Marine Corps League #726

Color Guard Coordinator

General Responsibilities:

1. Coordinate local parades with parade management.
	* Memorial Day at Bethel Park & Carnegie.
	* July 4th – Brentwood, meet at VFW Brentwood (RT 51).
	* USMC Birthday Ball.
	* Veterans Day – Friendship Village
	* Obtain and retain the contact information for each function.
2. Coordinate through the year requests for flag raisings and or changes, funerals, and burials.

You receive a letter in the mail requesting a Color Guard for a parade. This request will want info like number of people and vehicles, number of flags. Historically we field one car and four people (2 flags - 2 rifles).

Each member of the Guard wears a white duty belt, each flag bearer wears a flag harness as well. Wearing white gloves is the option of detail supervisor.

1. Provide and maintain parade materials.
	1. Rifles / Flags / Magnetic Signs
		1. Stored at the Bethal Park American Legion Post 760, 2409 Bethal Church Rd., Bethel Park, 15102. Flags and magnetic signs are on the second floor and rifles are in the gun safe in the MCL meeting room.
	2. Duty Belts & Gloves
		1. The duty belts, flag harnesses and gloves are stored and maintained by the Color Guard Coordinator. As needed, they are washed in Oxi-Clean and stored in a container or bag.