

## Veteran's Day and Memorial Day



American Legion Commander  
Paul Coates

City of Calistoga - City Manager  
James McCann (707) 942-2806

City of Calistoga - Public Works Department  
Bill McBride (707) 942-2828

City of Calistoga - Police Department  
Sgt. Doug O'Neill (707) 942-2810

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### Checklist for Service Coordinator

- Attend the Troop Committee meeting in the month prior to the service to discuss arrangements with the troop committee.
- Consult with the Senior Patrol Leader and the Scoutmaster to decide which scout will lead the service. The scout leader takes primary responsibility for planning the service. Work together. The scout should attend PLC meetings and ask that time be scheduled during troop meetings to announce the service.
- Three weeks before the service, with the scout leader, check the condition of the flags that will be placed at the veteran's gravesites. Flags are kept in the storage area in a blue cloth bag. Replace flags that are aged or worn. Ask the scoutmaster for copies of the maps of veteran's gravesites for both Pioneer and Knight's Valley cemeteries.
- Contact the American Legion Commander to verify the date and time and to arrange for an Honor Guard.
- Contact the Calistoga City Manager and invite the mayor and city council members to participate in the service.
- Send notification to local newspapers with the date and time of the service and ask to have the service included in their event calendars.
- Two weeks before the service, the scout leader circulates two signup lists. The first list is for scouts who will help place flags at veteran's gravesites a day or two before the service and gather them a day or two after the service. The second list is for scouts participating in the service. The scout leader will make color guard assignments and other assignments that may be requested by the American Legion Commander for laying wreaths or bell ringing, etc.
- One week before the service, contact the American Legion Commander to finalize arrangements.
- Contact the Calistoga Public Works Department. They will clean the cemetery pathways. Arrange for chairs to be delivered and set up.
- Contact the Calistoga Police Department and arrange for traffic control on the day of the event.
- At the troop meeting prior to the event, review assignments with the scouts that will be participating in the service.
- Make arrangements to pick up the flag and standard from scout hall on or prior to the day of the event. The scoutmaster, troop committee chair, and troop quartermaster have keys to scout hall.
- Two or three days before the event, touch base with the Public Works Department and the Police Department to remind them of their commitments.
- A day or two after the event, gather the flags from the veteran's gravesites and return them to scout hall.