

Protocol for Requesting the Twelfth District Veterans of Foreign Wars Department of Missouri Mortuary Honor Team

1. If possible, the Family is to request at time of pre-arranging Veterans visitation viewing through the Funeral Director.
2. If the Family desires to have the Honor Service and pre-planning was not completed, the Family may request such service through the Funeral Director with as much advance notice as possible. (2 days recommended.)
3. If the Veterans VFW Post desires the Honor Service, they are to go to the Family and request one. At no time, the Honor Team wants to surprise the Family un-announced with a Service. The Post may contact the Team Direct to advise of their intent to do so and this is encouraged. Step 4 will be adhered to and the Post will be thanked for the contact and be reminded of Step 4. The Team will be alerted to a possible service pending contact from the Funeral Director.
4. After the proper request is made is made to the Funeral Director, the Director will contact the Honor Team to arrange for the Service.
5. First contact is Chris Weber 314 288 9703, if no answer, leave message then -
6. Second contact is John Clark 314 736 0123
7. The Team Member will want the following information, Name of the Veteran, their Post Number, the Veteran's branch of service, if the casket will be draped with the Flag, if there will be an Organist, and if the Veteran's Post has been notified. (If not, the Team Member will contact the Veterans Post to notify them.)
8. The contacted Team Member will request that the Director will try to arrange for at least 10 feet of space in front of the casket and either a 5 foot center aisle or 3 foot side aisle going to the front. (The Team can adapt to most circumstances) The Team Member will also ask to have a Green Sprig or Fern, a Red Flower, and a White Flower available when the Team arrives.
9. The preferred time of service will be 7:00 PM. Adjustments to time will be made if required.
10. The Veteran's Post is responsible for providing their Post Colors to Honor the Veteran for the period of the Veteran's Visitation and Service.
11. There is no set fee for this service. However, the Team will be grateful for any donations to offset our operating expenses.
12. In event of another Veteran having Visitation at the time of the VFW Ceremony, the Team wishes to be notified by the Mortuary Director of such Veteran so the Team may render the Final Salute of Honor with the Family's Permission.