; Budeke's Paints; City of Baltimore; Chick-fil-A, York Road; Church Creek Elementary School; The Classic Catering People; Chorus of the Chesapeake; Dunkin' Donuts of Satyr Hill; Ellin & Tucker Chartered; F. W. Haxel Flag & Banner Company; Fenwick Bakery; Freestate Challenge Academy Staff and Cadets; Fort McHenry Staff; Mary & Harold Graul, Graul Markets; Gray, Kirk/VanSant Advertising, Inc.; Justin Lazzeri, Skytech, Inc.; Heart of Maryland Chorus; Maryland Public Television; Maryland Sings; Mannheim Steamroller Group; Marine Corp. Reserve, 4th Battalion; Mars Super Markets; Marshall Craft Associates, Inc.; Maryland Wing Civil Air Patrol; 229 Army Band of the MDNG; Middle River Ancient Drum and Fife Corp; The National Park Service; The National Society for the Preservation and Encouragement of Barbershop Quartet Singing in America, Inc.; Naval Reserve Center; New Systems Bakery; Otterbein Bakery; Our Lady of Good Council Catholic Center; Perluke Consulting Associates, Inc.; Safeway Stores; M. Sands; William Donald Schaefer (MD State Patriotic Chair); Scottish Rite of the Free Masonry; Shoppers Markets; Service Honor Guard Units: Maryland Army and Air Nat. Guard, Naval Reserve, Marine Reserve, Coast Guard; Simons' Bakery; A. Smith & Sons; Smith Towing Company; State of Maryland; Cathleen Steel; Towson Bagels, Waldenmedia; WBAL Radio; Weis Markets; Zambelli International.



## CHAPTER 4: GATHERING COMMUNITY SUPPORT

---

***General:*** The American Flag Foundation, Inc. suggests that a county or major metropolitan area chamber of commerce sponsor our two National Flag Day combined events as the “honest broker” among all of its constituent organizations because of its ability to efficiently harness needed resources from the business community for monetary and in-kind donations/assistance. Generally, a chamber has “contacts” in other community organizations to which it can gain access to and for community support for its event committee, participants and volunteers. A chamber’s diverse board of directors is also an excellent resource for helping to establish their American Flag Foundation’s, National Flag Day event committee (See Exhibit 4-E-1).

### **3.1 Suggested organizational resources for people and potential “in-kind” assistance:**

**4-H Youth Groups;**  
**American Legion;**  
**Boumi/Masonic Temple;**  
**Boy Scouts/Girl Scouts Troop and Council;**  
**Business and Professional Women’s Clubs;**  
**Civic Clubs;**  
**Civil Air Patrol (CAP);**  
**Daughters and Sons of the American Revolution;**  
**Elementary School Teachers, especially for grades 3, 4, and 5 (target age range of living flag participants);**  
**Fraternal Order of Police or other Law Enforcement Boys/Youth Clubs;**  
**JROTC;**  
**Knights of Columbus/Rotary/Lions/Kiwanis Clubs;**  
**Military Family Support Group;**  
**Musical and/or Dance Groups;**  
**Veterans of Foreign Wars;**  
**Woodmen of the World.**



Honor The Past – Build The Future

The American Flag Foundation, Inc.

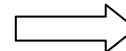
SAMPLE FLYER FOR COMMUNITY VOLUNTEERS

# Asks... Will YOU Be There?

## Volunteers Like YOU – Will You Join Us for Exciting Flag Day Events & More!

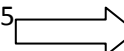


THE **LIVING FLAG** - Celebrate love of Country and Patriotism with America's youth...



THE **ANNUAL NATIONAL PAUSE FOR THE PLEDGE OF ALLEGIANCE**, a fun family event!

**EDUCATIONAL RESOURCE HANDBOOKS**  
Grades 3, 4, & 5



Star-Spangled Banner Outreach Program (Year Round)

**OUR WEBSITE:**  
[www.americanflagfoundation.org](http://www.americanflagfoundation.org)

Louis V. Koerber Patriotism Award Program (March)

There are many volunteer opportunities to make YOU a part of these historic events.

- Meeting buses
- Escorting students
- Hosting Refreshments
- Greeting and escorting VIPs
- EMT support
- Community Outreach Team
- Escorting historic characters
- Flag grid
- Registration
- Program Support
- Public Relations – Media Contact
- Make a Difference!

PO Box 435 • Riderwood, MD 21139 • 410-563-FLAG • Fax: 410-821-1252  
For information, contact Linda Bishop, Operations Administrator



## CHAPTER 5: FORMING A LIVING AMERICAN FLAG

---

**General:** A Living American Flag (15-star, 15-stripe Star-Spangled Banner) is the culminating event of a community's National Flag Day program. The majority of the participants are elementary school students, grades 3, 4, and 5, although adults may participate. Adult supervisors act as stripe or "lane" controllers to make sure students enter, occupy, and leave their assigned grid station. Both students and lane supervisors wear clothing apparel or handle other fabric that helps form the image of the flag that matches their grid station location in the flag image.

### Exhibits:

1. Building a Star-Spangled Banner Living American Flag
2. Star-Spangled Banner Living American Flag Grid (2700 persons)

#### 4.1 Grid Layout-field or mountain slope.

- "Fit" a length and width image of the "living" flag on the area selected (See overall dimensions on grid Exhibit 1 in this chapter). Ratio of length to width is 4 high by 6 long or 3 high to 5 long.
- Determine the number of 2 foot lengths along the length selected and the number of 2 foot widths along the height selected [Example: If you size the image on the field as 50 feet long (25-2 foot lengths) by 30 feet (15-2 foot lengths), the number of participants will be 325. You might also select grid stations in 3-foot squares, but the greater the square dimensions, the more gaps that appear in the image and "kids" tend to move during the enthusiasm of the moment].

#### 4.2 Grid Layout-stadium, seats numbered.

- Follow the bulleted directions in 4.1 to obtain the overall proportional dimensions of the flag to the seating area.

- Each seat will be a participant. If seats are numbered, assign those seat numbers to your graphic image. Assign seat numbers for each row to a lane (stripe) supervisor, for the participants who will occupy those seat numbers, by color in that lane.

#### **4.3 Grid Layout-stadium, seats not numbered.**

- Follow the bulleted directions in 4.1 to obtain the overall proportional image to seating area.
- Establish a sequential number (or a number horizontal and letter vertical) for each grid station; tape the sequential number (number/letter) to each seat on practice day.
- Assign numbers (number/letter) to a graphic image.
- Assign supervisors for each lane, with their grid station number (number/letter) by color by participant.
- Place tape on unnumbered stadium seats.

#### **4.4 Wearing apparel and/or colored fabric**

- Participants and lane supervisors wear red, white or blue ball caps and t-shirts in their grid station, as per the stripe or canton color in that station. For smaller groups, colored fabric may be unrolled to form the stripes or colors in the canton. In addition, 15 of the blue canton occupants will display (hold up) one of the 15 stars as per the SSB shown in this chapter.
- Participants keep their wearing apparel as souvenirs. Colored fabric is stored for use in the following year.

#### **4.5 Practice Day.**

**Dress Rehearsal should be held as close to the event as possible; however, outfits are to be returned to the program coordinator to hold for the day of the event (If apparel is given out before the event, many will not attend--*Lesson learned*).**

- **CAUTION: Check the quantity and sizes in the apparel shipment; do not assume that what you order is what you receive. Thus delivery date should allow some room for shipping a shortage.**
- **On the field/slope, spray paint horizontal and vertical stripes to form a grid, as near as possible to the day of the event in case inclement weather causes stripe fading.**

#### **4.6 Display of the “Living Flag.”**

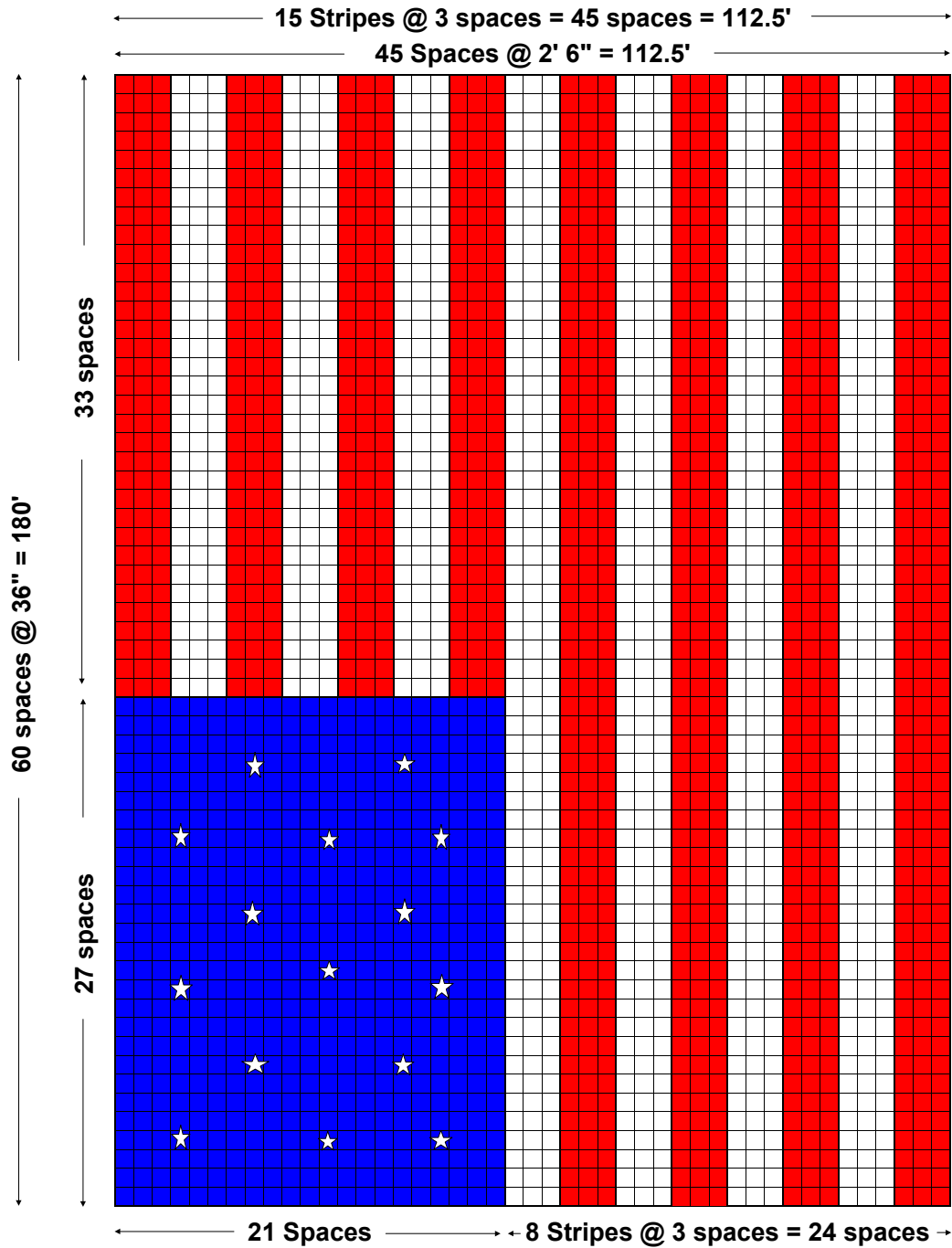
- **Normally 5 minutes**
- **Controlled by the EMCEE**
- **For photographic purposes, either ground or aerial as applicable**
- **Press coverage**



**EXHIBIT 1 - BUILDING A LIVING AMERICAN FLAG**

| <b>Required<br/>Participants</b> | <b>Layout – Flag Overall Size<br/>(In Feet)</b> | <b>(In Feet)</b> |
|----------------------------------|---|------------------|
| <b>15</b>                        | <b>6 x 10</b>                                   | <b>3 x 5</b>     |
| <b>18</b>                        | <b>6 x 12</b>                                   | <b>3 x 6</b>     |
| <b>21</b>                        | <b>6 x 14</b>                                   | <b>3 x 7</b>     |
| <b>28</b>                        | <b>8 x 14</b>                                   | <b>4 x 7</b>     |
| <b>32</b>                        | <b>8 x 16</b>                                   | <b>4 x 8</b>     |
| <b>36</b>                        | <b>8 x 18</b>                                   | <b>4 x 9</b>     |
| <b>40</b>                        | <b>10 x 16</b>                                  | <b>5 x 8</b>     |
| <b>45</b>                        | <b>10 x 18</b>                                  | <b>5 x 9</b>     |
| <b>50</b>                        | <b>10 x 20</b>                                  | <b>5 x 10</b>    |
| <b>55</b>                        | <b>10 x 22</b>                                  | <b>5 x 11</b>    |
| <b>60</b>                        | <b>12 x 20</b>                                  | <b>6 x 10</b>    |
| <b>66</b>                        | <b>12 x 22</b>                                  | <b>6 x 11</b>    |
| <b>72</b>                        | <b>12 x 24</b>                                  | <b>6 x 12</b>    |
| <b>78</b>                        | <b>12 x 26</b>                                  | <b>6 x 13</b>    |

# EXHIBIT 2 - STAR-SPANGLED BANNER LIVING AMERICAN FLAG GRID (2700 Persons)





*Honor The Past – Build The Future*

**The American Flag Foundation, Inc.**



**The Living American Flag (Aerial View)  
2,300 Elementary School Students (Grades 3, 4, & 5) Form a  
“Living American Flag”  
on the parade grounds of  
Fort McHenry National Monument and Historic Shrine**

***A Program of The American Flag Foundation, Inc.***



## CHAPTER 6: CONDUCTING A PARADE OF STATE FLAGS

---

**General:** A parade of state flags provides an opportunity for community volunteers to participate as flag bearers, when state flags are placed in indoor stands or outdoor flag holders, forming a colorful display on either side of the stage/platform/either side of the audience.

**Exhibits:**

1. Sample of an Emcee's List of Flag Bearers
2. Suggest Outdoor Stage Layout
3. Sample Emcee's Speaking List
4. Outdoor Flag Holder Picture and Diagram
5. Flagpole Support – Elevation View

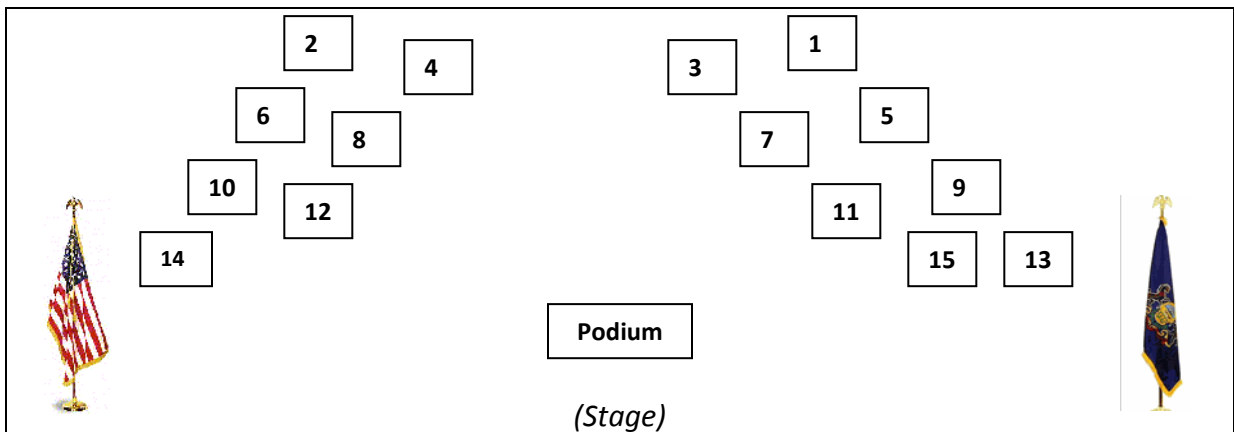
### 6.1 Flag bearer community volunteer sources

- Boy Scouts/Girl Scouts/Young Marines/Sea Cadets, Civil Air Patrol (CAP)/4-H/Woodmen of the World/The American Legion post members/VFW post members; JROTC
- Veterans
- Middle school/high school/college ROTC students

### 6.2 State flag parade sequence – INDOOR

- Pre-position flag bases in semi-circular pattern on stage.
- 25 flag bearers line up stage right and 25 flag bearers line up stage left (as seen by audience); flags are mounted on poles.
- EMCEE announces the first flag (Delaware).
- First flag bearer enters from stage right, dips (flag hangs down from the pole's horizontal position) his/her state flag in front of the VIP platform, delays for EMCEE announcement.
- EMCEE announces the date of statehood, its motto, and name and organization of the flag bearer (see "Introduction of Flag Bearer" form with this chapter).
- First state flag bearer places flag in stand labeled "1. DE".

- Flag bearer leaves stage left (odd numbered flags enter from stage right).
- Next flag bearer (Pennsylvania) enters from stage left as previous flag bearer departs from front of stage (even numbered flags enter from stage left).
- Sequence is repeated for all flags planned for the program.
- Per flag timing: about 1.5 - 2 minutes per movement from start to placement in flag holder



### 6.3 Parading Sequence – OUTDOOR-(Exhibit 2, AFFCEPM 6-E-2)

- Same as indoor, except flag bearers alternate from stage right and stage left placing flags in pre-installed in ground steel flag pole support holders. (For holders, see Exhibits 4 and 5, AFFCEPM 6-E-4 and 6-E-5)

### 6.4 Storing state flags

- Sources: American Legion/VFW
- Storage media: flags should be covered with sleeve and placed in a “dry” environment.
- Speers (brass top) and bottonee cross (Maryland) can be stored separately, along with stands (inside display) and holders (outside display). Plastic clips (2 per pole) should also be counted. Order additional plastic clips in case of breakage.
- *An inventory should be taken one month (first week in May) prior to the next annual event to ensure all items are complete.*

## **6.5 Purchasing and budgeting for state flags**

- **The F. W. Haxel Flag & Banner Company (Baltimore/Havre de Grace, Maryland) discounts flags and flag accessory prices to organizations holding an American Flag Foundation event, since it is a contributor to the foundation.**
- **They should be contacted for current prices for 3 x 5 size state and official U.S. Flags, spears (finials), poles, and inside stands, flag hoist grommet ties to poles.**
- **Outside holders (see diagram) can be constructed by “in-kind” assistance materials and/or labor through specialty metals fabrication shops.**

## **6.6 State flag bearer list updating**

- **Maintain a current flag bearer list (Exhibit 1) for Emcee day of event (See Exhibit 2 for statehood sequence and final flag bearer list).**
- **Update by laptop computer and portable printer.**

**SAMPLE OF AN EMCEE’S LIST OF FLAG BEARERS FOR A  
PARADE OF STATE FLAGS**

**(Your Organization’s Name)**

**PARADE OF STATE FLAGS**

**Date: June 14, 20XX**

**(The site location of your event)**

**(Time of the Event)**

**Introductions of State Flags and Flag Bearers**

**The State of \_\_\_\_\_ \*Flag # \_\_\_\_\_  
(\*sequential date when state entered the union)**

**Motto of State Flag:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Carried by: \_\_\_\_\_**

**School/Organization: \_\_\_\_\_**

.....  
**(Optional, not recited during ceremony, for contact information only)**

**School/Organization: \_\_\_\_\_**

**Student/Flag Bearer address: \_\_\_\_\_**

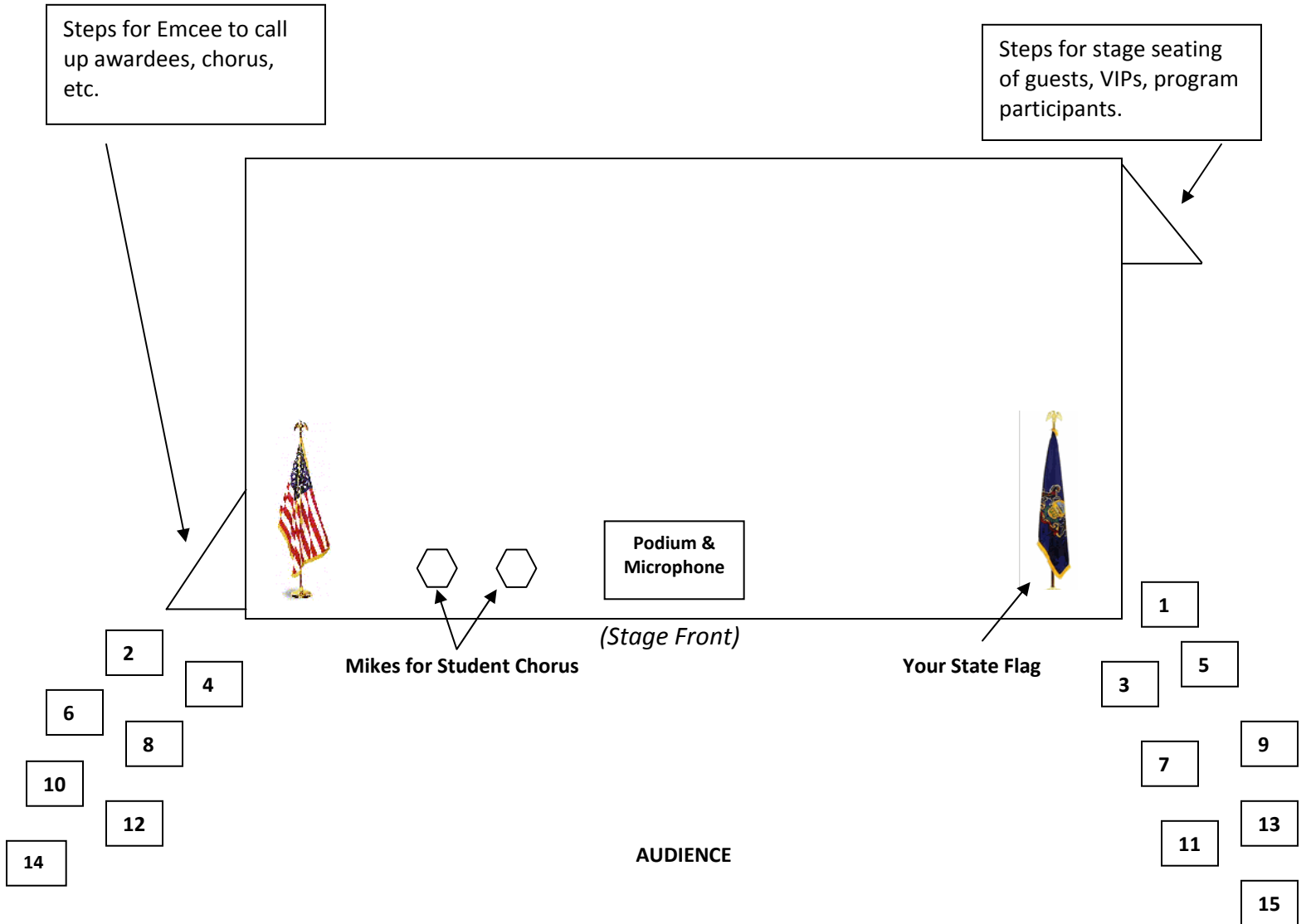
\_\_\_\_\_

**Parent(s) or Advisor’s Name: \_\_\_\_\_**

**Telephone: \_\_\_\_\_**

## Exhibit 2

### Suggested Outdoor Stage Diagram Platforms, Seats, Flag/Podium Placement



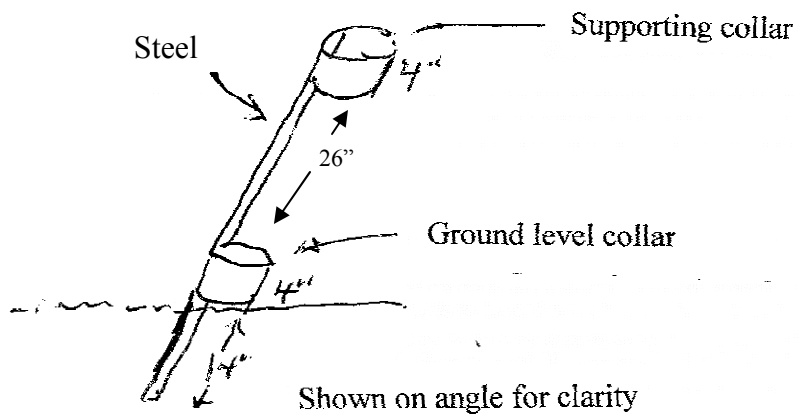


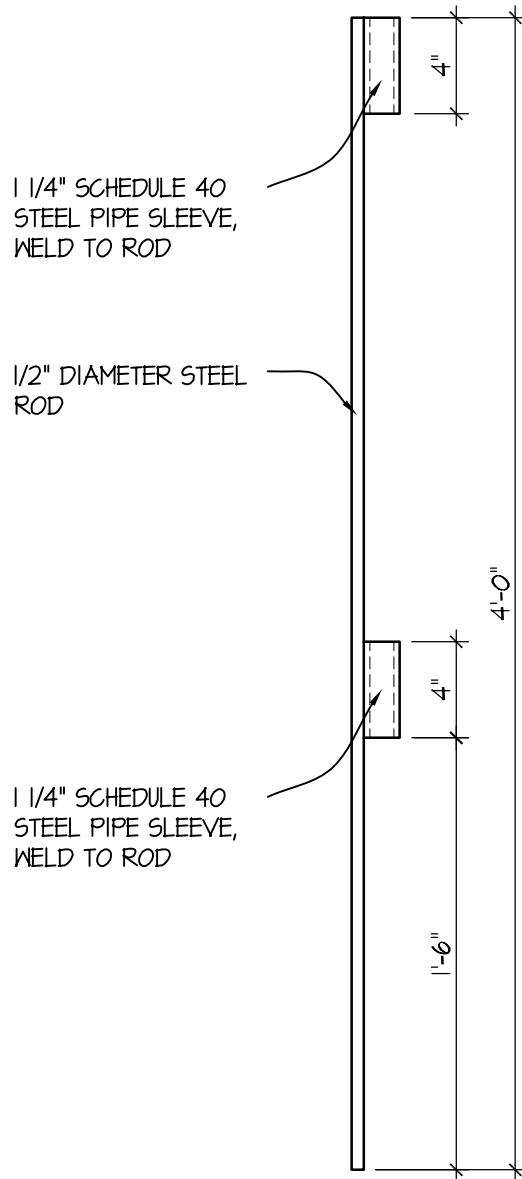
| #  | STATE/FLAG NAME | DATE OF STATEHOOD | STATE MOTTO  | FLAGBEARER | UNIT/ORG |
|----|-----------------|-------------------|--|------------|----------|
| 1  | DELAWARE        | December 7, 1787  | The First State  |            |          |
| 2  | PENNSYLVANIA    | December 12, 1787 | Virtue, Liberty, Independence                            |            |          |
| 3  | NEW JERSEY      | December 18, 1787 | Liberty and Prosperity                                   |            |          |
| 4  | GEORGIA         | January 2, 1788   | Wisdom, Justice, and Moderation                          |            |          |
| 5  | CONNECTICUT     | January 9, 1788   | He Who Transplanted Still Sustains                       |            |          |
| 6  | MASSACHUSETTS   | February 7, 1788  | By the Sword We Seek Peace, But Peace Only Under Liberty |            |          |
| 7  | MARYLAND        | April 28, 1788    | Manly Deeds, Womanly Words                               |            |          |
| 8  | SOUTH CAROLINA  | May 23, 1788      | Prepared In Mind and Resources                           |            |          |
| 9  | NEW HAMPSHIRE   | June 21, 1788     | Live Free Or Die   |            |          |
| 10 | VIRGINIA        | June 25, 1788     | Thus Ever To Tyrants                                     |            |          |
| 11 | NEW YORK        | June 26, 1788     | Higher   |            |          |
| 12 | NORTH CAROLINA  | November 21, 1789 | To Rather Than To Seem                                   |            |          |
| 13 | RHODE ISLAND    | May 29, 1790      | Hope   |            |          |
| 14 | VERMONT         | March 4, 1791     | Freedom and Unity  |            |          |
| 15 | KENTUCKY        | June 1, 1792      | United We Stand, Divided We Fall                         |            |          |
| 16 | TENNESSEE       | June 1, 1796      | Agriculture and Commerce                                 |            |          |
| 17 | OHIO            | March 1, 1803     | With God, All Things Are Possible                        |            |          |
| 18 | LOUISIANA       | April 30, 1812    | Union, Justice, and Confidence                           |            |          |

| #  | STATE/FLAG NAME | DATE OF STATEHOOD | STATE MOTTO   | FLAGBEARER | UNIT/ORG |
|----|-----------------|-------------------|---|------------|----------|
| 19 | INDIANA         | December 11, 1816 | The Crossroads of America                               |            |          |
| 20 | MISSISSIPPI     | December 10, 1817 | By Valor and Arms                                       |            |          |
| 21 | ILLINOIS        | December 3, 1818  | State Sovereignty, National Union                       |            |          |
| 22 | ALABAMA         | December 14, 1819 | We Dare Defend Our Rights                               |            |          |
| 23 | MAINE           | March 15, 1820    | I Direct  |            |          |
| 24 | MISSOURI        | August 10, 1821   | The Welfare of the People Shall be the Supreme Law      |            |          |
| 25 | ARKANSAS        | June 15, 1836     | The People Rule   |            |          |
| 26 | MICHIGAN        | January 26, 1837  | If You Seek a Pleasant Peninsula, Look About You        |            |          |
| 27 | FLORIDA         | March 3, 1845     | In God We Trust   |            |          |
| 28 | TEXAS           | December 29, 1845 | Friendship  |            |          |
| 29 | IOWA            | December 28, 1846 | Our Liberties We Prize, and Our Rights We Will Maintain |            |          |
| 30 | WISCONSIN       | May 29, 1848      | Forward   |            |          |
| 31 | CALIFORNIA      | September 9, 1850 | Eureka!   |            |          |
| 32 | MINNESOTA       | May 11, 1858      | The Star of the North                                   |            |          |
| 33 | OREGON          | February 14, 1859 | The Union   |            |          |
| 34 | KANSAS          | January 29, 1861  | To The Stars Through Difficulties                       |            |          |
| 35 | WEST VIRGINIA   | June 20, 1863     | Mountaineers Are Always Free                            |            |          |

| #  | STATE/FLAG NAME | DATE OF STATEHOOD | STATE MOTTO   | FLAGBEARER | UNIT/ORG |
|----|-----------------|-------------------|---|------------|----------|
| 36 | NEVADA          | October 30, 1864  | All For Our Country   |            |          |
| 37 | NEBRASKA        | March 1, 1867     | Equality Before The Law                                       |            |          |
| 38 | COLORADO        | August 1, 1876    | Nothing Without Providence                                    |            |          |
| 39 | NORTH DAKOTA    | November 2, 1889  | Liberty and Union For Now and Forever,<br>One and Inseparable |            |          |
| 40 | SOUTH DAKOTA    | November 2, 1889  | Under God The People Rule                                     |            |          |
| 41 | MONTANA         | November 8, 1889  | Gold and Silver   |            |          |
| 42 | WASHINGTON      | November 11, 1889 | Alki (Bye and Bye)  |            |          |
| 43 | IDAHO           | July 3, 1890      | It Is Forever   |            |          |
| 44 | WYOMING         | July 10, 1890     | Equal Rights  |            |          |
| 45 | UTAH            | January 4, 1896   | Industry  |            |          |
| 46 | OKLAHOMA        | November 16, 1907 | Labor Conquers All Things                                     |            |          |
| 47 | NEW MEXICO      | January 4, 1912   | It Grows As It Goes   |            |          |
| 48 | ARIZONA         | February 14, 1912 | God Enriches  |            |          |
| 49 | ALASKA          | January 3, 1959   | North to the Future   |            |          |
| 50 | HAWAII          | August 21, 1959   | The Life of Land is Perpetuated in<br>Righteousness           |            |          |

**OUTDOOR FLAG HOLDER PICTURE  
AND DIAGRAM**





# FLAG POLE SUPPORT - ELEVATION VIEW

SCALE: 1 1/2" = 1'-0"



## **Chapter 7: Requesting Military Aerial Support (DD Form 2535) and Non-Aviation Support (DD Form 2536)**

---

### **General: Request Procedures**

The first step in requesting support for all events is by submitting a *Request for Military Aerial Support*, or **DD Form 2535**. The form must be thoroughly completed in order to request an Air Force flyover, air show static display and/or tactical aircraft or parachute demonstration. This form must be completed and signed by the **sponsoring organization**, certified by “owner” of the event site and approved by the local Federal Aviation Administration (FAA) Flight Standards District Office (FSDO) before submission to Air Force public affairs. Go to <http://www.faa.gov/avr/afs/fsdo/> to find your local FAA office.

### **Deadlines**

Submit your DD Form 2535 at least 45 days in advance of the event. Later requests will make it difficult for requesters to seek and secure operational support if determined eligible. **Incomplete forms and requests received within 14 days of the event will NOT be considered.** If determined to be eligible, the requester's event and sponsor information will be posted to this website. This is *the* source where all active duty Navy, Marine Corps, Air Force, and Air National Guard flying units' aircrews, scheduling coordinators and public affairs officers check to learn of eligible events. Requestors are required to notify SAF/PAN if event dates change or are cancelled.

For Air Force requests:

The DD Form 2535 can be submitted to **Air Force Public Affairs (SAF/PAN)** either by fax (703) 693-9601, electronic mail (on line).

(aerial.events@pentagon.af.mil), or mail:

USAF Aerial Events  
SAF/PAN  
1690 Air Force Pentagon  
Washington, DC 20330-1690

Also, as of 2006, these forms can be submitted on line at [www.airshows.pa.hq.af.mil](http://www.airshows.pa.hq.af.mil).

Other military aviation support requests: To request Navy support, you'll need to contact Aviation Support at (901) 874-5803 and can fax the same form to: (901) 874-5813; for Army requests, contact the Community Relations Team at (703) 695-3007 or fax to: (703) 695-6253; for Marine Corps requests contact the Aviation Coordinator at: (703) 692-7434; fax: (703) 614-2358 and for both Army and Air National Guard requests contact the Public Affairs office at: (703) 607-0967 and fax: (703) 607-3680/3686. Also see below.

**Exhibit:**

- 1. Completed DD Form 2535 – Request for Military Aerial Support, with sample Approval Letter.**
- 2. Blank DD Form 2535 – Master copy for your files.**
- 7.1 National Guard: Contact the state National Guard Headquarters and ask for the office that processes flyover requests. Follow the application procedures of this office. Request their permission to schedule an Air National Guard flyover on Flag Day, June 14<sup>th</sup> at 7 PM, through the Air National Guard Operations office (Scheduling only determines that there are no operations otherwise scheduled for that day).**
- 7.2 Complete a DD Form 2535 “draft” version in pencil, using the sample application in this chapter as a guide; make sure all blocks are completed as applicable.**
- 7.3 Complete a sketch of the event site and attach to the request form.**

- 7.4 Contact the FSDO for review and approval. Record their contact and phone number. Mail the request to their office contact, with a self-addressed return envelope, but retain one copy. If FSDO office is near, you may get walk-through approval, but call before arrival to ensure the approval agent is available.**
- 7.5 Procedures at this point vary by state National Guard. Generally, you should put a brief cover letter on chamber/sponsoring organization stationery and mail to the service branch military address at the bottom of p.4 of the request.**
- 7.6 Upon receipt of the approved authorization letter, contact the Air National Guard Operations office; mail the original to them for scheduling. Retain a copy for your files for next year. The state National Guard office may also require a copy of the approval letter.**
- 7.7 Stay in touch with the Air National Guard flight operations office; call periodically during the last few weeks BEFORE June 14<sup>th</sup> to make sure you are on the schedule.**
- 7.8 Planes will not fly if there is inclement weather the day of the event [“low ceiling” (cloud cover) or if there is a severe thunderstorm warning with hail, rain, tornadoes forecasted].**
- 7.9 If you do not receive an authorization letter (Exhibit 2) within 30 days, call the appropriate military service, as listed on DD Form 2535 page 4 – DO NOT EMAIL.**



Sample Support Request – Completed

| REQUEST FOR MILITARY AERIAL SUPPORT<br>ALL EVENT SPONSORS MUST READ THE INSTRUCTIONS ON PAGE 4<br>BEFORE COMPLETING THIS FORM.  |  |  |  | REQUEST NUMBER                                       | Form Approved<br>OMB No. 0704-0290<br>Expires Jun 30, 2003                       |  |
|---|--|--|--|--|--|--|
| <p>The public reporting burden for this collection of information is estimated to average 30 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to Department of Defense, Washington Headquarters Services, Directorate for Information Operations and Reports (0704-0290), 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302. Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number.</p> <p>PLEASE DO NOT RETURN YOUR FORM TO THE ABOVE ADDRESS. RETURN COMPLETED FORM TO THE ADDRESS ON PAGE 4.</p> <p>ALL DATA WILL BE HANDLED ON A "FOR OFFICIAL USE ONLY" BASIS.</p> |  |  |  |  |  |  |
| SECTION I - ACTIVITY  |  |  |  |  |  |  |
| 1. CATEGORY REQUESTED (X and complete as applicable)  |  | (1) DATE OF EVENT (YYYYMMDD)                                       | (2) TYPE AIRCRAFT REQUESTED<br>ANY (X) SPECIFIC (Optional)   |  | (3) MILITARY SERVICE REQUESTED<br>ALL (X) SPECIFIC (Optional)                    |  |
| <input checked="" type="checkbox"/> a. FLYOVER (See paragraph 4 of Instructions)  |  | 20050614   | C-130  |  | Air Force - ANG  |  |
| <input type="checkbox"/> b. STATIC DISPLAY (See paragraph 5 of Instructions)  |  |  |  |  |  |  |
| <input type="checkbox"/> c. SINGLE AIRCRAFT DEMONSTRATION (See paragraph 7 of Instructions)   |  |  |  |  |  |  |
| <input type="checkbox"/> d. OTHER AERIAL SUPPORT (i.e. Parachute Demo, SAR Demo)  |  |  |  |  |  |  |
| e. AERIAL DEMONSTRATION TEAM (X all requested. See Instructions.)   |  | (a) PRIMARY DATE (YYYYMMDD)  | (b) ALTERNATE DATE(S) (YYYYMMDD)   |  | (c) I WILL CONSIDER ANY DATE DURING AIR SHOW SEASON (X one)                      |  |
| <input type="checkbox"/> U.S. ARMY GOLDEN KNIGHTS   |  |  |  |  | YES  |  |
| <input type="checkbox"/> U.S. NAVY BLUE ANGELS  |  |  |  |  |  |  |
| <input type="checkbox"/> U.S. AIR FORCE THUNDERBIRDS  |  |  |  |  | NO   |  |
| <input type="checkbox"/> OTHER (Specify)  |  |  |  |  |  |  |
| SECTION II - EVENT AND SITE INFORMATION   |  |  |  |  |  |  |
| 2.a. EVENT TITLE  |  |  |  |  |  |  |
| The Flag on Mountain Maryland   |  |  |  |  |  |  |
| b. SITE OF EVENT  |  | c. SITE CITY, STATE AND ZIP CODE                                   |  | d. SITE ELEVATION (Feet above sea level)             | e. RUNWAY LENGTH X WIDTH   |  |
| WISDP Deep Creek Mountain Resort  |  | McHenry, MD 21541  |  | 3080   | N/A  |  |
| f. ARRESTING GEAR (X one)<br><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO  |  | g. TYPE OF SITE (i.e., airport, park, lake, etc.)<br>mountain lake |  |  |  |  |
| 3. EVENT SITE CERTIFICATION (To be completed by an agent exercising authority for site use)<br>I certify that an agreement has been made with the sponsoring organization indicated in Section III to use the event site indicated in 2.b. above.   |  |  |  |  |  |  |
| a. NAME (Last, First, Middle Initial)<br>JERRY GEISLER  |  | b. TITLE<br>DIRECTOR OF FACILITIES OPS                             |  | c. TELEPHONE NO. (Include area code)<br>301-387-4911 |  |  |
| d. SIGNATURE<br>  |  |  |  | e. DATE SIGNED (YYYYMMDD)<br>20050204                |  |  |
| 4. INCLUSIVE DATES OF EVENT (YYYYMMDD)<br>20050614  |  |  | 5. IS THERE CIVILIAN AVIATION/AERIAL PARTICIPATION PLANNED FOR THE EVENT? (X one)<br><input checked="" type="checkbox"/> YES <input type="checkbox"/> NO   |  |  |  |
| 6. ATTENDANCE<br>a. PROJECTED<br>2000   |  |  | 7. PLANNED MEDIA COVERAGE (X as applicable)<br><input checked="" type="checkbox"/> TELEVISION <input checked="" type="checkbox"/> PRINT<br><input checked="" type="checkbox"/> RADIO <input type="checkbox"/> NONE |  |  |  |
| b. PRIOR EVENT<br>First Event   |  |  |  |  |  |  |
| SECTION III - SPONSOR INFORMATION   |  |  |  |  |  |  |
| 8. LOCAL SPONSORING ORGANIZATION  |  |  |  |  | b. TYPE (X one)  |  |
| a. NAME<br>Garrett County Chamber of Commerce, Inc.   |  |  |  |  | <input checked="" type="checkbox"/> PROFIT<br><input type="checkbox"/> NONPROFIT |  |
| 9. POINT OF CONTACT FOR AVIATION ACTIVITIES FOR THIS EVENT  |  |  |  |  |  |  |
| a. (X one)<br><input type="checkbox"/> MR. <input checked="" type="checkbox"/> MS. <input type="checkbox"/> OTHER   |  | b. NAME (Last, First, Middle Initial)<br>Reckner, Karen S.         |  |  | c. RANK (If military)  |  |
| d. ADDRESS  |  |  |  |  |  |  |
| (1) NUMBER AND STREET/SUITE NUMBER<br>117 East Liberty Street   |  | (2) CITY<br>Oakland  |  | (3) STATE<br>MD                                      | (4) ZIP CODE<br>21550  |  |
| e. TELEPHONE NO. (Include area code or DSN if military)<br>(1) 301-334-5093<br>(2)  |  | f. E-MAIL ADDRESS<br>karen@garrettchamber.com                      |  | g. FAX NO. (Include area code)<br>301-334-5095       |  |  |

SECTION III - SPONSOR INFORMATION (Continued)

|  | YES                                 | NO                       |
|--|-------------------------------------|--------------------------|
| 10. IS EVENT OFFICIALLY SUPPORTED BY LOCAL GOVERNMENT (X one)  | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 11. WILL YOU PROVIDE POST-EVENT REPORT ON REQUEST? (X one)   | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 12. DOES SPONSORING ORGANIZATION PERMIT MEMBERSHIP WITHOUT REGARD TO RACE, RELIGION, SEX OR COLOR? (X one)             | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 13. WILL ALL ASPECTS OF THIS EVENT BE AVAILABLE TO ALL PERSONS WITHOUT REGARD TO RACE, RELIGION, SEX OR COLOR? (X one) | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 14. WILL THE EVENT BE OPEN TO THE GENERAL PUBLIC? (X one)  | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

SECTION IV - FEDERAL AVIATION ADMINISTRATION COORDINATION (Airspace Coordination)

**FOR THIS EVENT TO BE CONSIDERED FOR U.S. MILITARY SUPPORT, THE SPONSOR MUST HAVE THIS SECTION COMPLETED BY THE FLIGHT STANDARDS DISTRICT OFFICE RESPONSIBLE FOR CONTROLLING THE AERIAL ACTIVITIES AT THE EVENT SITE.**

For events where the airspace falls under the purview of the United States Department of Transportation, Federal Aviation Administration (FAA) coordination is required for all U.S. military aviation activities described in Section I EXCEPT AIRCRAFT STATIC DISPLAYS. THE SPONSOR WILL FORWARD THIS DOCUMENT, WITH SECTIONS I THROUGH III AND SECTIONS V THROUGH VII COMPLETED, TO THE FLIGHT STANDARDS DISTRICT OFFICE (FSDO) HAVING JURISDICTION OVER THE SITE. After completion of Section IV by the FSDO, form will be returned to the sponsor for submission to DoD. Sponsors will allow a minimum of 45 days for FAA review and completion.

15. FLIGHT STANDARDS DISTRICT OFFICE REVIEW

I have reviewed the requested activity in Section I and determined that: (X and complete as applicable)

- a. FAA/OTHER GOVERNMENTAL WAIVER IS NOT REQUIRED.
- b. WAIVER IS REQUIRED FOR THE FOLLOWING EVENT(S) LISTED IN SECTION I: (Specify)
- c. COORDINATION HAS BEEN ACCOMPLISHED WITH CONTROLLING AIR TRAFFIC CONTROL FACILITY.
- d. AIR TRAFFIC COORDINATION IS NOT REQUIRED.
- e. DEMONSTRATION SITE FEASIBILITY STUDY IS REQUIRED AND SITE PLAN WAS SUBMITTED BY THE SPONSOR. (Must meet show line, crowd line, airspace parameters and show congested areas, dwellings, thoroughfares, and obstructions within 3 NM of show center.)
- f. DEMONSTRATION SITE FEASIBILITY STUDY IS NOT REQUIRED.
- g. NO MAJOR NOISE CONCERNS IN THE REQUESTED AIRSPACE.

16. FEASIBILITY DETERMINATION Based upon my review of this site, I find the site to be: (X one)

|                                       |   |   |
|---------------------------------------|---|---|
| <input type="checkbox"/> SATISFACTORY | <input type="checkbox"/> CONDITIONAL SATISFACTORY<br>(See NOTE) | <input type="checkbox"/> UNSATISFACTORY<br>(See NOTE) |
|---------------------------------------|---|---|

NOTE: If the show site is marked "Conditional Satisfactory", explain the conditions which must be met by the show sponsor to provide a "Satisfactory" site in the Additional Comments section. If the show site is marked "Unsatisfactory," the request for the applicable activity cannot be accepted by the Department of Defense.

17. ADDITIONAL COMMENTS (Mandatory if FARs are waived)

18. COORDINATING OFFICIAL

|                                       |                                     |                                      |
|---------------------------------------|-------------------------------------|--------------------------------------|
| a. NAME (Last, First, Middle Initial) | b. FLIGHT STANDARDS DISTRICT OFFICE | c. TELEPHONE NO. (Include area code) |
| d. TITLE AND SIGNATURE                |                                     | e. DATE SIGNED (YYYYMMDD)            |

SECTION V - PROGRAM

19. PROGRAM THEME AND OBJECTIVE (Please explain how aviation support is an integral part of the event.)

20. CHARGES AND FEES

|   |  |                           |   |
|---|--|---------------------------|---|
| a. ADMISSION<br><b>NONE</b>   | b. PARKING<br><b>NONE</b>  | c. SEATING<br><b>NONE</b> | d. OTHER (Specify)                        |
| e. DOES EVENT RAISE FUNDS? (X one)<br><input checked="" type="checkbox"/> YES (Complete 20.f. and 20.g.)<br><input type="checkbox"/> NO | f. FUNDS WILL BE USED FOR (X as applicable)<br>(1) CHARITIES<br>(2) EXPENSES<br>(3) PRIZES<br>(4) OTHER (Explain in 20.g.) |                           | g. SPECIFIC INSTRUCTIONS FOR USE OF FUNDS |

21. HISTORICAL INFORMATION

|  |   |   |
|--|---|---|
| a. LIST ALL YEARS THE EVENT HAS BEEN HELD<br><b>2005</b> | b. LAST AERIAL DEMONSTRATION AND YEAR OF PERFORMANCE (i.e., Blue Angels, Thunderbirds, Golden Knights)<br><b>Air National Guard Flyover</b> | c. LIST CIVILIAN AND MILITARY AIRCRAFT AT LAST YEAR'S EVENT<br><b>C-130</b> |
|--|---|---|


SECTION VI - SUPPORT (All Requests other than Flyovers)

|   |          |
|---|----------|
| 22. THE SPONSOR AGREES TO: (Initial each item signifying acceptance. Lack of initials renders the event ineligible for all support other than Flyovers.)  | INITIALS |
| a. OBTAIN THE AIR SHOW WAIVER FROM THE FAA MONITOR PRIOR TO THE EVENT FOR EACH ACTIVITY REQUIRING A WAIVER (plan a 60-day lead time). FAILURE TO OBTAIN A WAIVER WILL RESULT IN DEMONSTRATION CANCELLATION AT THE EXPENSE OF THE SPONSOR. |          |
| b. PAY TEAM COSTS AS OUTLINED ON PAGE 4, PARAGRAPHS 6 OR 8 OF INSTRUCTIONS, AS APPLICABLE. (Applies only for Blue Angels, Thunderbirds, or Golden Knights requests.)  |          |
| c. PROVIDE OR REIMBURSE TRANSPORTATION, MEALS, AND QUARTERS COSTS (including pre-event visits) FOR ARMED FORCES PARTICIPANTS, AS REQUIRED. (Reimbursement for demonstration teams covered in paragraphs 6 or 8 of Instructions.)          |          |
| d. PROVIDE SUITABLE AIRCRAFT FUEL AT MILITARY CONTRACT PRICES. (Sponsor must pay all costs over military contract prices, including any transportation and handling charges, if fuel is not available at such prices.)                    |          |
| e. PROVIDE SECURITY FOR AIRCRAFT AT EVENT SITE DURING ENTIRE STAY. (Certain assets (i.e., B-2 and F-117) will require extensive security.)  |          |
| f. PROVIDE MOBILE FIREFIGHTING, CRASH, AND GROUND-TO-AIR COMMUNICATIONS EQUIPMENT AT THE SHOW SITE FOR FLIGHT AND PARACHUTE DEMONSTRATIONS AND STATIC DISPLAY AIRCRAFT.   |          |
| g. PROVIDE AMBULANCE AND MEDICAL PERSONNEL ON SITE DURING FLIGHT AND PARACHUTE DEMONSTRATIONS AND CERTAIN OTHER TYPES OF AERIAL ACTIVITIES AS DETERMINED, IN ADVANCE, BY THE MILITARY SERVICES.   |          |
| h. PROVIDE TELEPHONE FACILITIES FOR NECESSARY OFFICIAL COMMUNICATIONS AT THE EVENT SITE.  |          |
| i. PROVIDE AERIAL PHOTOGRAPH AND AIRFIELD DIAGRAM UPON REQUEST.   |          |

SECTION VII - CERTIFICATION BY SPONSOR

23. PRESIDENT/CHAIRMAN OF SPONSORING ORGANIZATION/BASE OR WING COMMANDER (if military sponsored)

I certify that the information provided above is complete and accurate to the best of my knowledge. I understand that representatives from the military services will contact us to discuss arrangements and additional costs involved prior to final commitments. Any changes to the information on this form may invalidate eligibility for military participation.

|  |  |   |
|--|--|---|
| a. SIGNATURE<br> | b. DATE SIGNED (YYYYMMDD)<br><b>20050204</b> | c. PRINT NAME AND TITLE<br><b>Charlie Ross, President &amp; CEO<br/>Garrett Co. Chamber of Commerce</b> |
|--|--|---|

## INSTRUCTIONS

1. The attached form is used to request U.S. Armed Forces aircraft participation at public events (*maximum of 3 days*) in support of community relations programs, and for requesting an aerial demonstration team (*U.S. Army Golden Knights, U.S. Navy Blue Angels, or U.S. Air Force Thunderbirds*) to perform on or off a military installation, worldwide. This form is used by each Military Service to determine eligibility of an event for military aerial support. Once an event has been approved as eligible, it is the event sponsor's responsibility to coordinate possible military unit participation.

2. The event sponsor is responsible for gaining the completion of Section IV, FAA Coordination, prior to submission of the form to each appropriate Military Service. The local Flight Standards District Office that has jurisdiction over the event site will complete all appropriate blocks in Section IV. Requests for static displays only do not require FAA coordination. Complete Sections I - III and V - VII, and forward the form to the nearest Flight Standards District Office (FSDO) for completion of Section IV.

3. The local sponsoring organization is responsible for the accurate completion of the form and conducting the event. The information on this form must be typed or printed in ink, and is used to evaluate the event for compliance with public law and Department of Defense policies, and to determine its eligibility for Armed Forces participation. In all cases, military participation must not interfere with military operations and training programs, and must be at no additional cost to the U.S. Government. Sponsors will consult with local military recruiters and provide, at no charge, prime space at the event site for recruiting activities. Department of Defense is unable to support events for which sponsorship is intended to make a business profit. Events which have an admission charge, or other associated charges, do not necessarily preclude military participation. Military commands cannot participate in events which charge admission unless the military participation is incidental to the event, and not the primary attraction. **Incomplete forms, or forms submitted late, cannot be considered and will be returned to the sponsor's representative.**

4. Requests for flyovers will be considered only for aviation-oriented events (*i.e., air shows, airport anniversaries or dedication events*), or for patriotic observances (*one day only*) held in conjunction with Armed Forces Day, Memorial Day, Independence Day, POW/MIA Recognition Day, or Veterans Day (*event must be within seven days of the actual holiday date to be considered*). Flyovers may be performed by operational or training aircraft as determined by the Services. Sponsors of events other than bona fide air shows are prohibited from scheduling more than one Service to conduct the flyover. **Once confirmation of participation is gained, other Services will not participate in the event. The Blue Angels and Thunderbirds do not perform flyovers.** Requests for flyovers must be received for processing at least 90 days prior to the event for full consideration by the Services. Requests received closer than 30 days will not allow adequate planning for some organizations to support. Requests received 14 days or closer will not be considered. Complete Sections I - III and V - VII, and forward the form to the nearest Flight Standards District Office (FSDO) for completion of Section IV. The missing man formation will not be flown in support of any activities requested on this form. It is reserved for funeral services in honor of active duty rated/designated aviators or dignitaries of the Federal Government or as determined by the Military Services.

5. Requests for aircraft static displays will only be considered for air shows, airport events, expositions and fairs, and public events which contribute to the public knowledge of Armed Forces equipment and capabilities (*including recruiting and ROTC events*). Complete Sections I - III and V - VII (*Section IV is not applicable when requesting static displays only*). Requests may be sent from the sponsoring organization to each Service branch's public affairs office listed in paragraph 9 of these instructions. The sponsor must satisfy all safety and operational requirements for the requested aircraft. Requests received closer than 60 days (*90 days for Marine Corps support*) will not allow adequate planning for some organizations to support.

6. Civilian-sponsored requests for performances by a flight demonstration team (*Blue Angels and Thunderbirds*) will be considered only for events which are: (1) aviation oriented (*i.e. air shows, airport events,*

*(Continued) historical aviation events*); (2) planning civilian aviation participation; (3) open to all Military Services for participation, and (4) held during the air show season (*mid-March to mid-November*). A partial reimbursement cost (*quarters and meals*) of \$6,000 per official demonstration (*including any performance where admission is charged to view a team*) is payable by all nonmilitary sponsors as indicated in the team support manual. Appearances on a military installation or sponsored by a military organization will only be approved in support of an official installation "open house" program (*no admission charge/entrance fee*). All event sponsors are required to comply with all aspects of the team support manual, as applicable. All requests for an aerial demonstration team must be received by **August 1** of the year preceding the year of the event. Complete Sections I - III and V - VII, and forward the form to the nearest FAA Flight Standards District Office (FSDO) for completion of Section IV.

The annual schedule will be released in December of the year prior to the season. Subsequent to public release of the schedules, teams will be rescheduled if a scheduled event is cancelled, the original sponsoring organization is changed, or the original event site is changed. Previously validated requests will automatically be reconsidered. **NOTE:** Blue Angels and Thunderbirds require 6,000 and 7,000 foot runways, respectively, at or within 30-50 nautical miles of the demonstration site. The Blue Angels also require arresting gear located within 80 nautical miles of the demonstration site.

7. Requests for single aircraft demonstrations (*i.e., F-15, F-14, Harrier*) will be considered for events as described in paragraph 6 (1) through (4) above. Army and Air Force single aircraft demonstrations must be received for processing at least 60 days prior to the event. USMC Harrier (AV-8B) and Navy demonstration requests must be received by **January 31** each year. The Harrier demonstration can only be performed over a prepared hard surface or open water. (*Scheduled Harrier events will receive two aircraft, one for demonstration and one for static display. Fifty gallons of distilled water must be provided for each Harrier demonstration.*) Meals, lodging, and transportation for the aircrews must be provided by the sponsor.

8. Civilian-sponsored requests for the U.S. Army Parachute Team, the Golden Knights, will be considered for events such as air shows, airport dedications and anniversaries, expositions and fairs, events sponsored by the Army, and those events which contribute to the public knowledge of military and airborne operations, equipment and capabilities. All requests must be received by Army Public Affairs by **October 1** of the year preceding the year of the event. Appearances on a military installation will only be approved in support of an official "open house" program. All sponsors, military and civilian, are required to reimburse the team for quarters, meals, ground transportation, and a designated rate for the jump platform (*aircraft*), as determined by the team, at least two weeks prior to the event (*approximately \$2,500 per official show day*). The annual schedule will be released in mid-January (*approximately 45 days after the flight demonstration teams' schedules*). After the official schedule is released, the Golden Knights will consider "add on" performances if received at least 60 days prior to the date of the event. In the event of cancellations, all requests previously validated will automatically be reconsidered, as required. Complete Sections I - III and V - VII, and forward the form to the nearest FAA Flight Standards District Office (FSDO) for completion of Section IV. Please send completed request forms to the appropriate Military Service public affairs office(s) listed below.

9. Additional DD Forms 2535 may be obtained through the office(s) listed below, through the nearest military installation public affairs office, or on the Internet at <http://web1.whs.osd.mil/icdhome/ddeforms.htm>.

**ARMY**  
Office of the Chief of Public Affairs  
United States Army  
Attn: Community Relations Team  
1500 Army Pentagon  
Washington, DC 20310-1500  
(703) 695-5732 (voice)  
(703) 697-6159 (fax)  
[www.dtic.mil/armylink](http://www.dtic.mil/armylink)

**MARINE CORPS**  
CMC (PAC), HQ USMC  
Attn: Aviation Coordinator  
The Pentagon, Room 5E671  
Washington, DC 20380-1775  
(703) 614-1034 or -1054 (voice)  
(703) 614-2358 (fax)  
[www.usmc.mil/2535](http://www.usmc.mil/2535)

**NAVY**  
Navy Office of Information  
Attn: Aviation (OI-512)  
1200 Navy Pentagon  
Washington, DC 20350-1200  
(202) 685-6666 (voice)  
(202) 685-6671 (fax)  
[www.navy.mil](http://www.navy.mil)

**AIR FORCE**  
SAF/PAN  
Attn: Aviation Support  
1690 AF Pentagon  
Washington, DC 20330-1690  
(703) 693-2558 or 695-9776 (voice)  
(703) 693-9601 (fax)  
[www.pa.hq.af.mil/airshows/](http://www.pa.hq.af.mil/airshows/)

**SPONSOR: PLEASE RETAIN A COPY OF THIS FORM FOR FUTURE REFERENCE.**

DEPARTMENT OF THE AIR FORCE  
WASHINGTON, DC

Office of the Secretary

SAF/PAN  
1690 Air Force Pentagon  
Washington DC 20330-16905

March 15, 2005

Ms. Karen S. Reckner  
Garrett County Chamber of Commerce, Inc.  
117 East Liberty Street  
Oakland, MD 21550

Dear Ma'am:

Thank you for your *Fly Over* request for the *The Flag on Mountain Maryland*, which is taking place on *14<sup>th</sup> June* in *McHenry, MD*. I've reviewed your application and determined that your event is **eligible** for United States Air Force participation.

You may use this letter as "proof" of SAF/PA approval. You may also refer to the list of eligible events on the U.S. Air Force Aviation Support web site to contact active duty Air Force, Air Force Reserve or Air National Guard flying units to inquire about their potential operational support. Contact bases close to your location first, but don't be afraid of contacting units in neighboring states. A complete listing of all the Air Force and ANG units can be found at <http://1www.airshows.pa.hq.af.mil> under the "request for procedures" section of the web site.

This approval however, does not constitute a guarantee of specific aerial support, as Air Force participation will depend upon the squadron's operational and training requirements. Overriding commitments such as contingency support may delay any final confirmation of support and could necessitate a short-notice cancellation, even after confirmation. A flyover may consist of no more than four aircraft of the same type and military service, flying in a single formation. Aircraft are authorized to make one flat, level pass at the FAA-prescribed altitude, typically 1,000' Above Ground Level and must occur between the hours of sunrise and sunset.

You can contact me at the above address or by phone at 703-695-9776 (Military DSN 225-9776). You can also e-mail me at [keshu.spann.ctr@pentagon.af.mil](mailto:keshu.spann.ctr@pentagon.af.mil) or [William.seabrook@pentagon.af.mil](mailto:William.seabrook@pentagon.af.mil). Please accept our best wishes for a successful event.

Sincerely

(Signed)

KESHA SPANN,  
Aviation Support Specialist

| <b>REQUEST FOR MILITARY AERIAL SUPPORT</b><br>ALL EVENT SPONSORS MUST READ THE INSTRUCTIONS ON PAGE 4<br>BEFORE COMPLETING THIS FORM.  |                |  |  | <b>REQUEST NUMBER</b>   |   |   |  |
|--|----------------|--|--|---|---|---|--|
|  |                |  |  | <i>Form Approved</i><br><i>OMB No. 0704-0290</i><br><i>Expires Aug 31, 2006</i> |   |   |  |
| <p>The public reporting burden for this collection of information is estimated to average 30 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to the Department of Defense, Executive Services and Communications Directorate (0704-0290). Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number.</p> |                |  |  |   |   |   |  |
| <b>PLEASE DO NOT RETURN YOUR FORM TO THE ABOVE ORGANIZATION. RETURN COMPLETED FORM TO THE ADDRESS ON PAGE 4.</b>   |                |  |  |   |   |   |  |
| <b>ALL DATA WILL BE HANDLED ON A "FOR OFFICIAL USE ONLY" BASIS.</b>  |                |  |  |   |   |   |  |
| <b>SECTION I - ACTIVITY</b>  |                |  |  |   |   |   |  |
| 1. CATEGORY REQUESTED ( <i>X and complete as applicable</i> )  |                | (1) DATE OF EVENT<br>(YYYYMMDD)                            | (2) TYPE AIRCRAFT REQUESTED<br>ANY ( <i>X</i> ) SPECIFIC ( <i>Optional</i> )               |   | (3) MILITARY SERVICE REQUESTED<br>ALL ( <i>X</i> ) SPECIFIC ( <i>Optional</i> ) |   |  |
| a. FLYOVER ( <i>See paragraph 4 of Instructions</i> )  |                |  |  |   |   |   |  |
| b. STATIC DISPLAY ( <i>See paragraph 5 of Instructions</i> )   |                |  |  |   |   |   |  |
| c. SINGLE AIRCRAFT DEMONSTRATION<br>( <i>See paragraph 7 of Instructions</i> )   |                |  |  |   |   |   |  |
| d. OTHER AERIAL SUPPORT<br>( <i>i.e. Parachute Demo, SAR Demo</i> )  |                |  |  |   |   |   |  |
| e. AERIAL DEMONSTRATION TEAM<br>( <i>X all requested. See Instructions.</i> )  |                | (a) PRIMARY DATE<br>(YYYYMMDD)                             | (b) ALTERNATE DATE(S)<br>(YYYYMMDD)  |   | (c) I WILL CONSIDER ANY DATE<br>DURING AIR SHOW SEASON<br>( <i>X one</i> )      |   |  |
| U.S. ARMY GOLDEN KNIGHTS   |                |  |  |   | <input type="checkbox"/> YES<br><br><br><br><input type="checkbox"/> NO         |   |  |
| U.S. NAVY BLUE ANGELS  |                |  |  |   |   |   |  |
| U.S. AIR FORCE THUNDERBIRDS  |                |  |  |   |   |   |  |
| OTHER ( <i>Specify</i> )   |                |  |  |   |   |   |  |
| <b>SECTION II - EVENT AND SITE INFORMATION</b>   |                |  |  |   |   |   |  |
| 2.a. EVENT TITLE   |                |  |  |   |   |   |  |
| b. SITE OF EVENT   |                | c. SITE CITY, STATE AND ZIP CODE                           |  | d. SITE ELEVATION<br>( <i>Feet above sea level</i> )                            | e. RUNWAY<br>LENGTH X WIDTH   |   |  |
| f. ARRESTING GEAR ( <i>X one</i> )   |                | g. TYPE OF SITE ( <i>i.e., airport, park, lake, etc.</i> ) |  |   |   |   |  |
| <input type="checkbox"/> YES <input type="checkbox"/> NO   |                |  |  |   |   |   |  |
| 3. EVENT SITE CERTIFICATION ( <i>To be completed by an agent exercising authority for site use</i> )<br>I certify that an agreement has been made with the sponsoring organization indicated in Section III to use the event site indicated in 2.b. above.   |                |  |  |   |   |   |  |
| a. NAME ( <i>Last, First, Middle Initial</i> )   |                | b. TITLE   |  | c. TELEPHONE NO. ( <i>Include area code</i> )                                   |   |   |  |
| d. SIGNATURE   |                |  |  | e. DATE SIGNED (YYYYMMDD)   |   |   |  |
| 4. INCLUSIVE DATES OF EVENT (YYYYMMDD)   |                |  | 5. IS THERE CIVILIAN AVIATION/AERIAL PARTICIPATION PLANNED FOR THE EVENT? ( <i>X one</i> ) |   |   | <input type="checkbox"/> YES<br><input type="checkbox"/> NO |  |
| 6. ATTENDANCE  |                |  | 7. PLANNED MEDIA COVERAGE ( <i>X as applicable</i> )                                       |   |   |   |  |
| a. PROJECTED   | b. PRIOR EVENT |  | <input type="checkbox"/> TELEVISION  | <input type="checkbox"/> PRINT  |   |   |  |
|  |                |  | <input type="checkbox"/> RADIO   | <input type="checkbox"/> NONE   |   |   |  |
| <b>SECTION III - SPONSOR INFORMATION</b>   |                |  |  |   |   |   |  |
| 8. LOCAL SPONSORING ORGANIZATION   |                |  |  |   | b. TYPE ( <i>X one</i> )  |   |  |
| a. NAME  |                |  |  |   | <input type="checkbox"/> PROFIT   |   |  |
|  |                |  |  |   | <input type="checkbox"/> NONPROFIT  |   |  |
| 9. POINT OF CONTACT FOR AVIATION ACTIVITIES FOR THIS EVENT ( <i>Please PRINT all contact information.</i> )  |                |  |  |   |   |   |  |
| a. ( <i>X one</i> )  |                | MS.  | b. NAME ( <i>Last, First, Middle Initial</i> )   |   | c. RANK ( <i>If military</i> )  |   |  |
| <input type="checkbox"/> MR.   |                | <input type="checkbox"/> OTHER                             |  |   |   |   |  |
| d. ADDRESS   |                |  |  |   |   |   |  |
| (1) NUMBER AND STREET/SUITE NUMBER   |                |  | (2) CITY   |   | (3) STATE   | (4) ZIP CODE  |  |
|  |                |  |  |   |   |   |  |
| e. TELEPHONE NO. ( <i>Include area code or DSN if military</i> )   |                | f. E-MAIL ADDRESS  |  |   | g. FAX NO. ( <i>Include area code</i> )   |   |  |
| (1)  |                |  |  |   |   |   |  |
| (2)  |                |  |  |   |   |   |  |

|   |              |                                     |   |
|---|--------------|-------------------------------------|---|
| 10.a. EVENT TITLE   |              | b. EVENT DATE                       |   |
| <b>SECTION III - SPONSOR INFORMATION</b> <i>(Continued)</i>   |              |                                     |   |
| 11. IS EVENT OFFICIALLY SUPPORTED BY LOCAL GOVERNMENT <i>(X one)</i>  |              | YES                                 | NO  |
| 12. WILL YOU PROVIDE POST-EVENT REPORT ON REQUEST? <i>(X one)</i>   |              |                                     |   |
| 13. DOES SPONSORING ORGANIZATION PERMIT MEMBERSHIP WITHOUT REGARD TO RACE, RELIGION, SEX OR COLOR? <i>(X one)</i>   |              |                                     |   |
| 14. WILL ALL ASPECTS OF THIS EVENT BE AVAILABLE TO ALL PERSONS WITHOUT REGARD TO RACE, RELIGION, SEX OR COLOR? <i>(X one)</i>   |              |                                     |   |
| 15. WILL THE EVENT BE OPEN TO THE GENERAL PUBLIC? <i>(X one)</i>  |              |                                     |   |
| <b>SECTION IV - FEDERAL AVIATION ADMINISTRATION COORDINATION</b> <i>(Airspace Coordination)</i>   |              |                                     |   |
| <b>FOR THIS EVENT TO BE CONSIDERED FOR U.S. MILITARY SUPPORT, THE SPONSOR MUST HAVE THIS SECTION COMPLETED BY THE FLIGHT STANDARDS DISTRICT OFFICE RESPONSIBLE FOR CONTROLLING THE AERIAL ACTIVITIES AT THE EVENT SITE.</b>   |              |                                     |   |
| <p>For events where the airspace falls under the purview of the United States Department of Transportation, Federal Aviation Administration (FAA) coordination is required for all U.S. military aviation activities described in Section I <b>EXCEPT AIRCRAFT STATIC DISPLAYS</b>. THE SPONSOR WILL FORWARD THIS DOCUMENT, WITH SECTIONS I THROUGH III AND SECTIONS V THROUGH VII COMPLETED, TO THE FLIGHT STANDARDS DISTRICT OFFICE (FSDO) HAVING JURISDICTION OVER THE SITE. After completion of Section IV by the FSDO, form will be returned to the sponsor for submission to DoD. Sponsors will allow a minimum of 45 days for FAA review and completion.</p> |              |                                     |   |
| 16. FLIGHT STANDARDS DISTRICT OFFICE REVIEW<br>I have reviewed the requested activity in Section I and determined that: <i>(X and complete as applicable)</i>   |              |                                     |   |
| a. FAA/OTHER GOVERNMENTAL WAIVER IS NOT REQUIRED.   |              |                                     |   |
| b. WAIVER IS REQUIRED FOR THE FOLLOWING EVENT(S) LISTED IN SECTION I: <i>(Specify)</i>  |              |                                     |   |
| c. COORDINATION HAS BEEN ACCOMPLISHED WITH CONTROLLING AIR TRAFFIC CONTROL FACILITY.  |              |                                     |   |
| d. AIR TRAFFIC COORDINATION IS NOT REQUIRED.  |              |                                     |   |
| e. DEMONSTRATION SITE FEASIBILITY STUDY IS REQUIRED AND SITE PLAN WAS SUBMITTED BY THE SPONSOR. <i>(Must meet show line, crowd line, airspace parameters and show congested areas, dwellings, thoroughfares, and obstructions within 3 NM of show center.)</i>  |              |                                     |   |
| f. DEMONSTRATION SITE FEASIBILITY STUDY IS NOT REQUIRED.  |              |                                     |   |
| g. NO MAJOR NOISE CONCERNS IN THE REQUESTED AIRSPACE.   |              |                                     |   |
| 17. FEASIBILITY DETERMINATION Based upon my review of this site, I find the site to be: <i>(X one)</i>  |              |                                     |   |
| <input type="checkbox"/>  | SATISFACTORY | <input type="checkbox"/>            | CONDITIONAL SATISFACTORY<br><i>(See NOTE)</i> |
| <input type="checkbox"/>  |              | <input type="checkbox"/>            | UNSATISFACTORY<br><i>(See NOTE)</i>           |
| NOTE: If the show site is marked "Conditional Satisfactory", explain the conditions which must be met by the show sponsor to provide a "Satisfactory" site in the Additional Comments section. If the show site is marked "Unsatisfactory," the request for the applicable activity cannot be accepted by the Department of Defense.  |              |                                     |   |
| 18. ADDITIONAL COMMENTS <i>(Mandatory if FARs are waived)</i>   |              |                                     |   |
| 19. COORDINATING OFFICIAL   |              |                                     |   |
| a. NAME <i>(Last, First, Middle Initial)</i>  |              | b. FLIGHT STANDARDS DISTRICT OFFICE | c. TELEPHONE NO. <i>(Include area code)</i>   |
| d. TITLE AND SIGNATURE  |              | e. DATE SIGNED <i>(YYYYMMDD)</i>    |   |

|   |   |  |   |
|---|---|--|---|
| 20.a. EVENT TITLE   |   | b. EVENT DATE  |   |
| <b>SECTION V - PROGRAM</b>  |   |  |   |
| 21. PROGRAM THEME AND OBJECTIVE <i>(Please explain how aviation support is an integral part of the event.)</i>  |   |  |   |
| <b>22. CHARGES AND FEES</b>   |   |  |   |
| a. ADMISSION  | b. PARKING  | c. SEATING   | d. OTHER <i>(Specify)</i>                 |
| e. DOES EVENT RAISE FUNDS? <i>(X one)</i>   | f. FUNDS WILL BE USED FOR <i>(X as applicable)</i>  |  | g. SPECIFIC INSTRUCTIONS FOR USE OF FUNDS |
| <input type="checkbox"/> YES <i>(Complete 22.f. and 22.g.)</i>  | <input type="checkbox"/> (1) CHARITIES  | <input type="checkbox"/> (4) OTHER <i>(Explain in 22.g.)</i> |   |
| <input type="checkbox"/> NO   | <input type="checkbox"/> (2) EXPENSES   |  |   |
|   | <input type="checkbox"/> (3) PRIZES   |  |   |
| <b>23. HISTORICAL INFORMATION</b>   |   |  |   |
| a. LIST ALL YEARS THE EVENT HAS BEEN HELD   | b. LAST AERIAL DEMONSTRATION AND YEAR OF PERFORMANCE <i>(i.e., Blue Angels, Thunderbirds, Golden Knights)</i> | c. LIST CIVILIAN AND MILITARY AIRCRAFT AT LAST YEAR'S EVENT  |   |
| <b>SECTION VI - SUPPORT</b> <i>(All Requests other than Flyovers)</i>   |   |  |   |
| 24. THE SPONSOR AGREES TO: <i>(Initial each item signifying acceptance. Lack of initials renders the event ineligible for all support other than Flyovers.)</i>   |   |  | INITIALS                                  |
| a. OBTAIN THE AIR SHOW WAIVER FROM THE FAA MONITOR PRIOR TO THE EVENT FOR EACH ACTIVITY REQUIRING A WAIVER <i>(plan a 60-day lead time). FAILURE TO OBTAIN A WAIVER WILL RESULT IN DEMONSTRATION CANCELLATION AT THE EXPENSE OF THE SPONSOR.</i>  |   |  |   |
| b. PAY TEAM COSTS AS OUTLINED ON PAGE 4, PARAGRAPHS 6 OR 8 OF INSTRUCTIONS, AS APPLICABLE. <i>(Applies only for Blue Angels, Thunderbirds, or Golden Knights requests.)</i>   |   |  |   |
| c. PROVIDE OR REIMBURSE TRANSPORTATION, MEALS, AND QUARTERS COSTS <i>(including pre-event visits) FOR ARMED FORCES PARTICIPANTS, AS REQUIRED. (Reimbursement for demonstration teams covered in paragraphs 6 or 8 of Instructions.)</i>   |   |  |   |
| d. PROVIDE SUITABLE AIRCRAFT FUEL AT MILITARY CONTRACT PRICES. <i>(Sponsor must pay all costs over military contract prices, including any transportation and handling charges, if fuel is not available at such prices.)</i>   |   |  |   |
| e. PROVIDE SECURITY FOR AIRCRAFT AT EVENT SITE DURING ENTIRE STAY. <i>(Certain assets (i.e., B-2 and F-117) will require extensive security.)</i>   |   |  |   |
| f. PROVIDE MOBILE FIREFIGHTING, CRASH, AND GROUND-TO-AIR COMMUNICATIONS EQUIPMENT AT THE SHOW SITE FOR FLIGHT AND PARACHUTE DEMONSTRATIONS AND STATIC DISPLAY AIRCRAFT.   |   |  |   |
| g. PROVIDE AMBULANCE AND MEDICAL PERSONNEL ON SITE DURING FLIGHT AND PARACHUTE DEMONSTRATIONS AND CERTAIN OTHER TYPES OF AERIAL ACTIVITIES AS DETERMINED, IN ADVANCE, BY THE MILITARY SERVICES.   |   |  |   |
| h. PROVIDE TELEPHONE FACILITIES FOR NECESSARY OFFICIAL COMMUNICATIONS AT THE EVENT SITE.  |   |  |   |
| i. PROVIDE AERIAL PHOTOGRAPH AND AIRFIELD DIAGRAM UPON REQUEST.   |   |  |   |
| j. PROVIDE LOCAL MILITARY RECRUITERS, AT NO CHARGE, PRIME SPACE AT THE EVENT SITE FOR RECRUITING ACTIVITIES.  |   |  |   |
| <b>SECTION VII - CERTIFICATION BY SPONSOR</b>   |   |  |   |
| 25. PRESIDENT/CHAIRMAN OF SPONSORING ORGANIZATION/BASE OR WING COMMANDER <i>(If military sponsored)</i>   |   |  |   |
| I certify that the information provided above is complete and accurate to the best of my knowledge. I understand that representatives from the military services will contact us to discuss arrangements and additional costs involved prior to final commitments. Any changes to the information on this form may invalidate eligibility for military participation. |   |  |   |
| a. SIGNATURE  | b. DATE SIGNED (YYYYMMDD)   | c. PRINT NAME AND TITLE                                      |   |



## INSTRUCTIONS

1. The attached form is used to request U.S. Armed Forces aircraft participation at public events (*maximum of 3 days*) in support of community relations programs, and for requesting an aerial demonstration team (*U.S. Army Golden Knights, U.S. Navy Blue Angels, or U.S. Air Force Thunderbirds*) to perform on or off a military installation, worldwide.

This form is used by each Military Service to determine eligibility of an event for military aerial support. Once an event has been approved as eligible, it is the event sponsor's responsibility to coordinate possible military unit participation, unless a Military Service approving the aviation support has an established policy whereby that Military Service provides coordination support equally to sponsors of all similar events.

2. The event sponsor is responsible for gaining the completion of Section IV, FAA Coordination, prior to submission of the form to each appropriate Military Service. The local Flight Standards District Office that has jurisdiction over the event site will complete all appropriate blocks in Section IV. Requests for static displays only do not require FAA coordination. Complete Sections I - III and V - VII, and forward the form to the nearest Flight Standards District Office (FSDO) for completion of Section IV.

3. The local sponsoring organization is responsible for the accurate completion of the form and conducting the event. The information on this form must be typed or printed in ink, and is used to evaluate the event for compliance with public law and Department of Defense policies, and to determine its eligibility for Armed Forces participation. In all cases, military participation must not interfere with military operations and training programs, and must be at no additional cost to the U.S. Government. Sponsors will consult with local military recruiters and provide, at no charge, prime space at the event site for recruiting activities. Department of Defense is unable to support events for which sponsorship is intended to make a business profit. Events which have an admission charge, or other associated charges, do not necessarily preclude military participation. Military commands cannot participate in events which charge admission unless the military participation is incidental to the event, and not the primary attraction. **Incomplete forms, or forms submitted late, cannot be considered and will be returned to the sponsor's representative.**

4. Requests for flyovers will be considered only for aviation-oriented events (*i.e., air shows, airport anniversaries or dedication events*), or for patriotic observances (*one day only*) held in conjunction with Armed Forces Day, Memorial Day, Independence Day, POW/MIA Recognition Day, or Veterans Day (*event must be within seven days of the actual holiday date to be considered*). Flyovers, **not to exceed four aircraft**, may be performed by operational or training aircraft as determined by the providing Military Service. Sponsors of events other than bona fide air shows are prohibited from scheduling more than one Service to conduct the flyover. **Once confirmation of participation is gained, other Services will not participate in the event. The Blue Angels and Thunderbirds do not perform flyovers.** Requests for flyovers must be received for processing at least 90 days prior to the event for full consideration by the Services. Requests received closer than 30 days will not allow adequate planning for some organizations to support. Requests received 14 days or closer will not be considered. Complete Sections I - III and V - VII, and forward the form to the nearest Flight Standards District Office (FSDO) for completion of Section IV. The missing man formation will not be flown in support of any activities requested on this form. It is reserved for funeral services in honor of active duty rated/designated aviators or dignitaries of the Federal Government or as determined by the Military Services.

5. Requests for aircraft static displays will only be considered for air shows, airport events, expositions and fairs, and public events which contribute to the public knowledge of Armed Forces equipment and capabilities (*including recruiting and ROTC events*). Complete Sections I - III and V - VII (*Section IV is not applicable when requesting static displays only*). Requests may be sent from the sponsoring organization to each Service branch's public affairs office listed in paragraph 9 of these instructions. The sponsor must satisfy all safety and operational requirements for the requested aircraft. Requests received closer than 60 days (*90 days for Marine Corps support*) will not allow adequate planning for some organizations to support.

6. Civilian-sponsored requests for performances by a flight demonstration team (*Blue Angels and Thunderbirds*) will be considered only for events

6. (*Continued*) which are: (1) aviation oriented (*i.e. air shows, airport events, historical aviation events*); (2) planning civilian aviation participation; (3) open to all Military Services for participation, and (4) held during the air show season (*mid-March to mid-November*). A partial reimbursement cost (*quarters and meals*) of \$6,000 per official demonstration (*including any performance where admission is charged to view a team*) is payable by all nonmilitary sponsors as indicated in the team support manual. Appearances on a military installation or sponsored by a military organization will only be approved in support of an official installation "open house" program (*no admission charge/entrance fee*). All event sponsors are required to comply with all aspects of the team support manual, as applicable. All requests for an aerial demonstration team must be received by August 1 of the year preceding the year of the event. Complete Sections I - III and V - VII, and forward the form to the nearest FAA Flight Standards District Office (FSDO) for completion of Section IV. The annual schedule will be released in December of the year prior to the season. Subsequent to public release of the schedules, teams will be rescheduled if a scheduled event is cancelled, the original sponsoring organization is changed, or the original event site is changed. Previously validated requests will automatically be reconsidered. **NOTE:** Blue Angels and Thunderbirds require 6,000 and 7,000 foot runways, respectively, at or within 30-50 nautical miles of the demonstration site. The Blue Angels also require arresting gear located within 80 nautical miles of the demonstration site.

7. Requests for single aircraft demonstrations (*i.e., F-15, F-14, Harrier*) will be considered for events as described in paragraph 6 (1) through (4) above. Army and Air Force single aircraft demonstrations must be received for processing at least 60 days prior to the event. USMC Harrier (AV-8B) and Navy demonstration requests must be received by January 31 each year. The Harrier demonstration can only be performed over a prepared hard surface or open water. (*Scheduled Harrier events will receive two aircraft, one for demonstration and one for static display. Fifty gallons of distilled water must be provided for each Harrier demonstration.*) Meals, lodging, and transportation for the aircrews must be provided by the sponsor.

8. Civilian-sponsored requests for the U.S. Army Parachute Team, the Golden Knights, will be considered for events such as air shows, airport dedications and anniversaries, expositions and fairs, events sponsored by the Army, and those events which contribute to the public knowledge of military and airborne operations, equipment and capabilities. All requests must be received by Army Public Affairs by October 1 of the year preceding the year of the event. Appearances on a military installation will only be approved in support of an official "open house" program. All sponsors, military and civilian, are required to reimburse the team for quarters, meals, ground transportation, and a designated rate for the jump platform (*aircraft*), as determined by the team, at least two weeks prior to the event (*approximately \$2,500 per official show day*). The annual schedule will be released in mid-January (*approximately 45 days after the flight demonstration teams' schedules*). After the official schedule is released, the Golden Knights will consider "add on" performances if received at least 60 days prior to the date of the event. In the event of cancellations, all requests previously validated will automatically be reconsidered, as required. Complete Sections I - III and V - VII, and forward the form to the nearest FAA Flight Standards District Office (FSDO) for completion of Section IV. Please send completed request forms to the appropriate Military Service public affairs office(s) listed below.

9. Additional DD Forms 2535 may be obtained through the office(s) listed below, through the nearest military installation public affairs office, or on the Internet at <http://www.dior.whs.mil/icdhome/ddeforms.htm>.

### ARMY

Office of the Chief of Public Affairs  
Attn: Community Relations Team  
1500 Army Pentagon  
Washington, DC 20310-1500  
(703) 695-6547 (voice)  
(703) 695-6253 (fax)  
[www4.army.mil/ocpa/resources/requestassets.php](http://www4.army.mil/ocpa/resources/requestassets.php)

### MARINE CORPS

Headquarters, U.S. Marine Corps  
Attn: Aviation Coordinator  
2 Navy Annex (PAC)  
Washington, DC 20380-1775  
(703) 692-7434 (voice)  
(703) 614-2358 (fax)  
[www.usmc.mil/community](http://www.usmc.mil/community)

### NAVY

Navy Office of Information  
Attn: Aviation (OI-512)  
1200 Navy Pentagon  
Washington, DC 20350-1200  
(703) 695-6915 (voice)  
(703) 692-4781 (fax)  
[www.navy.mil](http://www.navy.mil)

### AIR FORCE

SAF/PAN  
Attn: Aviation Support  
1690 AF Pentagon  
Washington, DC 20330-1690  
(703) 695-9776 (voice)  
(703) 693-9601 (fax)  
[www.airshows.pa.hq.af.mil](http://www.airshows.pa.hq.af.mil)

**SPONSOR: PLEASE RETAIN A COPY OF THIS FORM FOR FUTURE REFERENCE.**

| <b>REQUEST FOR ARMED FORCES PARTICIPATION IN PUBLIC EVENTS<br/>(NON-AVIATION)</b>  |                                      | <i>Form Approved<br/>OMB No. 0704-0290<br/>Expires Aug 31, 2006</i>                                      |   |
|--|--------------------------------------|--|---|
| <p>The public reporting burden for this collection of information is estimated to average 10 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to the Department of Defense, Executive Services and Communications Directorate (0704-0290). Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number. <b>PLEASE DO NOT RETURN YOUR FORM TO THE ABOVE ORGANIZATION. RETURN COMPLETED FORM TO THE APPROPRIATE ADDRESS ON BACK OF THIS FORM.</b></p> |                                      |  |   |
| <b>ALL DATA WILL BE HANDLED ON A "FOR OFFICIAL USE ONLY" BASIS.</b>  |                                      |  |   |
| <b>PURPOSE:</b> This form is used to request all Armed Forces <b>MUSICAL UNIT, TROOP, COLOR/HONOR GUARD</b> , and/or <b>EXHIBIT/EQUIPMENT</b> participation in public events. The information is required to evaluate the event for appropriateness and compliance with DoD policies and for coordination with the units involved. Please complete all sections.   |                                      |  |   |
| <b>SECTION I - EVENT DATA</b>  |                                      |  |   |
| 1. <b>SPECIFIC REQUIREMENT</b> ( <i>i.e., Band, Marching Unit, Color Guard, Tank, etc.</i> )   |                                      | 2. <b>DATE OF EVENT</b><br>(YYYYMMDD)  | 3. <b>TIME OF EVENT</b><br>a. <b>FROM:</b><br>b. <b>TO:</b> |
| 4. <b>TITLE OF EVENT</b>   |                                      | 5. <b>EXPECTED ATTENDANCE</b>  |   |
| 6. <b>SITE OF EVENT</b> ( <i>i.e., Park, Auditorium, etc.</i> ) ( <i>NOTE: This site must be accessible to and usable by persons with disabilities.</i> )  |                                      | 7. <b>ADDRESS OF EVENT</b> ( <i>Street, City, State, ZIP Code</i> )                                      |   |
| 8. <b>PROGRAM</b> ( <i>Describe program theme and objective, audience size and civic makeup, and the purpose of Armed Forces participation.</i> )  |                                      | 9. <b>HAVE OTHER ARMED FORCES UNITS BEEN REQUESTED TO SUPPORT THIS EVENT?</b> ( <i>If so, specify.</i> ) |   |
| 10. <b>IS THIS EVENT BEING USED TO RAISE FUNDS FOR ANY PURPOSE?</b><br>( <i>If so, specify.</i> )  |                                      | 11. <b>IS THERE ANY CHARGE?</b> ( <i>i.e., admission, parking, etc. If so, specify.</i> )                |   |
| 12. <b>WILL ADMISSION, SEATING, AND ALL OTHER ACCOMMODATIONS AND FACILITIES CONNECTED WITH THIS EVENT BE AVAILABLE TO ALL PERSONS WITHOUT REGARD TO RACE, CREED, COLOR, SEX OR NATIONAL ORIGIN?</b> ( <i>X appropriate box</i> )   |                                      |  | YES    NO   |
| <b>SECTION II - SPONSORING ORGANIZATION DATA</b>   |                                      |  |   |
| 13. <b>NAME OF SPONSORING ORGANIZATION</b>   |                                      |  |   |
| <i>(X appropriate box for each item.)</i>  |                                      |  | YES    NO   |
| 14. <b>IS THE SPONSORING ORGANIZATION A CIVIC ORGANIZATION?</b>  |                                      |  |   |
| 15. <b>DOES THE EVENT HAVE THE OFFICIAL BACKING OF THE LOCAL GOVERNMENT?</b>   |                                      |  |   |
| 16. <b>DOES THE SPONSORING ORGANIZATION EXCLUDE ANY PERSON FROM ITS MEMBERSHIP OR PRACTICE ANY FORM OF DISCRIMINATION IN ITS FUNCTIONS BASED ON RACE, CREED, COLOR, SEX OR NATIONAL ORIGIN?</b>  |                                      |  |   |
| 17. <b>SPONSOR'S REPRESENTATIVE</b> ( <i>Please PRINT all contact information.</i> )   |                                      |  |   |
| a. <b>NAME</b>   |                                      | b. <b>ADDRESS</b> ( <i>Street, City, State, ZIP Code</i> )   |   |
| c. <b>PRIMARY TELEPHONE NO.</b><br>( <i>Include area code</i> )  | d. <b>SECONDARY TELEPHONE NUMBER</b> | e. <b>FAX NUMBER</b> ( <i>Incl. area code</i> )    f. <b>E-MAIL ADDRESS</b>                              |   |
| <b>SECTION III - SPONSORING ORGANIZATION SUPPORT DATA</b>  |                                      |  |   |
| Event sponsors must agree to fund certain military expenses when the requested military resources are not local to the geographic area of the event. See paragraph 3 of the Instructions on the back of this form. ( <i>X appropriate box for each item.</i> )   |                                      |  | YES    NO   |
| 18. <b>Does the sponsor agree to fund the standard Military Services allowance for meals, quarters, and incidental expenses for Armed Forces participants?</b>   |                                      |  |   |
| 19. <b>Does the sponsor agree to fund transportation, meals, and hotel accommodations for unit representatives to visit the site prior to the event?</b>   |                                      |  |   |
| 20. <b>Does the sponsor agree to fund transportation costs from home station to the event and return for Armed Forces participants?</b>  |                                      |  |   |
| 21. <b>Does the sponsor agree to fund transportation costs for Armed Forces participants between the site of the event and the hotel?</b>  |                                      |  |   |
| 22. <b>Does the sponsor agree to provide telephone facilities for necessary official communications at the site of the event?</b>  |                                      |  |   |
| <b>SECTION IV - CERTIFICATION</b>  |                                      |  |   |
| 23. I am acting on behalf of the sponsoring organization and certify that the information provided above is complete and accurate to the best of my knowledge. I understand that representatives from the military services will contact me to discuss arrangements and costs involved prior to final commitments, or to inform me of their inability to support this event. I also understand that operational commitments must take priority and can preclude a scheduled appearance at an approved public activity.   |                                      |  |   |
| a. <b>SIGNATURE OF SPONSOR'S REPRESENTATIVE</b>  |                                      | b. <b>DATE SIGNED</b> (YYYYMMDD)   | c. <b>PRINT NAME AND TITLE</b>                              |

## INSTRUCTIONS

1. This form is used to request Armed Forces musical unit, personnel, color/honor guard and/or exhibit/equipment participation in public events. The requested information is required to evaluate the event. Please complete all sections.
2. This form should be submitted to the appropriate Military Service (*listed in right hand column*) not less than 30 nor more than 90 days in advance of a scheduled program. Please realize that all Armed Forces units have specific military missions and training requirements. Participation in public programs will only be authorized when such support is in the best interests of the Department of Defense and the Military Services and does not interfere with mission or training programs. In all cases, operational commitments must take priority and can cause previously scheduled appearances to be cancelled.
3. Department of Defense policies require that Armed Forces participation in public events will be provided at no additional cost to the Government. The sponsor is required to pay, when necessary, the standard Military Services allowance for quarters and meals for all Armed Forces participants and for other services which have been determined in advance by the Military Services and agreed to by the sponsor. Transportation and meal costs are not usually incurred when support is provided from a local military installation. However, circumstances may dictate that reimbursement for any or all of these costs may be necessary. All costs are binding after a unit, personnel, or exhibit has arrived at an event site, even though weather conditions or other unforeseen circumstances force the event to be cancelled.
4. Armed Forces musical units are organized for ceremonial and traditional purposes and to support recruiting activities. However, they may be authorized to provide certain specified presentations, such as patriotic ceremonies, for public programs. Armed Forces musical organizations are not permitted to provide entertainment, background, dinner, dance or other social music at public or private events in competition with the customary or regular employment of local civilian musicians. Limited resources permit only one band and/or choir to perform at an event, and the Military Services reserve the right to cancel support to sponsors who have scheduled more than one such military unit.
5. Additional forms may be obtained on the Internet at <http://www.dior.whs.mil/icdhome/ddeforms.htm>, through the nearest military installation public affairs office, or from any of the military public affairs offices listed to the right. If you have questions regarding the information on this form, please call the Directorate for Programs and Community Relations between 8:30 a.m. and 5:00 p.m. Eastern Time, Monday through Friday, holidays excepted:  
Commercial (703) 695-6108; FAX (703) 697-2577

### MAIL COMPLETED REQUEST FORM TO:

The Commander of the Military Installation closest to the event; OR to the appropriate Military Service listed below:

#### ARMY:

Office of the Chief of Public Affairs  
ATTN: Community Relations Team  
1500 Army Pentagon  
Washington, DC 20310-1500  
(703) 697-5756 (Voice)  
(703) 695-6253 (Fax)  
[www4.army.mil/ocpa/resources/requestassets.php](http://www4.army.mil/ocpa/resources/requestassets.php)

#### MARINE CORPS:

Headquarters, U.S. Marine Corps  
Attn: Band Coordinator  
2 Navy Annex (PAC)  
Washington, DC 20380-1775  
(703) 614-1054 (Voice)  
(703) 614-2358 (Fax)  
[www.usmc.mil/community](http://www.usmc.mil/community)

#### NAVY:

Department of the Navy  
Office of Information  
Community Relations Division  
1200 Navy Pentagon  
Washington, DC 20350-1200  
(703) 692-4718 (Voice)  
(703) 692-4781 (Fax)  
[www.navy.mil](http://www.navy.mil)

#### AIR FORCE:

Office of the Secretary of the Air Force  
Office of Public Affairs (SAF/PA)  
1690 Air Force Pentagon  
Washington, DC 20330-1690  
(703) 695-9664 (Voice)  
(703) 693-9601 (Fax)  
[www.af.mil](http://www.af.mil)

#### NATIONAL GUARD BUREAU:

National Guard Bureau  
ATTN: NGB-PAE (ComRel)  
1411 Jefferson Davis Highway, Suite 11200  
Arlington, VA 22202-3231  
(703) 607-2581 (Voice)  
(703) 607-3680 (Fax)  
[www.ngb.dtic.mil](http://www.ngb.dtic.mil)

**SPONSOR: PLEASE RETAIN A COPY OF THIS FORM FOR FUTURE REFERENCE.**

**24. REMARKS** (*Use this area to continue any items if necessary. Reference by section and item number.*)



## Chapter 8: Promoting Your National Flag Day Community Event

---

**General:** The success (by attendance) of the first event rests upon a good public relations campaign. Chamber PR people should plan media releases with community media contacts according to the event timeline.

If possible, one phone line should be dedicated to event inquiries and community support.

**Exhibits:**

1. Garrett County Chamber Of Commerce Press Release (1<sup>st</sup>)
2. Garrett County Chamber Of Commerce Press Release (2<sup>nd</sup>)
3. Sample Media Advisory

**8.1** When establishing the committee, identify and recruit someone in the media relations community, so they can work with you to maximize the media relations opportunities in your community.

- Identify all media resources for your community (Ex: radio, TV, newspapers –daily/weekly, magazines, Chamber of Commerce newsletters, cable, websites, and other).

**8.2** Suggested Public Relations communication timeline:

| Suggested Release Date | Communication Plan   |
|------------------------|--|
| January                |  |
| February - Early       | Organizational Meeting, soliciting sponsors, donors, volunteers (See Exhibit 1). |
| March                  | Invitation to students and volunteers.   |
| April                  | Progress of committee, entertainment groups, showcase donors to date.            |
| May                    | Story on entire program.   |
| June - Early           | (See Exhibit 2). Hype personalities to garner interest.                          |

**GARRETT COUNTY  
CHAMBER OF COMMERCE  
PRESS RELEASE**

Contact: Jo Donaldson, Public Affairs Officer  
301-387-4386 [jod@garrettchamber.com](mailto:jod@garrettchamber.com)  
February 28, 2005

News Release: Flag Day Celebration sponsors needed

The Garrett County Chamber of Commerce is planning a celebration of the American Flag and our country for Flag Day, Tuesday, June 14.

“This is a great opportunity to showcase Garrett County and let the world know how much our citizens care about their country and their Flag,” said the Chamber President. “We look forward to many in our community to become involved in “The Flag on Mountain Maryland celebration.”

For the last 25 years, the American Flag Foundation has sponsored the “National Pause for the Pledge of Allegiance’ with most of their activities taking place at Fort McHenry in Baltimore, said Ms XXX, special event coordinator with the Chamber of Commerce. Recently, the American Flag Foundation contacted Mr XXX XXXX, president of the Chamber of Commerce.

“Because our McHenry was named in honor of Dr. James McHenry, the same as Fort McHenry, the American Flag Foundation thought it would be appropriate to coordinate an event with theirs,” she said. This will be the first time the organization has worked with another group to coordinate simultaneous activities. Part of our Garrett County celebration will be telecast to the crowd at Fort McHenry.

“Help us wave the Flag,” said Ms XXX. “We are looking for sponsorship to help defray the cost of red, white, and blue hats and shirts that the youth will wear when they form the Living Flag. The children will keep the outfits after the event.”

There will be a program with patriotic music, speakers, recognition of area men and women serving overseas, and a Living Flag on the mountainside at WISP made up of several hundred youth from around the county.

Activities will begin at 6:30 p.m. At 7:00 p.m., we will join the rest of the country in the Pause for the Pledge of Allegiance, said Ms XXX. Information about the program at Ft. McHenry is available at [www.americanflagfoundation.org](http://www.americanflagfoundation.org).

Types of activities planned in Garrett County will be dependent on how much funding is available, she said. Several contribution levels have been established, including the Patriot Level for \$1,000; Star Spangled Level for \$500; Stars and Stripes Level \$250; and Red, White, and Blue Level \$100.

Any donation will be appreciated and recognized, said Mr/Ms XXXX. Become a supporter of this premier event. Contributions should be payable to “ANY County/Metropolitan Chamber of Commerce/ (Your program event title) and mailed to Any chamber, USA, 123 Main Street, ANYTOWN, (STATE) (ZIP CODE).

Inquiries may be directed to Mr/Ms. XXX at XXX-XXX-XXXX or XXX@anychamber.com.

**GARRETT COUNTY  
CHAMBER OF COMMERCE  
PRESS RELEASE**

Contact: Jo Donaldson, Public Affairs Officer  
301-387-4386 [jod@garrettchamber.com](mailto:jod@garrettchamber.com)  
February 28, 2005

News Release: Flag on Mountain Maryland

The Flag on Mountain Maryland celebration June 14 will honor the Flag, the country and the men and women who served and are serving under that Flag.

“The Chamber is proud to be part of this special celebration,” said Charlie Ross, president of the Garrett County Chamber of Commerce. “Hopefully this is just the beginning of a nationwide effort to honor our Flag and those who serve their country.”

This program will mark the first time a celebration was brought together between Fort McHenry and the town of McHenry. The common thread is Dr. James McHenry.

In 1776 Dr. McHenry was appointed surgeon in the Revolutionary army. He served as George Washington’s secretary from 1778 until 1780 and Secretary of War under both President Washington and John Adams. Later he served as a major on Gen. LaFayette’s staff until he resigned 1781 to enter the Maryland Senate. He was a member of the Constitutional Convention in 1787 that wrote the Federal Constitution.

Fort McHenry was named after him, as was McHenry, MD. He often spent his summers near Deep Creek Lake. He owned property in Garrett and Allegany counties, which he left to family members when he died in 1816.

Flag Day activities will begin at 6:30 p.m. at WISP. A military flyover is planned for the event. Entertainment will include the Garrett Community Concert Band, the Crellin Quartet, Oakland’s Andrew Sisters and others, as well as an appearance by Betsy Ross.

The first 500 attendees will receive small, hand-held American Flags. Information on proper display of the American Flag will be provided. A Flag Retirement Ceremony will be part of the program.

“At 7:00 p.m., we will join the rest of the country in the Pause for the Pledge of Allegiance,” said Karen Reckner, events coordinator for the Chamber. “The highlight of the evening will be when 200 area youth form a living American Flag on the side of the mountain.”

“The idea for this Flag Day celebration came from Sam Smith, a Deep Creek second homeowner who is on the National Flag Day Foundation,” said Reckner. Smith has been the Maryland National Guard (Air and Army) Adjutant General’s representative to the National Flag Day

Foundation's Annual Flag Day "National Pause for the Pledge of Allegiance" celebration at Fort McHenry since 1990.

After reading, "A History of Garrett County" by Stephen Schlosnagle, Smith saw the connection between Fort McHenry and McHenry, MD. Smith worked closely with Reckner and other members of the committee.

"The Flag on Mountain Maryland is a celebration by patriots," said Ross. "All current and former military personnel and their families will have an opportunity to stand and be recognized during the program. We appreciate having Buz Gosnell with us. His multi-generational military family is an example of how many American families view their commitment to our country. Bring a lawn chair and join us as we pay tribute to our country, our Flag, and our military."

To find out more information, please contact Reckner at 301-334-5093 or email.

To take a look at what they do at Fort McHenry, go to [www.americanflagfoundation.org](http://www.americanflagfoundation.org).

###





Honor The Past – Build The Future

The American Flag Foundation, Inc.

Exhibit 3

# media advisory

## CONTACT:

**ALICE ANDERSON** or  
(410) 769-8310  
[Aande44576@aol.com](mailto:Aande44576@aol.com)

**BARRY STEEL**  
(410) 592-6861  
[BarSteel@aol.com](mailto:BarSteel@aol.com)

May 7, 2007

## FOR IMMEDIATE RELEASE

### **2,300 SCHOOLCHILDREN CREATE THE “FIRST SINGING LIVING AMERICAN FLAG” ON TUESDAY, MAY 22 AT FORT McHENRY**

The American Flag Foundation is bringing together approximately 2,300 third, fourth, and fifth graders from public, private, parochial & home schools throughout Maryland & bordering states to form the *First Singing Living American Flag* at Fort McHenry National Monument & Historic Shrine, 2400 E. Fort Avenue in Baltimore on Tuesday, May 22 from 9:00 a.m. until Noon. This spectacular event reenacts the original “Human Flag” formed September 12, 1914 that celebrated the 100th anniversary of the heroic defense of Baltimore.

Event highlights include a simulated bombardment, historical characters in period dress, Fort tours, tall ship sail-by, drum & fife corps, Color Guard, student awards with EMCEE Bob Heck, Bob the Vid Tech, Emmy-award winning Host of “MPT’s Kids and Family”.

In addition to distinguished officials, veterans, volunteers, parents, & teachers, Miss Teen Maryland USA 2007, Allison Farrow, and Miss Maryland USA 2007, Michae’ Holloman, will grace the day. The students will hold up colored squares and stars, choreographed to form an aerial view of the 15-stripe, 15-star Flag that flew over the Fort & inspired Francis Scott Key to write our national anthem.

For additional information, visit our website at [www.americanflagfoundation.org](http://www.americanflagfoundation.org) or call The American Flag Foundation at 410-563-FLAG (3524) or e-mail [Linda@americanflagfoundation.org](mailto:Linda@americanflagfoundation.org).

The American Flag Foundation is a 501(c)3 whose purpose is to develop the resources and create the opportunities for all citizens, especially children, to learn the history of our nation, the symbol of our Flag and their role in building the future.

---

**Picture Available?**    Yes    ▶    **Electronic**    X    **Hard Copy**    X



## Chapter 9: Budgeting for a National Flag Day, Star-Spangled Banner Living American Flag Program

---

**General:** For an inaugural event, purchasing U.S. state flags are a one-time only expense. Wearing apparel or colored fabric material for the living American flag participants is an annual expense, as is program printing. Funds for these purchases are underwritten by business member organizations.

**9.1 Establish budget.** Immediately begin fundraising and soliciting “in-kind” donations (donations of services and/or goods).

**9.2 Recommended Flag Supplier:** It is suggested that you discuss discount flag purchases with your supplier. The company below is an American Flag Foundation donor and provides discounts to organizations that hold a National Flag Day Foundation Star-Spangled Banner Living American Flag event.

**The F.W. Haxel Flag and Banner Co.  
Baltimore, Md.  
1-800-533-4964**

**9.3 Recommended wearing apparel supplier:** It is suggested that you discuss discount wearing apparel with your supplier. The company below is an American Flag Foundation donor and provides discounts to organizations that hold a National Flag Day, Star-Spangled Banner Living American Flag event.

**Klug Uniform Inc  
1209 E. 25<sup>th</sup> St.  
Baltimore, Md 21218  
410-243-3515  
[www.kluguniform.com](http://www.kluguniform.com)**

**9.4 In kind assistance:**

- **Outdoor flag holders**
- **Site/site facility**
- **National Colors: provided by American Legion/VFW or other patriotic community or National Guard unit organization**

**9.5 In kind or leased:**

- **Sound system-microphone and speakers**
- **Staging, chairs**

**9.6 Miscellaneous: scotch tape, platform guest name tags, etc.**

**9.7 Haxel-supplied flag budget (based on 50 flags) (2005 prices):**

|    |  |            |
|----|--|------------|
| 1. | 50 state, 3' x 5' flags: \$1899.70 [less 25%] =                                      | \$1,424.77 |
| 2. | 50 silver anodized aluminum poles: "81 S 8'<br>\$45.50 each, \$2,275.00 [less 10%] = | \$2,047.50 |
| 3. | 49 brass spears to fit poles:<br>\$18.95 each, \$928.55 [less 15%] =                 | \$789.27   |
| 4. | 1 Brass Botonee (Maryland): \$30 [less 25%] =  | \$22.50    |
| 5. | 100 clips to attach to poles:<br>70 cents each, \$70.00 [less 25%] =                 | \$52.50    |
| 6. | 50 portable indoor flag stands:<br>\$22.00 each, \$1,100.00 [less 25%] =             | \$825.00   |

Total (2005 pricing): \$5,161.54

**9.8 Klug Uniform, living flag participant wearing apparel: 2005 Unit prices discounted:**

1. Hats: \$1.67
2. T-shirts, white: \$2.99 each
3. T-shirts, blue or red: \$5.04 each

**9.9 Stars: 15 or 50 (Use your imagination for materials. Ex: Styrofoam)**

**9.10 Programs: As per local printer and graphics design work**



## Chapter 10: Managing the Sequence of Events

---

**General:** Either the Program Committee or Logistics Committee should compile a list of invitees at least one year in advance, and follow up periodically within 6 months of the event for RSVP's. If a dignitary cannot attend for the current year, he/she should be invited for the following year.

### **Exhibits:**

#### **1. Sample Of An Event Management Sequence Matrix**

**10.1 The Program/Stage Manager makes a list of platform guests and speakers for the Emcee, and provides the platform/stage seating arrangement. This list is held on a clipboard during the day of the event as a guide to label/tape the name of the guest, speaker, or dignitary to the platform/stage chairs. This "stage" list is provided to the Emcee for introductions, as per the event timeline.**

**10.2 Emcee: The Emcee, a local radio/TV host or community leader, coordinates with the Program/Stage Manager the activities of the speaker(s) and announces each event throughout the program, according to an established timeline. Historically, the Emcee also handles the "Parade of State Flags" portion of the program.**

**10.3 Platform guests: Typically, these are elected Congressional officials, state governor or lieutenant governor, state legislators, local county/city officials; major foundation contributors; military officers; American Legion Patriotic Writing Award recipients; Eagle Scouts, community scout leaders; an honorary event chairman; and the Chamber of Commerce President/CEO or chamber board member.**

**10.4 Speakers: Speakers should be careful to time the length of their speeches because of the scheduled sequence of other events that must**

**occur during the 2 to 2.5 hour program. The living flag “kids” get impatient as time moves on since they are the last, culminating event!**

**10.5 Event Participants: Entertainers such as singers, musicians, dancers, re-enactors should not loiter near the platform/stage/reviewing stand, especially in full view of the audience. Each participating organization must coordinate with the Program/Stage Manager to ensure that they meet their program entry on time.**

## EXHIBIT 1

| <b>EVENT MANAGEMENT SEQUENCE MATRIX</b><br>(Those items applicable) |   |                |     |           |          |
|---|---|----------------|-----|-----------|----------|
| Item  | WHAT  | WHEN           | WHO | COMPLETED | LOCATION |
| <b>1</b>  | <b>Apparel, order for LAF participants</b>                            |                |     |           |          |
| <b>2</b>  | <b>Baton of Patriotism</b>  |                |     |           |          |
| <b>3</b>  | <b>Bunting</b>  |                |     |           |          |
| <b>4</b>  | <b>Bus (school) cards</b>   |                |     |           |          |
| <b>5</b>  | <b>Buses, drivers &amp; bus monitors</b>                              |                |     |           |          |
| <b>6</b>  | <b>Chairs for band</b>  | 45-60 days out |     |           |          |
| <b>7</b>  | <b>Chairs for reception</b>   | 45-60 days out |     |           |          |
| <b>8</b>  | <b>Chairs for stage</b>   |                |     |           |          |
| <b>9</b>  | <b>Chairs, removal of</b>   |                |     |           |          |
| <b>10</b>   | <b>Chairs, set up for band</b>  |                |     |           |          |
| <b>11</b>   | <b>Chairs, set up on stage</b>  |                |     |           |          |
| <b>12</b>   | <b>Chairs/tables, set up for reception</b>                            |                |     |           |          |
| <b>13</b>   | <b>Clean up</b>   |                |     |           |          |
| <b>14</b>   | <b>Contest, certificates</b>  |                |     |           |          |
| <b>15</b>   | <b>Contest, F. W. Haxel</b>   | Immediately    |     |           |          |
| <b>16</b>   | <b>Donors, solicitation</b>   |                |     |           |          |
| <b>17</b>   | <b>Dressing/changing facilities</b>                                   |                |     |           |          |
| <b>18</b>   | <b>Electric arrangements</b>  |                |     |           |          |
| <b>19</b>   | <b>Emcee (Parade of flags list for emcee)</b>                         |                |     |           |          |
| <b>20</b>   | <b>Emcee (Stage guest list)</b>                                       |                |     |           |          |
| <b>21</b>   | <b>Emcee, Request for</b>   | Early          |     |           |          |
| <b>22</b>   | <b>EMT support</b>  | Early          |     |           |          |
| <b>23</b>   | <b>Entertainment support needs assessment from entertainers</b>       |                |     |           |          |
| <b>24</b>   | <b>Entertainment, band</b>  | Early          |     |           |          |
| <b>25</b>   | <b>Entertainment, chorus</b>  | Early          |     |           |          |
| <b>26</b>   | <b>Entertainment, color guard</b>                                     | Early          |     |           |          |
| <b>27</b>   | <b>Entertainment, distribute program and timelines to performers.</b> |                |     |           |          |
| <b>28</b>   | <b>Entertainment, greet band</b>                                      |                |     |           |          |
| <b>29</b>   | <b>Entertainment, identify Honor Guard performance area</b>           |                |     |           |          |
| <b>30</b>   | <b>Fire Dept. Support</b>   | Early          |     |           |          |

**EVENT MANAGEMENT SEQUENCE MATRIX**  
(Those items applicable)

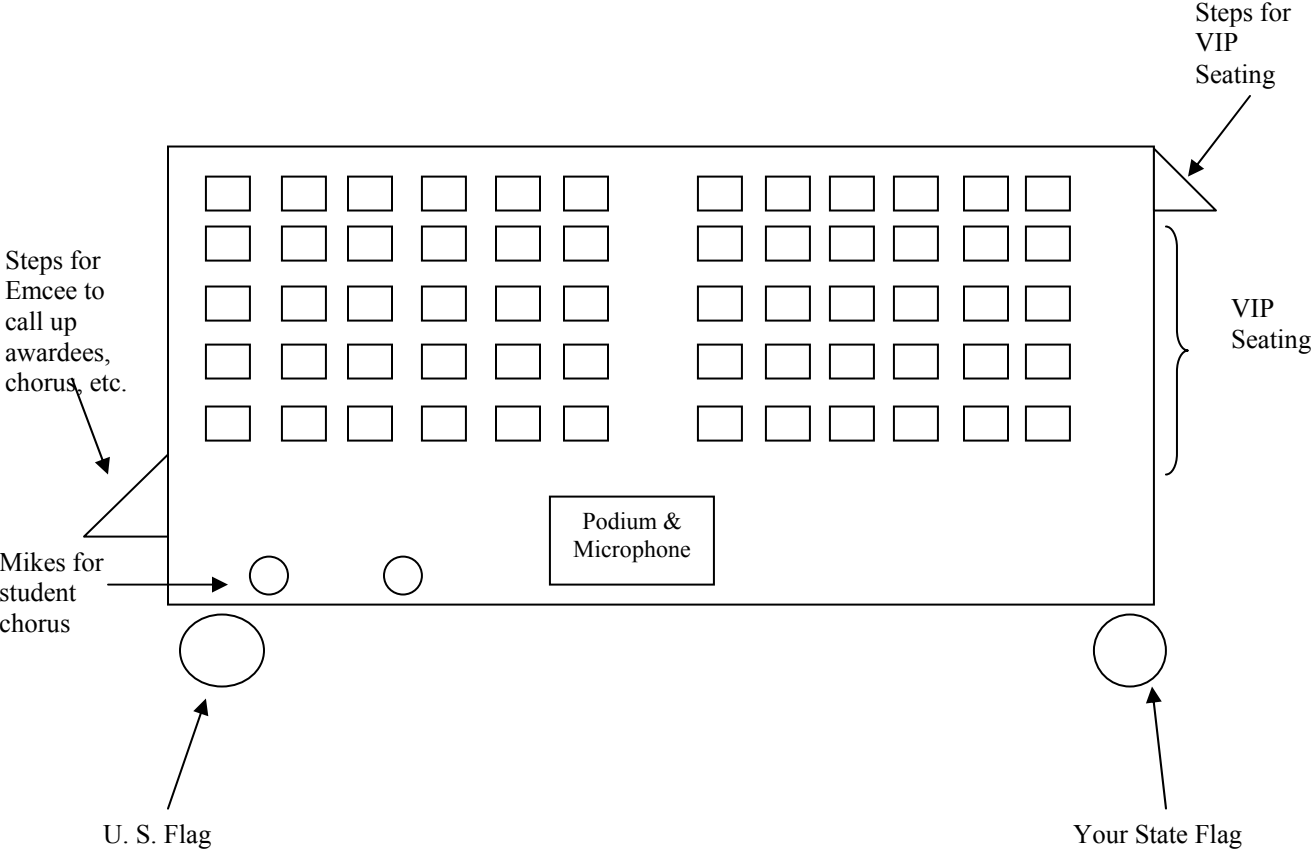
| Item | WHAT   | WHEN        | WHO | COMPLETED | LOCATION |
|------|--|-------------|-----|-----------|----------|
| 31.  | Fireworks, certificate of insurance                    | Early       |     |           |          |
| 32.  | Fireworks, city fire marshall                          | Early       |     |           |          |
| 33.  | Fireworks, 2-way radio                                 |             |     |           |          |
| 34.  | Fireworks, shooter/documentation                       | Early       |     |           |          |
| 35.  | Fireworks, site diagram/timeline                       |             |     |           |          |
| 36.  | Fireworks, state fire marshall                         | Early       |     |           |          |
| 37.  | First aid station                                      |             |     |           |          |
| 38.  | Flag grid monitors                                     |             |     |           |          |
| 39.  | Flag grid, lay out                                     |             |     |           |          |
| 40.  | Flags  |             |     |           |          |
| 41.  | Flags, provide state flags                             |             |     |           |          |
| 42.  | Flags, retrieval of state flags                        |             |     |           |          |
| 43.  | Fly-over   | Early       |     |           |          |
| 44.  | Food station behind main stage, water, cups            |             |     |           |          |
| 45.  | Food vendor agreements                                 | 60 days out |     |           |          |
| 46.  | Food Vendor waiver                                     |             |     |           |          |
| 47.  | Food vendors, placement                                |             |     |           |          |
| 48.  | Golf carts & drivers                                   |             |     |           |          |
| 49.  | Hand held mikes (2)                                    |             |     |           |          |
| 50.  | Historic characters                                    | Early       |     |           |          |
| 51.  | Insurance for site                                     | Early       |     |           |          |
| 52.  | Invitations (RSVP list and parking permits)            | 60 days out |     |           |          |
| 53.  | Invocation – Chaplain/clergy                           |             |     |           |          |
| 54.  | Lane Controllers (15)                                  |             |     |           |          |
| 55.  | Media Kits   | June        |     |           |          |
| 56.  | Media/Press Release Coordinator                        | Early       |     |           |          |
| 57.  | Memorial wreath (depending on site used) & Echo Taps   | Early       |     |           |          |
| 58.  | National Anthem, vocalist                              | Ongoing     |     |           |          |
| 59.  | Parade of state flags: flag bearers (Boy Scouts, etc.) | Ongoing     |     |           |          |
| 60.  | Parking lot use  |             |     |           |          |
| 61.  | Parking support personnel                              |             |     |           |          |
| 62.  | Permits for site                                       | Early       |     |           |          |
| 63.  | Photography (aerial/ground)                            | Early       |     |           |          |

**EVENT MANAGEMENT SEQUENCE MATRIX**  
(Those items applicable)

| Item | WHAT  | WHEN        | WHO       | COMPLETED | LOCATION |
|------|---|-------------|-----------|-----------|----------|
| 64.  | Pledge of Allegiance, leader                  | 30 days out |           |           |          |
| 65.  | Police cooperation                            | 60 days out |           |           |          |
| 66.  | Portable lights                               | April/May   |           |           |          |
| 67.  | Portable toilet(s)                            | 30 days out |           |           |          |
| 68.  | Proclamation (Mayor/Co. Exec)                 | Early       |           |           |          |
| 69.  | Program, prepared/printed                     | 45 days out |           |           |          |
| 70.  | Radio/communication list                      | C.A.P.      |           |           |          |
| 71.  | Reception tent(s)                             | 60 days out |           |           |          |
| 72.  | Schools, contact                              | Immediately |           |           |          |
| 73.  | Schools, Home                                 | Immediately |           |           |          |
| 74.  | Script  | 60 days out |           |           |          |
| 75.  | Signer (for the deaf)                         | 90 days out |           |           |          |
| 76.  | Signs (Incl. Welcome banner, undated)         | 60 days out |           |           |          |
| 77.  | Stage sound systems                           | 60 days out | Logistics |           |          |
| 78.  | Stage Canopy                                  |             | Logistics |           |          |
| 79.  | Stage(s) diagram                              |             |           |           |          |
| 80.  | Stage(s) source (city, county)                |             | Logistics |           |          |
| 81.  | Stage, podium                                 |             | Logistics |           |          |
| 82.  | Stage, removal of                             |             | Logistics |           |          |
| 83.  | Stage, Sound system check                     | Day of      |           |           |          |
| 84.  | Star Distributor                              |             |           |           |          |
| 85.  | Student packets                               |             |           |           |          |
| 86.  | Trash cans                                    |             |           |           |          |
| 87.  | Vehicle list to stage area                    |             |           |           |          |
| 88.  | VIP escort to VIP tent                        |             |           |           |          |
| 89.  | VIP Guest list, name tag, seat tags           |             |           |           |          |
| 90.  | VIP reception, greet and register (name tags) | Day of      |           |           |          |
| 91.  | VIP reception, set up food                    | 30 days out |           |           |          |
| 92.  | VIP Seating chart                             |             |           |           |          |
| 93.  | VIP seating, greeting                         | Day of      |           |           |          |
| 94.  | Volunteers, box lunches                       | 30 days out |           |           |          |
| 95.  | Volunteers, hand out programs                 |             |           |           |          |
| 96.  | Volunteers, soft drinks                       |             |           |           |          |



**Suggested  
Outdoor Stage Diagram  
Platforms, seats, flag/podium placement**





## Chapter 11: Entertainment (Knowing the Audience)

---

***General:*** The American Flag Foundation’s Star-Spangled Banner Living American Flag community event should communicate to the audience a sense of respect for the U.S. Flag, its symbolism and history. This event is unique in that people of all ages participate, especially in the panorama of the “Parade of State Flags.” Entertainers bring a rich variety of patriotic-themed enjoyment that keeps the program “moving.” This culminating school year event is the living flag formed by 3rd, 4th, and 5<sup>th</sup> grade level/age students representing their school, scout troop, 4-H, etc. Schools and other organizations contact [www.flagday.org](http://www.flagday.org) for our Educational Resource Handbooks for lesson plans throughout the school year.

### 11.1 Entertainment:

1. Historic characters (see list Chapter 3)
2. Actors/re-enactors (see list Chapter 3)
3. Patriotic sing-along
4. Dance skit routines (Example: Maryland Sings)
5. Quartet singers (Barbershop or otherwise)
6. Barbershop chorus (Source: SPEBSQSA)
7. Essay contest winners (civic sponsoring organizations)
8. Community/School concert band/Armed Forces Band
9. Jazz band, group ensemble
10. Military static/stationary interactive displays/equipment

11.2 Entertainers should know their ‘on-stage time’ according to the program, as well as arriving one hour before the event to familiarize them with the event layout/timeline. A representative from each entertainment group should provide their name to the Program/Stage Manager, and then remain available near the stage area during the event for any last minute coordination.



## Chapter 12: History of Flag Day and The Pledge of Allegiance

| <b>HISTORY OF FLAG DAY TIMELINE</b> |   |
|-------------------------------------|---|
| June 14, 1777                       | The Stars and Stripes came into being on this date, when the Second Continental Congress authorized a new flag to symbolize the new nation, the United States of America. The commemoration of this day as the birthday of the Flag developed slowly.   |
| June 14, 1861                       | The Stars and Stripes first flew in a Flag Day celebration in Hartford, Connecticut, the first summer of the Civil War.   |
| June 14, 1877                       | The first national observance of Flag Day, the centennial of the original flag resolution.  |
| June 14, 1885                       | Bernard J. Cigrand, a 19-year old teacher in the Stony Hill School near Waubeka, Wisconsin kept on his desk mounted in a bottle, a 38-star flag, 10 inches high. At the close of school, he observed a first Flag birthday with his pupils. Over the following years, in numerous magazines, newspaper articles and public addresses, he continued to enthusiastically advocate the observance of June 14 as “Flag Birthday” or “Flag Day” (The school house and grounds are preserved as a shrine to the birth of Flag Day). |
| June 14, 1889                       | George Bolch, a principal of a free kindergarten for the poor in New York City planned appropriate ceremonies for the children of his school, and the observance of Flag Day was later adopted by the State Board of Education of New York, and a law passed by the State Legislature making it an official school program.   |
| June 14, 1893                       | At the urging of the Pennsylvania Society of Colonial Dames of America and the Board of Managers of the Pennsylvania Society of Sons of the Revolution, the Superintendent of Public Schools of Philadelphia directed that Flag Day exercises be held in Independence Square. School children were assembled, each carrying a small Flag; patriotic songs were sung and addresses delivered.  |

| <b>HISTORY OF FLAG DAY TIMELINE</b> |  |
|-------------------------------------|--|
| June 14, 1894                       | Governor of New York directed the Flag be displayed on all public buildings on this date. In Chicago, Illinois, the first general public school children's celebration of Flag Day was held simultaneously at Douglas, Garfield, Humboldt, Lincoln, and Washington Parks, with more than 300,000 children participating.   |
| June 14, 1914                       | Secretary of the Interior delivered a personal Flag Day address.   |
| May 30, 1916                        | President Woodrow Wilson issued a proclamation that this date be observed as National Flag Day.  |
| June 14, 1927                       | President Coolidge issued a proclamation that this date be observed as National Flag Day.  |
| August 3, 1949                      | Act of Congress: "That the 14 <sup>th</sup> day of June of each year is hereby designated as Flag Day and the President of the United States is authorized and requested to issue annually a proclamation calling upon all officials of the Government to display the Flag of The United States on Government buildings on such day, urging the people to observe the day as an anniversary of the adoption on June 14, 1777, by the Continental Congress of the United States of the Stars and Stripes as the official Flag of the United States of America."<br>President Harry Truman signed the measure into law the same day. |

Sources:

"Our Flag – The Story of Old Glory," Mabel Ruth Bennett; Chicago, Illinois; 2001.

"Flag Day," The American Flag Foundation, Inc.; Baltimore, Maryland; July 1996; [www.americanflagfoundation.org](http://www.americanflagfoundation.org).

"The History of Flag Day," www.USFlag.org; July 2005.

| HISTORY OF THE PLEDGE OF ALLEGIANCE TIMELINE |  |
|--|--|
| September 8, 1892                            | The Boston-based “The Youth’s Companion” magazine published anonymously, though authored by Francis Bellamy (an ordained minister, magazine writer, and Freemason) a few words for students to repeat on the 400 <sup>th</sup> Anniversary of Columbus Day. <i>“I pledge allegiance to my Flag and the Republic for which it stands – one nation indivisible – with liberty and justice for all.”</i>  |
| October 12, 1892                             | The words were reprinted on thousands of leaflets and sent to public schools across the country. On the quadricentennial of Columbus’ arrival, more than 12 million children recited the pledge to the Flag, thus beginning a popular school-day ritual.   |
| June 14, 1923                                | During the first National Flag Conference in Washington, D.C., a change was made. For clarity, due to the number of immigrants now living in the United States, the words, <i>“the Flag of the United States”</i> replaced “my flag.”  |
| June 14, 1924                                | The words “of America” were added to read <i>“the Flag of the United States of America.”</i>   |
| June 22, 1942                                | After 50 years of daily recitation by children, the United States Congress officially recognizes the pledge by including the Pledge to the Flag in the <i>United States Flag Code (Title 36)</i> .   |
| June 1943                                    | The Supreme Court rules that school children could not be forced to recite the Pledge of Allegiance.   |
| June 14, 1945                                | The Pledge to the Flag receives its official title as, <i>“The Pledge of Allegiance.”</i>  |
| June 14, 1954                                | President Dwight D. Eisenhower approves an amendment, House Joint Resolution 243, to add the words, <i>“under God,”</i> giving us the Pledge of Allegiance as it still reads today.<br>As he authorized this change, he said, <i>“In this way we are reaffirming the transcendence of religious faith in America’s heritage and future; in this way we shall constantly strengthen those spiritual weapons which forever will be our country’s most powerful resource in peace and war.”</i> |

Sources:

“The Story of the Pledge of Allegiance,” The Scottish Rite Journal of Freemasonry Southern Jurisdiction USA; Volume CIV, Number 7, July 1996.

“The Pledge of Allegiance,” Our Flag – The Story of Old Glory.; Clearwater, FL; 2001.

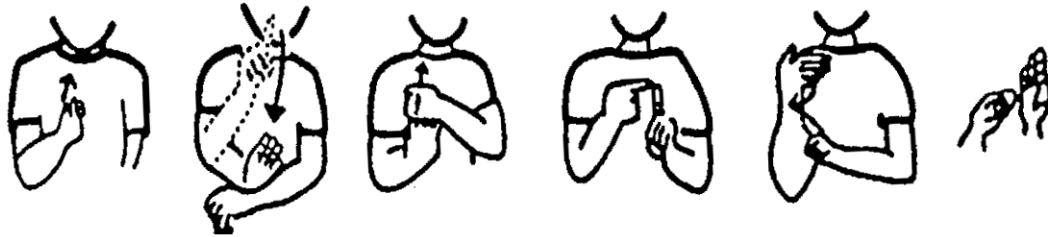
“The Pledge of Allegiance,” [www.homeofheroes.com](http://www.homeofheroes.com); November 3, 2005.

“The original Pledge of Allegiance,” [www.usflag.org](http://www.usflag.org); July 11, 2005.



*I Pledge Allegiance  
To the Flag  
Of the United States of  
America  
And to the Republic  
For Which It Stands  
One Nation Under God  
Indivisible  
With Liberty  
And Justice  
For All.*

## Signing the Pledge of Allegiance



"I pledge allegiance to the flag of



the United States of America and to



the Republic for which it stands, one nation under



God, indivisible, with liberty



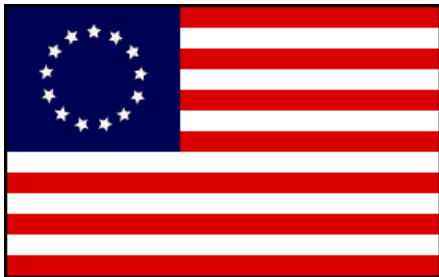
and justice for all."



## Chapter 13: The 13-Star Flag – The First U. S. Flag

---

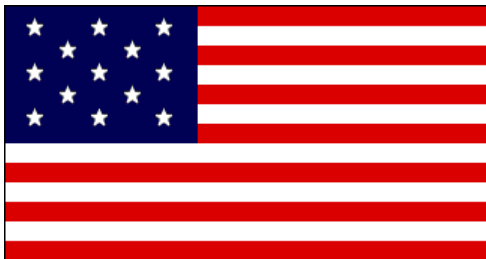
### The Betsy Ross Flag



First – 1777

Since there was *no official flag* during the first year of the United States, there were a great number of homespun flag designs. This flag is without question the most well known of those, and is often confused with the first official U.S. flag.

### The First Official United States Flag



June 14th, 1777

This is the *First Official United States Flag* adopted by Congress designed by Charles Thompson (Secretary of the Continental Congress, who also designed the Great Seal for the United States). The only President to

serve under this flag was George Washington (1789-1797). This Flag lasted for a period of 18 years. Each star *and* stripe represented a Colony.

The 13 Colonies by the date that each ratified the Constitution and became a State:

- (1st) Delaware December 7th, 1787
- (2nd) Pennsylvania December 12th, 1787
- (3rd) New Jersey December 18th, 1787
- (4th) Georgia January 2nd, 1788
- (5th) Connecticut January 9th, 1788
- (6th) Massachusetts February 6th, 1788
- (7th) Maryland April 28th, 1788

- (8th) South Carolina May 23rd, 1788
- (9th) New Hampshire June 21st, 1788
- (10th) Virginia June 25th, 1788
- (11th) New York July 25th, 1788
- (12th) North Carolina November 21st, 1789
- (13th) Rhode Island May 29th, 1790





## Chapter 14: Flag Etiquette

---

**General:** When we view the Flag, we think of liberty, freedom and pride. The American Flag has accompanied mankind on its greatest achievements. It flies at both poles, on the moon, and sits atop Mount Everest. The Flag is how America signs her name.

**Exhibits:**

1. How To Fold The Flag
2. How To Display The Flag
3. The Flag Code
4. Parts of the Flag
5. Colors of the Flag and The Great Seal of the United States

*Note: Also see [www.whitehouse.gov](http://www.whitehouse.gov) for announcements on Flag display.*

14.1 Flag etiquette guides us on how to display the Flag of our country and the many venues in which it can be presented.

14.2 Flag FAQs

14.2.1 **Q: Is the Flag to be displayed only on National holidays?** A: The Code suggests displaying the Flag every day, but especially on holidays, including state holidays and during local celebrations.

14.2.2 **Q: What is considered proper illumination when flying the Flag at night?** A: “Proper illumination” is a light specifically placed to illuminate the Flag (preferred) or having a light source sufficient to illuminate the Flag so it is recognizable as such by the casual observer.

14.2.3 **Q: Is it permissible to fly the Flag of the United States during inclement weather?** A: The Flag should not be displayed on days when the weather is inclement, except when an all-weather Flag is displayed (All-weather – nylon or other non-absorbent material).

14.2.4 **Q: Can anyone lower the Flag to half-staff to honor someone?** A: No. The lowering of the Flag is only authorized on Memorial Day, from sunrise until noon, and by executive order of the President, or State Governor.

14.2.5 **Q: May a person, other than a veteran have their casket draped with an American Flag?** A: Yes, although this honor is usually reserved for veterans or highly regarded State and National Figures, the Flag Code does not prohibit this use.

14.2.6 **Q: May a Flag patch be worn on a jacket?** A: No. According to the Code, only members of the military, firemen, policemen, or patriotic organizations may wear a Flag patch on their uniform. Use of the Flag patch on costumes, athletic clothing, or casual wear is inappropriate.

14.2.7 **Q: What do we do when Flags become worn and tattered?** A: It should be destroyed, preferably by burning, in a proper ceremony. For individual citizens, this should be done discreetly so that the act of destruction is not perceived as a protest or desecration. Many American Legion posts conduct Disposal of Unserviceable Flag Ceremonies each year. This ceremony creates a particularly dignified and solemn occasion for the retirement of unserviceable Flags.

14.2.8 **Q: Can the Flag be washed or dry-cleaned?** A: Yes. There are no provisions of the Flag Code which prohibits such care. The decision to wash or dry-clean would be dependent on the material.

### 14.3 Color Guards and the Flag Code

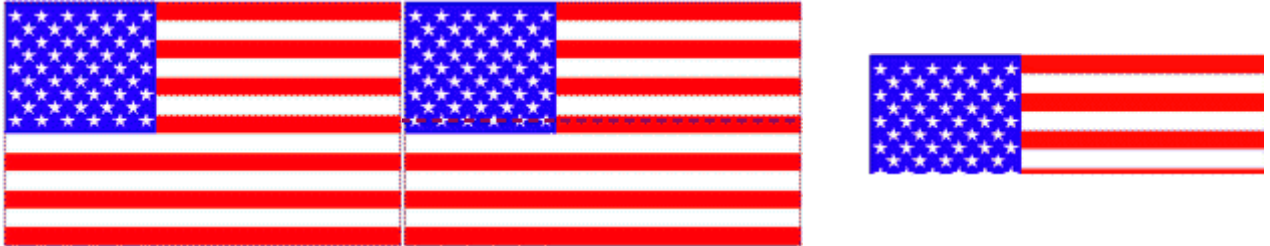
14.3.1 **Q: Of what does a Color Guard consist?** A: A basic Color Guard is composed of four persons, carrying and guarding one flag of the United States and one organization flag. The two Color Bearers and the two Guards (armed) are always lined up facing the marching front from left to right as follows: guard, organization flag or banner, the Flag of the United States, guard.

14.3.2 **Q: How does the Color Guard conduct itself while marching?** A: The Color Guard marches in one rank at close interval, with the Color Bearers in the center. At no time should any other flag or banner pass in front of the Flag of the United States.

# How to Fold the Flag



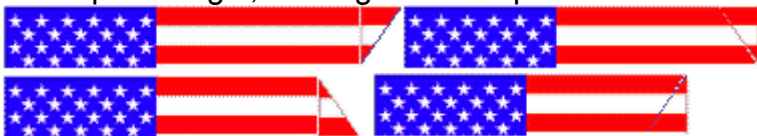
Fold the flag in half width-wise



Fold the flag in half width-wise again



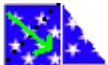
Fold up a triangle, starting at the striped end ... and repeat ...



... until only the end of the union is exposed.



Then fold down the square into a triangle and tuck inside the folds.



# How to Display the Flag



When displayed over a street, the Flag should be suspended vertically. The union will be to the north in an east-west street, and to the east in a north-south street.



When displayed with another flag in the crossed-staff format, the American Flag should be on its own right—and in front of the other flags' staff.



When the Flag is flown at half-staff, it should first be elevated to peak position, held there momentarily, and lowered. At the day's end, the Flag should again be elevated to peak position before lowering.



If other flags are flown on the same staff with the American Flag, the American Flag should be placed at the peak of the staff.



When covering a casket, the Flag should be positioned so the union is at the head and over the left shoulder. It should not be lowered into a grave or allowed to touch the ground.



When the flag is suspended over a sidewalk from a rope extending from a house to a pole at the edge of the sidewalk, the flag should be hoisted out, union first, from the building.



When the Flag is suspended from a staff projecting horizontally from a building, the union should be at the peak of the staff—except when the Flag is at half-staff.



The Flag, when carried in a procession with another flag, should be on the marching right. If in a line of other flags, in front of the center of that line.



The American Flag should always have the position of honor on speakers' platforms, standing to the right of the speaker. All other flags should be on the speakers' left.



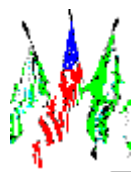
When displayed either horizontally or vertically against a wall, the union should be uppermost and to the flag's own right.



During the raising or lowering of the Flag, or during its passage in a parade, all present should face the Flag, and stand at attention with hand over heart. Men should remove their caps/hats.



When flags of two or more nations are displayed, they are to be flown from separate staffs of the same height. The flags should be of approximately equal size. International usage forbids the display of the flag of one nation above that of another nation in time of peace.



The flag of the United States of America should be at the center and at the highest point of the group when a number of flags of States or localities or pennants of societies are grouped and displayed from staffs.



When the flag is displayed on a car, the staff shall be fixed firmly to the chassis or clamped to the right fender.



When hung in a window where it is viewed from the street, place the union at the head and over the left shoulder.



Bunting for ceremonial or decorative use should be arranged with the blue on the top, white in the middle, and red on the bottom. Never use the Flag for decoration or as bunting.

## **The Flag Code**

### **Title 4, United States Code, Chapter 1**

As Adopted by the National Flag Conference, Washington, D.C., June 14-15, 1923, and Revised and Endorsed by the Second National Flag Conference, Washington, D.C., May 15, 1924. Revised and adopted at P.L. 623, 77th Congress, Second Session, June 22, 1942; as Amended by P.L. 829, 77th Congress, Second Session, December 22, 1942; P.L. 107 83rd Congress, 1st Session, July 9, 1953; P.L. 396, 83rd Congress, Second Session, June 14, 1954; P.L. 363, 90th Congress, Second Session, June 28, 1968; P.L. 344, 94th Congress, Second Session, July 7, 1976; P.L. 322, 103rd Congress, Second Session, September 13, 1994; P.L. 225, 105th Congress, Second Session, August 12, 1998; and P.L. 80, 106th Congress, First Session, October 25, 1999.

#### **§ 4. Pledge of Allegiance to the flag; manner of delivery**

The Pledge of Allegiance to the Flag, "I pledge allegiance to the Flag of the United States of America, and to the Republic for which it stands, one Nation under God, indivisible, with liberty and justice for all.", should be rendered by standing at attention facing the flag with the right hand over the heart. When not in uniform men should remove their headdress with their right hand and hold it at the left shoulder, the hand being over the heart. Persons in uniform should remain silent, face the flag, and render the military salute.

#### **§ 5. Display and use of flag by civilians; codification of rules and customs; definition**

The following codification of existing rules and customs pertaining to the display and use of the flag of the United States of America is established for the use of such civilians or civilian groups or organizations as may not be required to conform with regulations promulgated by one or more executive departments of the Government of the United States. The flag of the United States for the purpose of this chapter shall be defined according to sections 1 and 2 of this title and Executive Order 10834 issued pursuant thereto.

#### **§ 6. Time and occasions for display**

(a) It is the universal custom to display the flag only from sunrise to sunset on buildings and on stationary flagstaffs in the open. However, when a patriotic effect is desired, the flag may be displayed 24 hours a day if properly illuminated during the hours of darkness.

(b) The flag should be hoisted briskly and lowered ceremoniously.

(c) The flag should not be displayed on days when the weather is inclement, except when an all weather flag is displayed.

(d) The flag should be displayed on all days, especially on New Year's Day, January 1; Inauguration Day, January 20; Martin Luther King, Jr.'s birthday, the third Monday in January; Lincoln's Birthday, February 12; Washington's

Birthday, third Monday in February; Easter Sunday (variable); Mother's Day, second Sunday in May; Armed Forces Day, third Saturday in May; Memorial Day (half-staff until noon), the last Monday in May; Flag Day, June 14; Independence Day, July 4; Labor Day, first Monday in September; Constitution Day, September 17; Columbus Day, second Monday in October; Navy Day, October 27; Veterans Day, November 11; Thanksgiving Day, fourth Thursday in November; Christmas Day, December 25; and such other days as may be proclaimed by the President of the United States; the birthdays of States (date of admission); and on State holidays.

(e) The flag should be displayed daily on or near the main administration building of every public institution.

(f) The flag should be displayed in or near every polling place on election days.

(g) The flag should be displayed during school days in or near every schoolhouse.

#### **§ 7. Position and manner of display**

The flag, when carried in a procession with another flag or flags, should be either on the marching right; that is, the flag's own right, or, if there is a line of other flags, in front of the center of that line.

(a) The flag should not be displayed on a float in a parade except from a staff, or as provided in subsection (i) of this section.

(b) The flag should not be draped over the hood, top, sides, or back of a vehicle or of a railroad train or a boat. When the flag is displayed on a motorcar, the staff shall be fixed firmly to the chassis or clamped to the right fender.

(c) No other flag or pennant should be placed above or, if on the same level, to the right of the flag of the United States of America, except during church services conducted by naval chaplains at sea, when the church pennant may be flown above the flag during church services for the personnel of the Navy. No person shall display the flag of the United Nations or any other national or international flag equal, above, or in a position of superior prominence or honor to, or in place of, the flag of the United States at any place within the United States or any Territory or possession thereof: Provided, That nothing in this section shall make unlawful the continuance of the practice heretofore followed of displaying the flag of the United Nations in a position of superior prominence or honor, and other national flags in positions of equal prominence or honor, with that of the flag of the United States at the headquarters of the United Nations.

(d) The flag of the United States of America, when it is displayed with another flag against a wall from crossed staffs, should be on the right, the flag's own right, and its staff should be in front of the staff of the other flag.

(e) The flag of the United States of America should be at the center and at the highest point of the group when a number of flags of States or localities or pennants of societies are grouped and displayed from staffs.

(f) When flags of States, cities, or localities, or pennants of societies are flown on the same halyard with the flag of the United States, the latter should always be at the peak. When the flags are flown from adjacent staffs, the flag of the United States should be hoisted first and lowered last. No such flag or pennant may be placed above the flag of the United States or to the United States flag's right.

(g) When flags of two or more nations are displayed, they are to be flown from separate staffs of the same height. The flags should be of approximately equal size. International usage forbids the display of the flag of one nation above that of another nation in time of peace.

(h) When the flag of the United States is displayed from a staff projecting horizontally or at an angle from the window sill, balcony, or front of a building, the union of the flag should be placed at the peak of the staff unless the flag is at half-staff. When the flag is suspended over a sidewalk from a rope extending from a house to a pole at the edge of the sidewalk, the flag should be hoisted out, union first, from the building.

(i) When displayed either horizontally or vertically against a wall, the union should be uppermost and to the flag's own right, that is, to the observer's left. When displayed in a window, the flag should be displayed in the same way, with the union or blue field to the left of the observer in the street.

(j) When the flag is displayed over the middle of the street, it should be suspended vertically with the union to the north in an east and west street or to the east in a north and south street.

(k) When used on a speaker's platform, the flag, if displayed flat, should be displayed above and behind the speaker. When displayed from a staff in a church or public auditorium, the flag of the United States of America should hold the position of superior prominence, in advance of the audience, and in the position of honor at the clergyman's or speaker's right as he faces the audience. Any other flag so displayed should be placed on the left of the clergyman or speaker or to the right of the audience.

(l) The flag should form a distinctive feature of the ceremony of unveiling a statue or monument, but it should never be used as the covering for the statue or monument.

(m) The flag, when flown at half-staff, should be first hoisted to the peak for an instant and then lowered to the half-staff position. The flag should be again raised to the peak before it is lowered for the day. On Memorial Day the flag should be displayed at half-staff until noon only, then raised to the top of the staff. By order of the President, the flag shall be flown at half-staff upon the death of principal figures of the United States Government and the Governor of a State, territory, or possession, as a mark of respect to their memory. In the event

of the death of other officials or foreign dignitaries, the flag is to be displayed at half-staff according to Presidential instructions or orders, or in accordance with recognized customs or practices not inconsistent with law. In the event of the death of a present or former official of the government of any State, territory, or possession of the United States, the Governor of that State, territory, or possession may proclaim that the National flag shall be flown at half-staff. The flag shall be flown at half-staff 30 days from the death of the President or a former President; 10 days from the day of death of the Vice President, the Chief Justice or a retired Chief Justice of the United States, or the Speaker of the House of Representatives; from the day of death until interment of an Associate Justice of the Supreme Court, a Secretary of an executive or military department, a former Vice President, or the Governor of a State, territory, or possession; and on the day of death and the following day for a Member of Congress. The flag shall be flown at half-staff on Peace Officers Memorial Day, unless that day is also Armed Forces Day. As used in this subsection -

(1) the term "half-staff" means the position of the flag when it is one-half the distance between the top and bottom of the staff;

(2) the term "executive or military department" means any agency listed under sections 101 and 102 of title 5, United States Code; and

(3) the term "Member of Congress" means a Senator, a Representative, a Delegate, or the Resident Commissioner from Puerto Rico.

(n) When the flag is used to cover a casket, it should be so placed that the union is at the head and over the left shoulder. The flag should not be lowered into the grave or allowed to touch the ground.

(o) When the flag is suspended across a corridor or lobby in a building with only one main entrance, it should be suspended vertically with the union of the flag to the observer's left upon entering. If the building has more than one main entrance, the flag should be suspended vertically near the center of the corridor or lobby with the union to the north, when entrances are to the east and west or to the east when entrances are to the north and south. If there are entrances in more than two directions, the union should be to the east.

#### **§ 8. Respect for flag**

No disrespect should be shown to the flag of the United States of America; the flag should not be dipped to any person or thing. Regimental colors, State flags, and organization or institutional flags are to be dipped as a mark of honor.

(a) The flag should never be displayed with the union down, except as a signal of dire distress in instances of extreme danger to life or property.

(b) The flag should never touch anything beneath it, such as the ground, the floor, water, or merchandise.

(c) The flag should never be carried flat or horizontally, but always aloft and free.



- (d) The flag should never be used as wearing apparel, bedding, or drapery. It should never be festooned, drawn back, nor up, in folds, but always allowed to fall free. Bunting of blue, white, and red, always arranged with the blue above, the white in the middle, and the red below, should be used for covering a speaker's desk, draping the front of the platform, and for decoration in general.
- (e) The flag should never be fastened, displayed, used, or stored in such a manner as to permit it to be easily torn, soiled, or damaged in any way.
- (f) The flag should never be used as a covering for a ceiling.
- (g) The flag should never have placed upon it, nor on any part of it, nor attached to it any mark, insignia, letter, word, figure, design, picture, or drawing of any nature.
- (h) The flag should never be used as a receptacle for receiving, holding, carrying, or delivering anything.
- (i) The flag should never be used for advertising purposes in any manner whatsoever. It should not be embroidered on such articles as cushions or handkerchiefs and the like, printed or otherwise impressed on paper napkins or boxes or anything that is designed for temporary use and discard. Advertising signs should not be fastened to a staff or halyard from which the flag is flown.
- (j) No part of the flag should ever be used as a costume or athletic uniform. However, a flag patch may be affixed to the uniform of military personnel, firemen, policemen, and members of patriotic organizations. The flag represents a living country and is itself considered a living thing. Therefore, the lapel flag pin being a replica, should be worn on the left lapel near the heart.
- (k) The flag, when it is in such condition that it is no longer a fitting emblem for display, should be destroyed in a dignified way, preferably by burning.

#### **§ 9. Conduct during hoisting, lowering or passing of flag**

During the ceremony of hoisting or lowering the flag or when the flag is passing in a parade or in review, all present except those in uniform should face the flag and stand at attention with the right hand over the heart. Those present in uniform should render the military salute. When not in uniform, men should remove their headdress with their right hand and hold it at the left shoulder, the hand being over the heart. Aliens should stand at attention. The salute to the flag in a moving column should be rendered at the moment the flag passes.

#### **§ 10. Modification of rules and customs by President**

Any rule or custom pertaining to the display of the flag of the United States of America, set forth herein, may be altered, modified, or repealed, or additional rules with respect thereto may be prescribed, by the Commander in Chief of the Armed Forces of the United States, whenever he deems it to be appropriate or desirable; and any such alteration or additional rule shall be set forth in a proclamation.

## PARTS OF THE FLAG

|                |  |
|----------------|--|
| Canton         | The blue field in the upper left corner of the Flag.   |
| Finial         | The object on the top of a flag pole generally an arrow, ball, or eagle.   |
| Fly            | The edge of the flag that is away from the pole, also the distance from the pole edge of the flag to the outer edge.         |
| Fringe         | Gold braiding placed along the three edges of the flag away from the pole.   |
| Gold           | Braiding placed along the three edges of the flag away from the pole.  |
| Half-Mast      | The flag at the center of the pole as a sign of mourning.  |
| Halyard        | The rope used to raise the flag; also called a hoist rope.   |
| Hoist          | The edge of the flag parallel to the pole and opposite the fly; also the measurement of the flag along the pole edge.        |
| Length         | The measurement of the flag between the fly and the hoist.   |
| Obverse        | The front or more important side of the flag. The side seen, facing the flag, when the flag pole is to the left of the flag. |
| Point of Honor | On the U. S. Flag, this is the blue field and stars (union).   |
| Staff          | Flag pole; on a ship, it may be referred to as a mast.   |
| Union          | The blue background with white stars.  |
| Width          | The distance along the side of the flag parallel to the pole.  |

## COLORS OF THE FLAG

### What do the Flag's colors mean?

The flag makers of 1777 left no records to tell us why they chose red, white, and blue for the colors of the Flag.

But back in 1782, Congress did approve a heraldic Great Seal for the United States using these colors.

(Heralds in Europe had a tradition of designing shields or coats of arms for families and nations using pictures and colors to symbolize the traits their clients wanted to portray. Shields were also intended to impress and sometimes intimidate other people.)

Like the Flag, the Great Seal of the United States uses red, white, and blue.

On the occasion of its approval, Charles Thompson, the secretary of the Continental Congress, told of the symbolism of the shield's colors on the Great Seal: *"White signifies purity and innocence, Red hardiness & valor, and Blue, the color of the Chief signifies vigilance, perseverance & justice."*

The colors in the heraldic tradition mean very close to the same thing: white for peace and sincerity, red for military fortitude and magnanimity, and blue for loyalty and truth.

Both sides of the Great Seal are shown on the back of a one-dollar bill.



Creating the Great Seal of the United States was a collaborative that America's Founding Fathers began on July 4, 1776. Finalized six years later on June 20,

1782, America's official emblem is a unique combination of symbols and mottoes that captures their vision of America.

Dies and illustrations of the Great Seal are based on a [written description](#) that precisely defines the imagery.

### Obverse

On the breast of the [American bald eagle](#) is a [shield](#) with thirteen vertical white and red stripes beneath a blue chief. In the eagle's right talon is an [olive branch](#), and in his left a [bundle of thirteen arrows](#). In his beak is a scroll inscribed with the motto [E Pluribus Unum](#). Over the head of the eagle, a golden [glory](#) is breaking through a cloud and surrounding a [constellation of thirteen stars](#) on an azure field.

The Escutcheon [shield] is composed of the chief (blue top) & pale (vertical stripes). The 'Pieces, paly, pale' represent the several states all joined in one solid compact entire, supporting a Chief, which unites the whole & represents Congress. The Motto alludes to this union. The pales in the arms are kept closely united by the chief and the Chief depends upon that union & the strength resulting from it for its support, to denote the Confederacy of the United States of America & the preservation of their union through Congress. The colors of the pales are those used in the flag of the United States of America; White signifies purity and innocence, Red, hardiness & valor, and Blue, the color of the Chief signifies vigilance, perseverance & justice. The Olive branch and arrows denote the power of peace & war which is exclusively vested in Congress. The Constellation denotes a new State taking its place and rank among other sovereign powers. The Escutcheon is born on the breast of an American Eagle without any other supporters to denote that the United States of America ought to rely on their own Virtue.— Charles Thompson

### Reverse

In the zenith of an unfinished pyramid is an eye in a triangle surrounded with a golden glory. Over the eye are the words "Annuit Copetis." On the base of the pyramid are the numerical letters "MDCCLXXVI," and underneath, the motto "Novus Ordo Seclorum."

The pyramid signifies Strength and Duration: The Eye over it & the Motto\* allude to the many signal interpositions of providence in favor of the American cause. The date underneath is that of the Declaration of Independence and the words under it signify "the beginning of the new American Era, which commences from that date."—Charles Thompson

\*The U.S. State Department translation of "Annuit Coeptis" is: "He (God) has favored our undertakings."

### *Sources:*

[www.greatseal.com](http://www.greatseal.com)

[www.americanflags.org](http://www.americanflags.org)

Marc Leepson, [Flag, An American Biography](#), Thomas Dunne Books  
St. Martin's Griffin Edition, NY. June 2006



## Chapter 15: The 15-Star 15 Stripe Flag – The “Star Spangled Banner”



**The Star Spangled Banner:** The 15-star 15-stripe Flag was authorized by the Flag Act of January 13, 1794, adding 2 stripes and 2 Stars for the admission of Vermont (the 14th State on March 4, 1791) and Kentucky (the 15th State on June 1, 1792). This Flag became the Official U. S. Flag on May 1, 1795 and was to last for 23 years.

**This flag was the only U.S. Flag to have more than 13 stripes.**

\* The image (left) is representative of the actual Flag that flew over Fort McHenry during the bombardment September

13, 1814, immortalized by Francis Scott Key, and which is now preserved in the Smithsonian Museum. You can notice the "tilt" in some of the stars just as in the original Star Spangled Banner.

The five Presidents who served under this flag were; • George Washington (1789-1797), • John Adams (1797-1801), • Thomas Jefferson (1801-1809), • James Madison (1809-1817), • and James Monroe (1817-1825).

### THE TRAVELS OF THE ORIGINAL STAR SPANGLED BANNER

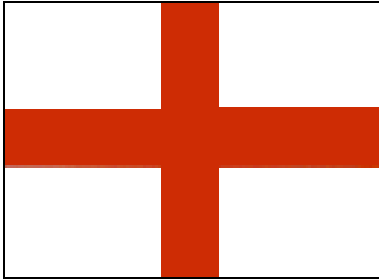
|           |  |
|-----------|--|
| 1813      | Sewn by hand by Mary Young Pickersgill in Baltimore, MD, under contract of the U.S. Government.  |
| 1814      | The Star Spangled Banner was acquired by Baltimore-native Lt. Colonel Armistead after the bombardment of Fort McHenry. He died in service on April 25, 1818.   |
| 1818      | Legend says that the flag was used in Armistead's funeral. However, in all of the newspaper accounts of Armistead's funeral, there is no mention of the flag being displayed. At his death the flag passed to his widow, Louisa Armistead.   |
| 1824      | The flag was used in a reception for General Lafayette.  |
| 1861      | Louisa Armistead died on October 3, 1861, and in her will left the flag to her daughter, Georgiana Armistead Appleton. The flag was sent to England for safe keeping during the Civil War, according to one of the Armistead family members, who made this statement in a newspaper interview in the 1880's. But Georgiana said, in a letter to Admiral George Preble, that the flag was in her possession during the rebellion. |
| 6/24/1873 | The flag was displayed in the Charleston Naval Yards. Canvas backing was sewn on the flag and one of the first photographs was taken of it.  |
| 1876      | The flag was loaned to the Navy Department for the Centennial Celebration.   |
| 1879      | Georgiana Armistead Appleton died in 1879 and left the flag to her son Eben Appleton.  |
| 1907      | Eben Appleton loaned the flag to the Smithsonian Institution, Washington D.C.  |
| 1912      | Eben Appleton converts the loan of the flag to a gift to the Smithsonian.  |
| 1914      | Amelia Fowler was commissioned to remove the canvas backing sewn on the flag when it was photographed in 1873 and replace it with the present linen backing.   |
| 1964      | On exhibit at the Smithsonian National Museum of American History.   |
| 1998      | Major conservation effort launched by Smithsonian.   |
| Today     | Plans for new permanent exhibition gallery underway.   |

| <b>Flag Facts and Timeline</b> |  |
|--------------------------------|--|
| I776                           | January 1 – The Grand Union flag is displayed on Prospect Hill. It has 13 alternate red and white stripes and the British Union Jack in the upper left-hand corner (the canton).   |
| I776                           | May – Betsy Ross reports that she sewed the first American flag  |
| I777                           | June 14 – Continental Congress adopts the following: Resolved: that the flag of the United States be thirteen stripes, alternate red and white; that the union be thirteen stars, white in a blue field, representing a new constellation.(stars represent Delaware, Pennsylvania, New Jersey, Georgia, Connecticut, Massachusetts, Maryland, South Carolina, New Hampshire, Virginia, New York, North Carolina, and Rhode Island) |
| I787                           | Captain Robert Gray carries the flag around the world on his sailing vessel (around the tip of South America, to China, and beyond). He discovered a great river and named it after his boat The Columbia. His discovery was the basis of America's claim to the Oregon Territory.   |
| I795                           | Flag with 15 stars and 15 stripes (Vermont, Kentucky) – only Flag with 15 stripes.   |
| I813                           | Mary Pickersgill sews first “official” U. S. flag, “The Star-Spangled Banner” under contract of the U. S. Government.  |
| I814                           | September 14 – Francis Scott Key writes "The Star-Spangled Banner." It officially becomes the national anthem in 1931.   |
| I818                           | Flag with 20 stars and 13 stripes (it remains at 13 hereafter) (Tennessee, Ohio, Louisiana, Indiana, Mississippi) (Leepson, p. 81)   |
| I819                           | Flag with 21 stars (Illinois)  |
| I820                           | Flag with 23 stars (Alabama, Maine)<br>first flag on Pikes Peak  |
| I822                           | Flag with 24 stars (Missouri)  |
| I836                           | Flag with 25 stars (Arkansas)  |
| I837                           | Flag with 26 stars (Michigan) July 4, 1837   |
| I845                           | Flag with 27 stars (Florida) July 4, 1845  |
| I846                           | Flag with 28 stars (Texas) July 4, 1846  |
| I847                           | Flag with 29 stars (Iowa)  |
| I848                           | Flag with 30 stars (Wisconsin)   |
| I851                           | Flag with 31 stars (California)  |
| I858                           | Flag with 32 stars (Minnesota)   |
| I859                           | Flag with 33 stars (Oregon)  |
| I861                           | Flag with 34 stars; (Kansas) first Confederate Flag (Stars and Bars) adopted in Montgomery, Alabama  |
| I863                           | Flag with 35 stars (West Virginia)   |
| I865                           | Flag with 36 stars (Nevada)  |
| I867                           | Flag with 37 stars (Nebraska)  |
| I869                           | First flag on a postage stamp  |
| I877                           | Flag with 38 stars (Colorado)  |
| I890                           | Flag with 43 stars (North Dakota, South Dakota, Montana, Washington, Idaho)  |

## Flag Facts and Timeline

|      |  |
|------|--|
| I891 | Flag with 44 stars (Wyoming)   |
| I892 | "Pledge of Allegiance" first published in a magazine called "The Youth's Companion," written by Francis Bellamy. The words, "under God" were added on June 14, 1954.                       |
| I896 | Flag with 45 stars (Utah)  |
| I908 | Flag with 46 stars (Oklahoma)  |
| I909 | Robert Peary places the flag his wife sewed atop the North Pole. He left pieces of another flag along the way. He was never censured for his action.                                       |
| I912 | Flag with 48 stars (New Mexico, Arizona)   |
| I945 | The flag that flew over Pearl Harbor on December 7, 1941, is flown over the White House on August 14, when the Japanese accepted surrender terms.  |
| I949 | August 3 – Truman signs bill requesting the President call for Flag Day (June 14) observance each year by proclamation.  |
| I959 | Flag with 49 stars (Alaska)  |
| I960 | Flag with 50 stars (Hawaii)  |
| I963 | Flag placed on top of Mount Everest by Barry Bishop.   |
| I969 | July 20 – The American Flag is placed on the moon by Neil Armstrong.   |
| I995 | June 28 – The Flag Desecration Constitutional Amendment clears the House with 22 more votes than needed. The Amendment to the Constitution would make burning the Flag a punishable crime. |
| I995 | December 12 – The Amendment is narrowly defeated in the Senate.  |
| I997 | June 12 – Amendment passes House with 20 votes more than needed.   |
| I998 | October 7 – Amendment again lost in Senate, citing lack of time to sufficiently debate the amendment.  |
| I999 | June 24 – Amendment passes House with 15 more votes than needed.   |
| 2000 | March 29 – Amendment falls 4 short in Senate.  |
| 2001 | July 17 – Amendment passes House for the fourth time in consecutive Congresses.  |
| 2002 | January – December – Senate leadership in 107 <sup>th</sup> Congress does not allow amendment on the floor.  |
| 2003 | June 3 – Amendment sails through House with 300 -125 vote.   |
| 2004 | January – December – Senate leadership in 108 <sup>th</sup> Congress does not get amendment on the floor.  |
| 2005 | June – Amendment passes in House for 6 <sup>th</sup> consecutive time.   |

## HISTORY AND DEVELOPMENT OF THE U.S. FLAG



### **English St. George's Cross Flag (c. 1277 - 1707)**

*St. George Cross...* the flag carried to the New World by most of the early English explorers. In 1707, England and Wales united with Scotland to form the Kingdom of Great Britain. With the union, England ceased to be a sovereign nation (although retaining its identity as a distinct division of Great Britain). The St. George's Cross flag continued to serve as England's distinct flag--a role it continues today.



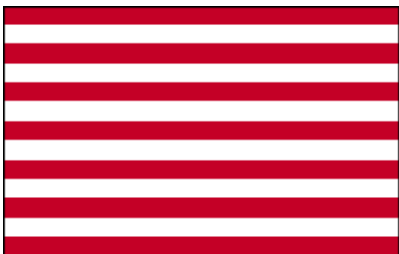
### **The St. Andrew's Cross or Saltire Flag (c. 832 A.D. - 1707)**

The Scottish flag is the cross of St. Andrew, also known as the White Saltire (diagonal cross). It is said to be one of the oldest national flags of any country. Tradition suggests that St. Andrew (an apostle of Jesus in the Christian religion) was put to death by the Romans in Greece by being pinned to a cross of this shape. In 1707, with the union, Scotland ceased to be a sovereign nation (although retaining its identity as a distinct division of Great Britain). The St. Andrew's Cross flag continues to serve as Scotland's flag today.



### **The King's Colors Flag (c. 1566 - 1625)**

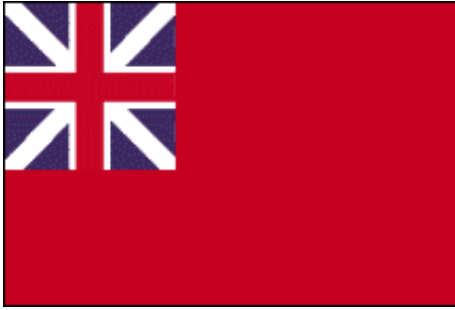
The King's Colors Flag originated when King James I of England combined the St. George Cross with the Scottish Cross of St. Andrew. It was the standard raised by the Jamestown settlers in 1607 and was one of the military colors used by British colonial troops.



### **The Sons of Liberty Flag (c. 1773 - 1776)**

This was the flag - known as the "Rebellious Stripes" - of the early colonists who had joined together in protest against the British impositions on American economic freedom. They protested the parliament's Tea Act, an action that became known as the Boston Tea Party. Three and a half years after the Tea Party the thirteen colonies had come together in their decision to fight for independence and the nine stripes had grown to thirteen. The Sons of Liberty would rally under a large tree which became known as "The Liberty Tree".





### The British Red Ensign AKA "Colonial Red Ensign"

Naturally, at first, the colonists used the flags of their homeland. This flag was the navy "Jack" flag. The colonists were proud of it because England used it when it won so many sea battles, and is the best known of the British Maritime flags. This flag is also known as the Meteor flag, and was widely used on ships during the Colonial period.



### Taunton

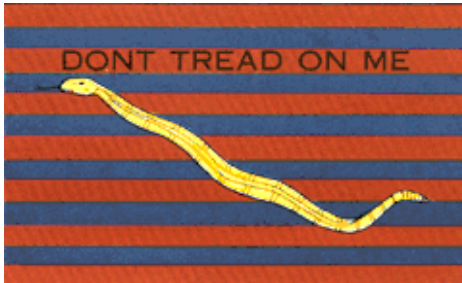
The colonists desire to become more independent is shown by this modification: The placing of the words - "Liberty and Union" on the red field. This newly designed flag is known as the Taunton Flag and was one of the earliest of the colonial flags, first raised on October 21, 1774 at Taunton, Massachusetts on a Liberty pole. The *Boston Evening Post* reported the incident and the idea caught on – in many American towns in the 1770s, opposition to the acts of the British government was symbolized by raising a flagpole, with a Liberty cap on it. This became known as a Liberty Pole. Flags with identical or similar mottos began to appear throughout the colonies.



### The Gadsden Flag

*Gadsden Flag*... named after Colonel Christopher Gadsden of South Carolina, was flown early in 1776 by Commodore Esek Hopkins of Rhode Island, first Commander-in-chief of the Continental Fleet. Its inscription represented a warning by the colonists to the British, and was used extensively appearing on newspapers, paper money, and naval flags. The rattlesnake, native to North America, symbolized many ideas. Its bright eyes without lids equaled vigilance. It was an emblem of wisdom. It will not begin an attack, but once attacked will not surrender. As such it is an emblem of courage. Its weapons are concealed in its mouth, and it appears defenseless. In the fall of 1775, a three-man committee of the Continental Congress was tasked with fitting out naval vessels. One of them was Christopher Gadsden of South Carolina.

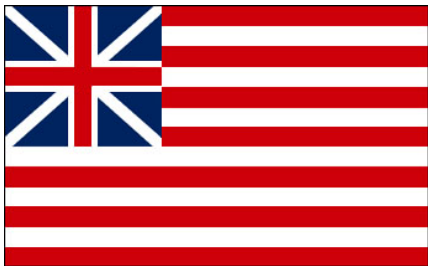
## Appendix II



### South Carolina Navy – The First Navy Jack

This flag is believed to have flown aboard the "South Carolina", a ship in the South Carolina Navy in 1776. This flag or one of its variations was used by American ships throughout the Revolution. Some controversy exists among historians as to whether the First Navy Jack was actually used as a standard of the Continental navy. According to a recent memorandum from the Secretary of the Navy, he quotes Commodore Esek Hopkins calling for every ship in his fleet to provide for the "strip'd Jack and Ensign at their proper places."

The Secretary himself has called for all ships in the U.S. Navy to fly the First Navy Jack during the Global War on Terror.



### Grand Union Flag (1775 - 1777)

The Grand Union flag, Continental Union flag, or simply the Union flag, the first true U. S. Flag, this banner featured the British Union Jack as a canton on a field of 13 red and white stripes representing the 13 colonies. It apparently carried a double message—loyalty to Great Britain but unity of the American colonies. In November 1775, the Continental Congress voted funds for a fleet of four ships to protect the southern colonies. One of the ships is known to have flown this flag.

George Washington liked this design so well that he chose it to be flown to celebrate the formation of the Continental Army on New Years Day, 1776. On that day the Grand Union Flag was proudly raised on Prospect Hill in Somerville, near his headquarters at Cambridge, Massachusetts. At the time, it was known as the continental colors because it represented the entire nation.

#### *Sources:*

*Rear Admiral William Rea Furlong and Commodore Byron McCandless, So Proudly We Hail: The History of the United States Flag (Washington: Smithsonian Institution Press, 1981), pp. 31-77.*

[www.Flagstuff.com](http://www.Flagstuff.com)  
[www.anyflag.com](http://www.anyflag.com)  
[www.grandunion.com](http://www.grandunion.com)  
[www.gadsden.info](http://www.gadsden.info)  
[www.cviog.uga.edu](http://www.cviog.uga.edu)  
[www.geo.ed.ac.uk](http://www.geo.ed.ac.uk)



## Fact Sheet: Our Organization and Programs

***Founded:*** 1982, as the National Flag Day Foundation, Inc., a non-profit educational patriotic organization, in Baltimore Maryland

***Mission:*** Encourage Patriotism in children and adults, achieved through education and outreach programs focused on the American Flag

SEE OUR WEBSITE FOR CURRENT BOARD MEMBERS AT [www.americanflagfoundation.org](http://www.americanflagfoundation.org)

### PROGRAM COMMITTEES

\*Living American Flag  
**Dominic “Mickey” Mezzanotte, Sr. (Chair)**  
*Associate Broker, Long & Foster*

\*Star-Spangled Banner Outreach  
**Samuel Y. Smith, Jr. (Chair)**  
*U. S. Army (Ret)*

**Michael Greenberg (Vice-Chair)**  
*Vice President, SunTrust Bank*

\*Pause for the Pledge of Allegiance  
**David Glassman (Chair)**

\*Louis V. Koerber Patriotism Award  
**Clay Furtaw (Chair)**  
*Retired – Black & Decker*

Historic Flags  
**Samuel Y. Smith, Jr. (Chair)**  
*U. S. Army (Ret)*

### \*PROGRAMS:

#### *Living American Flag (LAF)*

*When:* May each year

*Where:* Fort McHenry National Monument and Historic Shrine

*What:* Over 2500 3<sup>d</sup>, 4<sup>th</sup>, 5<sup>th</sup> Elementary Grade level students form a “Living Star-Spangled Banner” Flag; patriotism contest winners announced, and “Baton of Patriotism” passed to the overall winner of the contest; photo flyover (See color photo attached)

#### *National Pause for the Pledge of Allegiance and Parade of 50 State Flags*

*When:* June 14<sup>th</sup> each year, National Flag Day

*Where:* Fort McHenry National Monument and Historic Shrine

*What:* Recitation of the Pause for the Pledge of Allegiance by Presidential Proclamation (see attached); Parade of State Flags by civic and junior military youth groups; patriotic songs and dance routines, and fireworks by Zambelli

#### *Star-Spangled Banner Outreach*

*When:* June 14<sup>th</sup> each year, National Flag Day

*Where:* Any suitable location (Example: a county or metropolitan area in the U.S.)

*What:* Combines selected events from the Living American Flag and the National Pause for the Pledge of Allegiance programs

#### *The Louis V. Koerber, National Patriotism Award*

*When:* October each year

*Where:* Fifth Regiment Armory, William Donald Schaeffer Dining Room

*What:* The foundation’s fundraising luncheon that honors a national “patriot”

*Past Recipients:* Dr. Benjamin S. Carson, Sr., Pediatric Neurosurgeon, Johns Hopkins (2007); Willard Scott, NBC Today Show (2006); Brooks C. Robinson, National Baseball Hall of Fame (2005); Gordon R. England, Secretary of the Navy of the United States (2004); A. B. "Buzzy" Krongard, Executive Director, C. I. A. (2003); General Larry R. Ellis, Commanding General, U. S. Army Forces Command (2002); Dr. Nancy S. Grasmick, Maryland State Superintendent of Schools (2001); Honorable William Donald Schaefer, Comptroller of Maryland (2000); and Major General (Ret.) James F. Fretterd, The Adjutant General, Maryland National Guard

[The American Flag Foundation Elementary School \(Grades 3,4, and 5\) Education Program](#)

*When:* Current school year

*Where:* U.S. Elementary Schools; military posts

*What:* Lesson Plans and lesson resources for teachers of each grade as part of Voluntary State Education Curriculum for Social Studies

Re-enactors: Period Historical Characters: 18

Active Volunteers: 45

Supporting Volunteers (as needed): 110

**TO CONTACT US:**


Telephone: 410-563-FLAG or 410-563-3524

Fax: 410-821-1252

Email: [Linda@americanflagfoundation.org](mailto:Linda@americanflagfoundation.org)

Mailing Address: P. O. Box 435  
Riderwood, Maryland 21139

Website: [www.americanflagfoundation.org](http://www.americanflagfoundation.org)



**The American Flag Foundation, Inc.**  
*Honor the Past - Build the Future*

**About Us**  
OUR HISTORY  
OUR ORGANIZATION  
NEWSLETTER

**Educational Programs**  
KOERBER PATRIOTISM AWARD  
THE LIVING AMERICAN FLAG  
PAUSE FOR THE PLEDGE  
STAR SPANGLED BANNER  
OUTREACH PROGRAM

**Educational Resources**

**Events Calendar**

**Volunteer**

**Donations/Contributions**

**Contact Us**

**Welcome**

Our Mission is to encourage patriotism in children and adults, achieved through education and outreach focused on the American Flag

Keep Patriotism Alive In Your Community!

Be a Star! Join Us!


Receive VIP program invitations, newsletters and more!  
So Be A Member...Be A Star!!

Name:

Email:


Submit

**Star Spangled Banner Outreach Program**




Learn how The American Flag Foundation's **Star Spangled Banner Outreach Program** can help you promote Flag Day and patriotic awareness in your community throughout the year!

**The Living American Flag**



"Living American Flag" at Fort McHenry, was held May 22. See the webpage for more information!


**Patriotism Award Program**



The Louis V. Koerber Patriotism Award Luncheon to Honor Dr. Ben Carson will be held at the Fifth Regiment Armory, Baltimore MD on Thursday, October 4, 2007.

See the Koerber Patriotism Award webpage for past picture galleries!

**Flag Day, Pause for the Pledge**



Flag Day, June 14th, Annual Pause for the Pledge of Allegiance. Join the Nation!