Renewal & Remembrance at Arlington National Cemetery

Closeout Procedure

To assure that everyone gets lunch and that no one is abandoned in the cemetery, the following volunteers should follow the outlined closeout procedure:

**Turf Captains** to call:

- **Don Zerby** – Confirm that all work has been completed by their respective team, location of equipment, extra materials and/or trash to be picked up. Don may assign additional work for team depending on how other teams are progressing.
  - Once teams are officially dismissed, Don to then call **John** and alert him.
  - **John** to call and/or text **Lisa** - Alert her that team/s have been dismissed and on way to grab lunch.

**Champions** to call:

- **John Eggleston** – confirm that all work has been completed and the location of any equipment, extra materials and/or trash to be picked up.
  - **John** to call and/or text **Lisa** – Alert her that X team/s have been dismissed and on way to grab lunch.

Don Zerby 440-376-8875  
John Eggleston 517-202-1599  
Kelly Ewell 703-216-1585