



Saluting Branches Day of Service Agenda

6:30 – 7:30 a.m.: Registration:

- Check in all pre-registered participants on registration list
- Unregistered participants register and sign waiver via website
- Distribute Saluting Branches shirts

7:30 am: Opening Ceremonies

- Review of COVID bmp's and spread apart 6 ft (request of Saluting Branches and the VA)
- Introduction of all pertinent people (Cemetery Director and/or Foreman/Gardner, District Agronomist, Property Manager, Site Leader and/or Assistant, any dignitaries and/or sponsors, etc.)
- Why We Are Here: Read Proclamation about the Saluting Branches Day of Service
- Cemetery Director Welcome (varies by site)
- Dignitary Speech (as applicable)
- Moment of Silence in honor of those who have served our country (one minute)

8:00 am: Announcements/ Pre-job brief

Announcements:

- Where and what time lunch will be eaten (again please spread out)
- COVID Safety reminders- distancing, photos, etc.
- What media and photography events will be happening during the day
- Where internments will be taking place (avoid these areas)
- Code of conduct
- Sponsor Thank You

Morning job brief:

- Safety Brief
- Incident Reporting
- Pre-job inspection (TCIA – work area hazards)
- Layout of work plan:
 - Map of who goes where If breaking into groups, ID a manager for each work group

8:30 am: All volunteers move to their work areas

11:30 am: Lunch break (details to follow)

2:30 - 3:00 pm: Conclude Day of Service Thank all attendees