

## **Ceremonies Group Supervisor Grave Side Ceremonies Checklist**

- The Ceremonies Group Supervisor or designee is in charge at the cemetery. Cemetery personnel will advise when asked, but the protocol is what the Ceremonies Group Supervisor dictates is needed and the cemetery provides it.
- Verify with the cemetery personnel that no other burials are scheduled during the period that the ceremony is to occur.
- Obtain a map of the facility.
- Consult with the Cemetery Manager regarding his recommendations for a traffic plan for a long procession.
- Formulate a plan for a large formation of uniform and plain clothes fire personnel.
- Monitor the weather. The cemetery will arrange for shelters if needed.

### **Recommended Programs for Internment**

1. Assembly
2. Call Uniformed Personal to order as casket is place over grave
3. Opening prayer
4. Scripture reading
5. Bagpiper/Bugler
6. Committal reading, closing prayer
7. Taps
8. Flag folding (per category)
9. Flag presentation (Chief or Honor Guard)
10. Last Alarm or Gun Salute
11. Reception/family announcements
12. Attention, dismissed