

**LOCATION SIGN UP FORM**

**PLEASE PRINT CLEARLY ON THIS FORM**

Please use a separate form for each location.

Name of Location: \_\_\_\_\_

Number of Graves if applicable: \_\_\_\_\_

Number of Veterans Graves applicable: \_\_\_\_\_

Location's Complete Address: \_\_\_\_\_

\_\_\_\_\_

Location Coordinator Name: \_\_\_\_\_

Location Coordinator Mailing Address and Physical Address:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Location Coordinator contact information: (both are required for office purposes)

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

We will be posting both your phone number and your email address online for individuals to be able to contact you about your location. If you prefer one or the other not be posted please list which one. There **MUST** be one means of contact information posted online.

Will your location be willing to place more than just the 7 ceremonial wreaths?

\_\_\_\_\_ Yes \_\_\_\_\_ No

If NO we must have a viable reason why: \_\_\_\_\_

\_\_\_\_\_

We are not sure until the last minute how wreaths will be shipped to your location so we need delivery addresses that work with all types of delivery situations (i.e. UPS, Fed Ex, Box truck, 18 Wheeler).

Shipping Address for Wreaths if delivered by UPS or FedEx. (Please note when being delivered by UPS or FedEx they will not call prior so this needs to be an address that can be delivered to anytime without notice.) Please choice a commercial address if available.

Ship All Wreaths To: \_\_\_\_\_  
\_\_\_\_\_

Shipping Address for Wreaths if delivered by an 18 Wheeler. (Please note this needs to be an address accessible by an 18 Wheeler, and keep in mind we cannot guarantee when the wreaths will be delivered so this address needs to be accessible at any time.)

Ship All Wreaths To: \_\_\_\_\_  
\_\_\_\_\_

The driver will contact you prior to delivery with an estimated time of arrival (we cannot guarantee how much notice they will give), it is your responsibility as the location coordinator to have volunteers lined up to unload the wreaths, it is not the responsibility of the driver to unload the truck.

What is the maximum number of wreaths that have been sponsored for your location can you accept?  
\_\_\_\_\_

If you have extras that have been sponsored for your location do you want them credited to next year or credited to a different location?  
\_\_\_\_\_

Is your location willing to accept grave specific requests? \_\_\_\_\_

\*By agreeing to take grave specific request you are agreeing to take all grave specific request regardless of whether they use a coordinating Group Id or not, and that you will be responsible for keeping track of all requests.\*

Questions/Comments:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Participation Agreement for Location Coordinator**

I have read and agree to the following terms and responsibilities as described in the Wreaths Across America™ Policy Handbook for Locations Coordinator.

1. As a Wreaths Across America Location Coordinator, I agree to be responsible for coordinating the event at my location, working with groups and individuals who may want to participate, working with fundraising groups who may be providing sponsored wreaths, and ensuring wreaths are delivered, unloaded, placed and removed.
2. I agree to reach out to the community to relay the story of what we are doing, consistent with WAA policies and guidelines.
3. I agree that the ceremonies will be open to all members of the public, and will be non-political.
4. I agree to accept and include all seven ceremonial wreaths at this location.
5. I will ensure efficient wreath delivery by providing an adequate shipping address, meeting the truck with volunteers to unload the wreaths, and communicating to WAA headquarters if problems are anticipated.
6. I will ensure wreaths are cleaned up at my location, and will respect all of the rules and or any other specific requests of the cemetery and/or any entity that owns this location.
7. I understand the ceremony at my location is covered for general liability by Wreaths Across America, with certain exclusions and limitations applicable.
8. I understand that Wreaths Across America TM is a registered Trademark and only I and other registered location leaders may use its name for an event or ceremony.
9. I have read, understand and agree to abide by the Public Relations and Media Policy located in the Policy Handbook.
10. I agree to notify Wreaths Across America by October 1 if find I cannot serve as Location Coordinator for some reason unanticipated at this time.
11. I will comply with all WAA Policies and procedures as outlined in the Wreaths Across America Policy Handbook and Reference Guide which can be found at <http://www.wreathscrossamerica.org/about-us/policy-reference/>.

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(Location Coordinator Signature)

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(Date Signed)

Please keep a signed copy for your records and send a copy to the Wreaths Across America™ Office, PO Box 249, Columbia Falls, ME 04623.

## Contact at Location Form

This form needs to be filled out by the contact person at the cemetery/memorial/miscellaneous location in order to be approved as a location. (Please submit this form by emailing it to [locations@wreathscrossamerica.org](mailto:locations@wreathscrossamerica.org), by faxing it to 1-866-956-1625, or by mailing it to PO Box 249 Columbia Falls, ME 04623.)

Name of Location: \_\_\_\_\_

Name of Contact at Location (must work at cemetery/location): \_\_\_\_\_

Contact at Location's Physical and Mailing Address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Contact at Location's Information: (both are required for office purposes only)

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Would you like to be copied on delivery information or special announcements from Wreaths Across America by email. \_\_\_\_\_ Yes \_\_\_\_\_ No

Are there any special rules for your location that Wreaths Across America needs to comply with?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Questions or Comments:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature of Contact at Location

\_\_\_\_\_  
Date Signed

Thank you for allowing us to participate at your location and for providing your contact information.