

U. S. FLAG AND FLAGPOLE INSTALLATION GUIDE

1. Introduction

Thank you for purchasing our U.S. flag and flagpole set. This guide provides step-by-step instructions for safe and proper installation, display, and maintenance of your flag and pole in accordance with standard U.S. flag etiquette.

2. Package Contents

Before installation, please ensure that all parts are included:

- 1 × U.S. Flag (nylon or polyester)
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1 × Flagpole (in sections or one-piece)
- •
1 × Gold ball or eagle finial (optional top ornament)
- •
1 × Cleat (for rope-type poles)
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1 × Halyard (rope) or rotating rings (for tangle-free poles)
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1 × Ground sleeve or base mount

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1 × Set of screws, bolts, and washers

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1 × Instruction manual

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3. Tools Required

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Shovel or post-hole digger (for in-ground installation)

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Level

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Tape measure

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Wrench or screwdriver

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Quick-set concrete mix (recommended for permanent in-ground poles)

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Protective gloves

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4. Installation Methods

A. In-Ground Flagpole Installation

1.

Select Location

Choose an open area away from trees, power lines, and buildings. The pole should be visible and have sufficient clearance for the flag to fly freely.

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3.

Prepare Foundation Hole

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Dig a hole approximately **10–25% of the pole's height** in depth (e.g., 2 ft deep for a 20 ft pole).

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Recommended diameter: **2–3 times the pole's diameter.**

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5.

Install Ground Sleeve

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Place the ground sleeve at the center of the hole.

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Pour a small layer of gravel (about 6 inches) at the bottom for drainage.

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Set the sleeve vertically using a level.

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7.

Pour Concrete

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Mix and pour concrete around the sleeve, leaving the sleeve opening clear.

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Allow at least **24–48 hours** for the concrete to fully cure.

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9.

Assemble the Flagpole

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Connect pole sections firmly.

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Attach the halyard (rope) or rotating rings according to the pole type.

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Add the finial (gold ball or eagle) on top.

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11.

Mount the Flagpole

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Insert the flagpole into the ground sleeve carefully.

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Ensure the pole is straight and stable.

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13.

Attach and Raise the Flag

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Hook the flag's grommets to the halyard clips.

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Slowly raise the flag and secure the rope to the cleat.

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B. Wall-Mounted Flagpole Installation

1.

Select a Mounting Location

Choose a sturdy wall surface (brick, concrete, or solid wood).

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3.

Install Bracket

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Hold the bracket against the wall and mark screw holes.

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Drill holes and insert wall anchors if necessary.

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Secure the bracket using provided bolts or screws.

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5.

Insert the Pole

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Slide the pole into the bracket and tighten the set screw.

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7.

Attach and Adjust Flag

8.

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Connect the flag using clips or rings.

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Adjust the angle (typically 45° from the wall).

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5. Display Guidelines (U.S. Flag Etiquette)

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The **union (blue field)** must always be at the **top and to the observer's left**.

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Do not allow the flag to touch the ground or floor.

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The flag should be **illuminated if displayed at night**.

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Replace worn or damaged flags respectfully.

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On days of mourning, the flag should be flown at **half-staff**.

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6. Maintenance Tips

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Clean the flag regularly with mild detergent and water.

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Inspect the halyard and clips for wear. Replace as needed.

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Lower the flag during severe weather to prevent damage.

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For aluminum or steel poles, check bolts and fittings periodically.

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7. Safety Warnings

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Never install near overhead power lines.

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Ensure the pole is stable before hoisting the flag.

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Do not climb or hang objects on the flagpole.

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8. Disposal of Worn U.S. Flags

When a flag becomes worn or faded, it should be **retired with dignity**. The U.S. Flag Code recommends **burning in a respectful ceremony** or delivering the flag to a **local veterans' organization** or **American Legion post** for proper disposal.

9. Contact & Support

For additional assistance or replacement parts, please contact our support team:

support@[yourcompany].com

(xxx) xxx-xxxx