

Best Practices Creating Ceremonies for the *Moving Wall* to Your Community by *The Moving Wall Newport Planning Committee*

It cannot be stated enough, this project is first and foremost for Vietnam era veterans, their families and friends. Remain focused on them and their needs throughout the ceremony planning process. Connection, learning and healing are the end goals. It is also about making it appropriate to the needs of your community. Each community is filled with people who have fascinating relevant life stories, find them and try to get them involved in either the vision or the execution of your ceremonies! The best way to locate these remarkable people is to ask around, one person will lead you to the next, and each will help to create an unforgettable experience.

Our community appreciated leaving most politicians out of the speeches unless they have pertinent topic experience to share. Even then, be wary.

Overall Wisdom

- Double check everything.
- Select emcees carefully, many vets will want to participate and the emotions that rise up for vets when the Wall visits can throw even the most seasoned public speaker off their game. HAVE A BACK UP PLAN in case someone drops out before or cannot continue during the ceremony.
- Give emcees a script sample to modify and make their own. Their job is to lead people through an unrehearsed ceremony.
- Should you select to do an *Old Glory* ceremony we HIGHLY recommend having at least one rehearsal.
- If it is feasible, do a sunset vigil when you specifically invite Vietnam veterans and their families. Surviving spouses often find this a comforting event to attend.
- If you notice someone committed to doing a task and they are not completing it, take care of it before it becomes an emergency.
- Feel free to contact communities that have hosted before and ask their advice.

- Read and reread the Sponsors Handbook once a week.
- Have agendas and keep regular minutes to help keep people on track.
- Have each step of the way examined by more than one set of eyes for mistakes or oversights and you will minimize the margin of error.

9 MONTHS BEFORE we checked our dates against the City calendar and selected a weekend that was not busy with another big event. We investigated the City special permitting process with regards to Parks. This event can be as big as you want it to be, be careful.

6 MONTHS BEFORE begin conversations about how many ceremonies and what the content will be for each. Begin looking for military based clergy, speakers, musicians. Try the VA and other veterans groups. Be open minded about performers we included a high school band, a senior chorus, a barbershop chorus, a community band and military musical units. Keep at it until your slate is filled to achieve your vision.

Begin conversation with local police about the motorcycle escort.

3 MONTHS BEFORE begin assembling the program book. Potential contents included schedule of events, history of TMW, speaker profiles and pictures, resources for veterans.

Look into whether local military are able to support your events with music, clergy, honor guard etc. For non-military events they will only take your application less than 60 days away, but put it on their radar long before. Be aware of when the fiscal year ends as this impacts their ability to participate.

ONE MONTH BEFORE

Send out information about parking or anything specific about your location or event to your speakers, musicians, clergy and invited special guests.

Target a few local people with stage management theatre experience to help run the ceremonies.

14 DAYS BEFORE Remain calm!

People will cancel on you for a variety of reasons, accept this and try not to stress. Many vets have health issues that may surface. Have many people involved and then if someone drops out last minute it has less impact on your ceremonies.

Walk your stage management team through the program as well as the space for regular and rain date events. If candle light is involved be aware that bringing it indoors can cause problems for your event.

Confirm all the speakers, musicians and clergy for each ceremony.

Confirm all the sound, lights, and construction people. Go over events in detail.

Have a way to identify the staff/volunteers running events. Stage managers and Emcees should be introduced to each speaker, clergy, lead musician or official playing a role in that day's ceremonies.

We created 1/3 of a page schedules for each ceremony that can be handed out and stored in a pocket for each speaker with approximate times for starting each segment. Remember longer doesn't necessarily mean better. Try to keep services to an hour or less.

Have one person responsible for the VIPs and dignitaries. If there is no backstage area have seats reserved for speakers/presenters in the front row with their names. If a laminated sign is used dry erase markers can be used for individuals with the ability to change names each day.

WEEK OF THE MOVING WALL

Our community seemed to appreciate the ceremonies at different times which enabled people with various schedules to attend. We found both volunteers and visitors who came towards the beginning of the installation returned for multiple events. Others who found us by accident or late in our schedule regretted not being there for more of the events.

The Moving Wall Arrival

The Wall actually arrived the night before which we believe is standard practice so TMW personnel can scope out the site and know in advance of the procession what to expect. The truck that pulls The Wall is wider than typically small town street. FYI- This can limit the driver's ability to get around. When unloading the Wall it is important to have that section of the street blocked off to make sure The Wall, staff and volunteers are safe. This may mean hiring or asking the city or town for a police detail for that timeframe of 3-4 hours.

PROCESSION FOR ARRIVAL

We did a smaller procession in part due to the requests and concerns of the local Police Department and our location is a tourist spot. The police limited the number of veteran motorcycles in the procession to 4 per group, which was very upsetting to the groups. Each

Police Department in our state sent 2 motorcycle officers to participate in the procession. If you are not a motorcycle person you need to have one in charge of that.

What follows is a checklist we found helpful as well as a detailed list of events. We hope it is useful for you and your community.

Wednesday

7a.m. Move to staging area

<input type="checkbox"/> Hand truck	<input type="checkbox"/> Veterans History Project info
<input type="checkbox"/> Wagon	<input type="checkbox"/> Lumber crayons
<input type="checkbox"/> Wheelchairs	<input type="checkbox"/> rubbing papers
<input type="checkbox"/> Podium	<input type="checkbox"/> Pens & pencils
<input type="checkbox"/> Piano, bench and stand	<input type="checkbox"/> Donation Box
<input type="checkbox"/> Music desk	<input type="checkbox"/> Paper
<input type="checkbox"/> Signs: Entrance, Exit, 2 Do's & Dont's, Sponsor signs, First Aid, Handicap Parking	ziploc bags: <input type="checkbox"/> lg <input type="checkbox"/> sm
<input type="checkbox"/> planters/flags for entrance and exit	<input type="checkbox"/> Tissues pocket kind
<input type="checkbox"/> 8 traffic cones to mark	<input type="checkbox"/> Pins <input type="checkbox"/> First Aid Kit
<input type="checkbox"/> US Flag & flag stand (MFH)	<input type="checkbox"/> walkie talkies
<input type="checkbox"/> State Flag	<input type="checkbox"/> Candles and holders
<input type="checkbox"/> POW/MIA Flag	<input type="checkbox"/> matches & lighters
<input type="checkbox"/> Bull horn	<input type="checkbox"/> Volunteer Handbooks
<input type="checkbox"/> Quilt	<input type="checkbox"/> Volunteer t-shirts
<input type="checkbox"/> volunteer hats	<input type="checkbox"/> Town Proclamations
<input type="checkbox"/> Program books	<input type="checkbox"/> Missing Man Table
<input type="checkbox"/> 8 caution signs	<input type="checkbox"/> 4-6 Tables for Fallen Hero Tent <input type="checkbox"/> Tablecloths
<input type="checkbox"/> 10 umbrellas	<input type="checkbox"/> chairs for Volunteers

<input type="checkbox"/> Flashlights	<input type="checkbox"/> Fallen Heroes banner
<input type="checkbox"/> Coolers & ice	<input type="checkbox"/> Water & soda

9am Construction builds foundation

Port-a-potty delivery

Tent delivery

Lawn mowed

Remove benches if necessary

Bike rack pick up

4pm Stage Managers mtg at Park

Thursday

Stage Manager at staging area 8:30am

8:15a.m. Set up Sound System

Set up podium

9:00 Depart staging area (times will vary upon distance from site), Arrival of *The Moving Wall*

9-9:20a.m. Police and veteran motorcycle escort to Park,

9:15a.m. Flag Line, Patriot Guard Riders

9:20a.m. Patriotic selections by local band

9:30a.m. “Armed Forces Medley,” bagpiper

Emcee intro **My name is Reverend _____; I am a Vietnam veteran and will be your Master of Ceremonies for the Arrival of *the Moving Wall*. We will begin by parading (or posting) of the colors by The _____ Police Department.**

9:35a.m. Posting or parading of the Colors, ROTC or Scouts?

Please join me in reciting the Pledge of Allegiance.

9:40a.m. The Pledge of Allegiance **Please rise if you are able and join me in The Pledge of Allegiance. When we are done please remain standing for the national anthem and the invocation. Let us begin. I pledge allegiance to the Flag of the United States of America, and to the Republic for which it stands, one Nation under God, indivisible, with liberty and justice for all.**

9:45a.m. “The Star Spangled Banner,” performed by soloist

I have the honor of introducing LITTLE BIO HERE

9:50a.m. Blessing of the Wall, Reverend

Please join us in a moment of silence as we reflect ...

9:55a.m. Moment of Silence

10:00a.m. “Amazing Grace,” bagpiper

10:05a.m. Retiring of the Colors if posted

Patriotic selections, local band

This concludes our Arrival of *The Moving Wall* Event thank you for attending. We hope you will join us for other ceremonies throughout the next several days. Next we will be receiving instructions from staff of *The Moving Wall* on how to assemble it. If you volunteered to help please wait for further directions.

10:30 a.m.–2:30 p.m., Installation

Building of *The Moving Wall*

Install sidewalks once TMW is in place.

Install signage (Entrance, Exit, 2 Do’s & Dont’s, Sponsor signs, First Aid, Handicap, Parking, caution signs behind wall Fallen Heroes banner)

Install lighting

Install planters and flags of Fallen Heroes tent

Set out 8 total cones for parking lot or street parking

Set tent for parking attendant, must be weighted down in case of winds.

Setup tables and chairs in Fallen Heroes tent, rubbing papers, lumber crayons, program books and mementos, Directory of names.

Put ice in coolers then soda and water from local sponsor.

Set up 1st Aid kits

Set up chairs for musicians for evening.

Set up 200 chairs facing flag pole & TMW (*The Moving Wall*), 100 in each section.

Put out Donation box for *The Moving Wall*.

6p.m. Rehearsal of Old Glory ceremony

Place flag stand, flag, candles and protectors

7:15 Youth escort Vietnam veterans to Park

7:30–8:30 p.m., Candlelight Vigil

Welcome to *The Moving Wall*’s Candlelight vigil. My name is _____ and I have the honor of leading tonight’s ceremony.

First a little housekeeping, please silence any devices that will disturb our time together. Toward the end of the evening we will read the names of those who lost their lives or remain missing as a result of their military service during the Vietnam War, if there are any family members here you are welcome to read their names if you so choose. Please let one of the volunteers know if you would like to read the name of your family member.

Pastor _____ is here to offer our opening prayer.

7:30p.m. Opening Prayer

7:35p.m. "Armed Forces Salute," performed by

7:40p.m. Missing Man Table

As you entered the grounds this evening, you may have noticed a special table; it is reserved to honor our missing men and women.

Some here were very young, or not yet born, when the Vietnam War began; Americans should never forget the brave men and women who answered our nation's call and served the cause of freedom in a special way.

The table is round – to show our everlasting concern. Remember (Bell Chime)

It is set for one. Symbolizing that members of our profession of arms are missing from our midst. They are commonly called POWs or MIAs, we call them "Brothers & Sisters." They are unable to be with us this evening and so we remember them. (Bell Chime)

The cloth is white – symbolizing the purity of their motives when answering the call to serve. Remember (Bell Chime)

The single red rose reminds us of the lives of these Americans...and their loved ones and friends who keep the faith, while seeking answers. Remember (Bell Chime)

The yellow ribbon symbolizes our continued uncertainty, hope for their return and determination to account for them. Remember (Bell Chime)

A slice of lemon reminds us of their bitter fate, captured or missing in a foreign land. Remember (Bell Chime)

A pinch of salt symbolizes the tears of our missing and their families. Remember (Bell Chime)

The lighted candle reflects our hope for their return. Remember (Bell Chime)

The glass is inverted – to symbolize their inability to share a toast. Remember (Bell Chime)

Remember! -- All of you who served with them and called them comrades; you depended

upon their might and aid, and relied upon them. Surely, they have not forsaken you.

Remember! -- Until the day they come home, Remember! (Bell Chime)

The chair is empty – they are missing..... (Moment of silence)

Let us now have a moment of silence to honor America’s POW/MIAs and ask for the protection of all in service to our nation.

7:43p.m. “America (My Country ‘tis of Thee),” performed by

TURN OFF MIC for America the Beautiful

7:45p.m. Old Glory Ceremony

I am the flag of the United States of America. My name is Old Glory. I fly atop the world’s tallest buildings. I stand watch in America’s halls of justice. I stand guard majestically over great institutions of learning.

I stand guard with the greatest military power in the world. Look up and see me. I stand for peace, honor, truth and justice. I stand for freedom. I am confident; I am arrogant; I am proud. When I am flown with my fellow banners, my head is a little higher, my colors a little truer. I bow to no one. I am recognized all over the world.

I am worshipped. I am loved and I am feared. I have fought in every battle of every war for more than 200 years: Gettysburg, Shilo, Appomattox, San Juan Hill, the trenches of France, the Argonne Forest, Anzio, Rome, the beaches of Normandy, Guam, Okinawa, Japan, Korea, Vietnam, in the Persian Gulf and a score of places long forgotten by all but those who were there with me. I was there.

I led my Soldiers, Sailors, Airmen and Marines. I followed them and watched over them. They loved me. I was on a small hill in Iwo Jima. I was dirty, battle-worn and tired, but my Marines and Sailors cheered me. And I was proud.

I have been soiled, burned, torn and trampled on the streets of countries that I have helped set free. It does not hurt, for I have been soiled, burned, torn and trampled on the streets of my own country. and when it is by those I have served in battle with, it hurts. But I shall overcome, for I am strong. I have slipped the bonds of earth and from my vantage point on the moon, I stand watch over the uncharted new frontiers of space.

I have been silent witness to all of America's finest hours. But my finest hour comes when I am torn in strips to be used as bandages for my wounded comrades on the field of battle - when I fly at half mast to honor my Soldiers, my Airman, my Sailors, my Marines, and - when I lie in the trembling arms of a grieving mother, at the graveside of her fallen son or daughter. I am proud. My name is "Old Glory." Long may I wave, dear God, long may I wave.

Now we would like to invite you to light a candle in memory of the men and women who served in the Vietnam War and later died as a result of their service. We honor and remember their sacrifice.

We will now read the names of the people who died during the Vietnam War or remain missing.

Reading of the Names¹

Benediction, Pastor

“Echo Taps,” performed by

“Eternal Father, Strong to Save (The Navy Hymn),” performed by

This concludes our Candlelight Vigil of *The Moving Wall* thank you for attending. We hope you found it meaningful. Please consider joining us for other ceremonies throughout the next several days, please see the program book for the schedule of events.

Friday, September 20, 2019

10:30 a.m.–12:00 p.m., *The Moving Wall* Opening Ceremony

Emcee My name is _____; I am a Vietnam veteran and will be your Master of Ceremonies for this Opening Ceremony of *The Moving Wall Newport*. We will begin with the posting of the colors by _____

Posting of the Colors

Please rise if you are able and join me in The Pledge of Allegiance. When we are done please remain standing for the national anthem and the invocation. Let us begin. I pledge allegiance to the Flag of the United States of America, and to the Republic for which it stands, one Nation under God, indivisible, with liberty and justice for all. The _____ will now lead us in our National Anthem.

“The Star-Spangled Banner,” led by

Invocation

At this time I am pleased to introduce _____ of _____ City Council.

Proclamation

¹ Each evening, the names of the veterans who died during the Vietnam War will be read out loud. A list of the names can be found on the back cover of this program. If you believe a name has been left off this list, please speak with a volunteer at the Information table.

Thank you. On this special day for our first guest speaker for The Opening Ceremony of *The Moving Wall (LITTLE BIO ON SPEAKER)*. Please welcome

_____.

Guest Speaker

Thank you _____. Now please enjoy “The Battle Hymn of the Republic” performed by

11:01a.m. “Battle Hymn of the Republic,” performed by

Our next speaker brings a unique perspective to our conversations surrounding the War in Vietnam. (*LITTLE BIO ON SPEAKER*) Without further ado may I introduce _____

11:06a.m. Guest Speaker

Thank you _____. The _____ will now sing *America the Beautiful*.

11:18a.m. “America the Beautiful,” performed by

Within military history, wreaths carry special meaning: victory, bravery, remembrance and peace. In the military tradition of wreath-laying ceremonies, this reverent gesture marks sacred ground. Today and for the duration of The Moving Wall in _____ Park shall be considered with reverence. _____ will now lay the wreath in honor of all those named on the wall and those that have died since the war as a result of their time served.

11:23a.m. Laying of the Wreath either local Police or veteran group

Thank you, _____. _____ will now give the benediction, which will be followed by the performance of TAPS by _____

11:25a.m. Benediction

11:30a.m. “Taps,” performed by

11:35a.m. Retiring of the Colors if they were posted.

This concludes our Opening Ceremony for *The Moving Wall*, thank you for attending. We hope you found it meaningful. Please consider joining us for other ceremonies over the next few days, please see the program book for the schedule of events.

6:30–6:45 p.m. Reading of the Names²

“Taps”

² Each evening, the names of the veterans from your state who died during the Vietnam War will be read out loud. A list of the names can be found on the back cover of this program. If you believe a name has been left off this list, please speak with a volunteer at the Information table.

Saturday

11:00a.m. Set up projector, computer and screen for lecture

12:00–1:00 p.m., Army Corps of Engineers lecture in a bldg nearby

1:00–2:00 p.m., The United States of America Vietnam War Commemoration Recognition

1:00p.m.Emcee My name is _____; I will be your Master of Ceremonies for this Opening Ceremony of The Moving Wall. We will begin with the posting or parading (Decide which one before) of the colors by the _____

Police Department.

1:03p.m.Honor Guard, Local Police Department

Please rise if you are able and join me in The Pledge of Allegiance.When we are finished please remain standing for the national anthem and our invocation. Let us begin.

I pledge allegiance to the Flag of the United States of America, and to the Republic for which it stands, one Nation under God, indivisible, with liberty and justice for all. The _____ will now perform the National Anthem.

1:10p.m.”“The Star-Spangled Banner,” performed by

1:15p.m.Invocation, Chaplain

At this time I am pleased to introduce _____, a member of the _____ and a Vietnam veteran.

1:20p.m. Another Town Proclamation

Thank you, _____. Rolling Thunder will now offer the Soldier’s Cross ceremony.

1:25p.m.Soldier’s Cross Ceremony, Rolling Thunder

INTRO SPEAKER (KEEP IT SHORT)

1:32p.m.Guest Speaker

1:44p.m.“Armed Forces Medley,” performed

Now I would like to introduce to you our next guest speaker, Vietnam veteran _____ You may find his/her bio in your program book.

1:49p.m.Guest speaker

2:01p.m.Moment of Reflection

Chaplain _____ will now offer the benediction.

2:02p.m. Benediction, Chaplain

2:07 p.m.“America the Beautiful”

This concludes our ceremony for today of *The Moving Wall Newport* thank you for attending. We hope you found it meaningful. Please consider joining us for other ceremonies tomorrow and Monday, please see the program book for the schedule of events.

6:30–6:45 p.m. Reading of the Names

“Taps”

Sunday

1:00–2:00 p.m., The United States of America Vietnam War Commemoration Recognition

1:00p.m.Emcee **My name is _____; I am...FILL IN HERE and will be your Master of Ceremonies for today’s events of The Moving Wall. We will begin with the posting (or parading) of the colors by the Police Department.**

1:03p.m.Honor Guard

Please rise if you are able and join me in The Pledge of Allegiance. When we are finished please remain standing for the national anthem and our invocation. Let us begin.

I pledge allegiance to the Flag of the United States of America, and to the Republic for which it stands, one Nation under God, indivisible, with liberty and justice for all.

1:08p.m.Pledge of Allegiance

1:10p.m.“The Star-Spangled Banner,” performed by

1:15p.m. Invocation, Chaplain

Thank you Chaplain _____ and _____. Now, I am pleased to introduce you to The _____ Town Council President, _____.

1:20p.m. Town Proclamation

Our first guest speaker is LITTLE BIO HERE

1:25p.m. Guest speaker

1:35p.m. “You Raise Me Up,” performed by

Our next guest speaker is LITTLE BIO HERE

1:40p.m. Guest speaker

Thank you _____. Chaplain _____ will now offer the benediction which will be followed by “God Bless America”

1:52 p.m.Benediction, Chaplain

1:57p.m. “God Bless America,” performed by

This concludes our ceremony for today of *The Moving Wall* thank you for attending. We hope you found it meaningful. Please consider joining us for the closing ceremony tomorrow morning at _____.

6:30–6:45 p.m., Reading of the Names³

“Taps”

Monday

9:00–10:00 a.m., *The Moving Wall* Closing Ceremony

8:55a.m. “Armed Forces Medley,” performed by

9:00a.m. Emcee **My name is _____, many of you know me; I am a Vietnam vet and will be your Master of Ceremonies for the closing ceremonies of *The Moving Wall*. We will begin with the posting (or parading) of the colors by the _____.**

9:03a.m. Color Guard

Please rise if you are able and join me in The Pledge of Allegiance. When we are finished please remain standing for the national anthem and our invocation. Let us begin.

9:05a.m. Pledge of Allegiance **I pledge allegiance to the Flag of the United States of America, and to the Republic for which it stands, one Nation under God, indivisible, with liberty and justice for all.**

9:07 a.m. “The Star-Spangled Banner,” performed by

9:12a.m. Invocation, Chaplain

Our first speaker was born and raised here and has been very active giving back to our community since his return from Vietnam. I am proud to call him my friend please welcome our own _____.

9:17a.m. Guest speaker

9:29 a.m. “America the Beautiful”

We have a special recitation of Johnny Cash’s *Ragged Old Flag* released in 1974, it is a spoken word tribute to patriotism.

9:39a.m. “Ragged Old Flag”

³ Each evening, the names of the veterans from your state who died during the Vietnam War will be read out loud. A list of the names can be found on the back cover of this program. If you believe a name has been left off this list, please speak with a volunteer at the Information table.

Thank you _____. Our next speaker hails from _____ and is an accomplished veterans advocate in addition to being a Vietnam veteran. Without further delay may I introduce _____.

9:44a.m. Guest speaker

Thank you _____. The Chaplain from _____ will now offer the benediction followed by TAPS

9:56a.m. Benediction, Chaplain

10:00a.m. "Taps"

This concludes our ceremonies of *The Moving Wall* thank you for attending. We hope you found this event healing and meaningful.

10:00 a.m.–1:00 p.m., Disassembly

Bag all non-perishables items left at Wall to send to MI

Break down of *The Moving Wall* with instructions from TMW personnel.

Remove banners in public spaces

If needed break down sidewalks once TMW on truck.

Remove signage (Entrance, Exit, 2 Do's & Dont's, Sponsor signs, First Aid, Handicap Parking)

Remove lighting

Remove planters and flags entrance and exit

Retrieve cones from parking locations.

Break down tent for parking attendant.

Break down tables and chairs in Fallen Heroes tent, rubbing papers, lumber crayons, program books and mementos, Directory of names

Empty ice in coolers then soda and water

Feed work crew and then donate leftovers to a shelter

Break down Storage tent

Break down remaining chairs

Ship non-perishable items left at the Wall to: Vietnam Combat Veterans, Ltd., The Moving Wall, P.O. Box 715, White Pine, MI 49971

Trash Removal

Thank you ad in newspapers and online.

Electronic cleanup: mailchimp, signupgenius, website

Post display meeting with Planning Committee

The Moving Wall

Vietnam Veterans Memorial

Volunteer Handbook

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Thank you for volunteering your time and energy to help make the display a memorable, meaningful, and a well run event!

Maintaining a dignified and respectful atmosphere at *The Moving Wall* is of the utmost importance. Neither organizers nor any vendors may use the time or location for profit.

The Inscription from the Vietnam Veterans Memorial in Washington, D.C.

“In honor of the men and women of the armed forces of the United States who served in the Vietnam War. The names of those who gave their lives and of those who remain missing are inscribed in the order they were taken from us.

“Our nation honors the courage, sacrifice and devotion to duty and country of its Vietnam Veterans. This Memorial was built with private contributions from the American people. November 11, 1982”

A Little History...

The Moving Wall, a half-size replica of the Vietnam Veterans Memorial in Washington, D.C., was inspired by one soldier's visit for the dedication of the original in 1982. John Devitt, a former helicopter door gunner and Army veteran who served during the Vietnam War, was changed by his experience at the Memorial. He wanted to share that with others across the country who did not have the means to make the trip to the nation's capital to see it with their own eyes. With the help of friends, family, and fellow veterans, Devitt spent two years conceptualizing, financing, and creating *The Moving Wall*. Today, the monument has been touring for 34 years and has been to more than 1,000 communities across the United States. Devitt, who is dedicated to sharing his vision, wants *The Moving Wall* to be about honoring and remembering the individuals who died serving this country.

The _____ Visit

Bringing *The Moving Wall Vietnam Veterans Memorial* to _____ in 20__ is a community effort to honor the many veterans in _____ and surrounding areas. *The Moving Wall (TMW)* was brought here for every single Vietnam vet whose story went untold and unnamed for too long. It is hoped that the presence of *The Moving Wall* can bring healing, with acknowledgement that it can never replace the sacrifices made

or loss of life. Bringing *The Moving Wall* here is a way for this community to say thank you to all Vietnam veterans—for enduring pandemonium, horror, and adversity and for reveling in moments of beauty, kinship, and harmony.

Volunteer Information



Assembly/Disassembly of The Moving Wall

The Moving Wall is intended to be a community-wide project. Prior to the installation, *TMW* personnel will gather a work crew together and brief volunteers on the best practices for assembly. The tools necessary to assemble the structure are brought with *TMW* itself.

With a minimum of ten volunteers, the assembly of *TMW* should take three hours. *TMW* has been touring the country for more than three decades and will continue to tour after the installation in Newport. Although the panels are lightweight, each panel must be transported by two people, and great care should be taken in handling each and every item. Though it may be tempting to carry a panel by yourself, it is NOT ALLOWED. This makes it easier on each volunteer and ensures the panels are not dropped or hit against obstacles while being carried.

Before *TMW's* arrival, a simple, level foundation of 2x4 lumber boards will be constructed. After the panels are in place, the foundation will be draped with cloth so that it is not visible from the front.

Ideally, the same individuals who assemble it will help with disassembly. Disassembly takes an hour and a half.

Inclement Weather

If severe weather such as high winds, hail, snow, etc. is imminent, the panels will be taken out of the foundation and placed in the trailer to keep them safe after *TMW* personnel makes the decision. Temporary removal will take 30 minutes with a crew of eight people. If this action is necessary, active (current shift and on deck) volunteers will be notified.

Maintenance and Groundskeeping

Volunteers are responsible for keeping the park and area around *TMW* free of litter. Occasionally, the panels may need to be cleaned. Volunteers may assist with cleaning after obtaining instructions from *TMW* personnel. It is ESSENTIAL that nothing be done to the panels unless specific instructions are given by *TMW* staff. Only the cleaning supplies brought with *TMW* or approved by the *TMW* personnel may be used to clean it. If *The Moving Wall* gets wet from rain, dew, etc., let it air dry. DO NOT ATTEMPT TO DRY IT!

Panel and Line Locations on *TMW*

The Moving Wall tells a story of the day-to-day personal tragedy of war, yet the wrap-around effects provides a closure, like a wound that is closed and healing. Names are arranged in chronological order by date of casualty (starting in 1959) or Missing in Action, beginning at the center of the Wall. Panels are labeled as “east” (right of center) or “west” (left of center). With the exception of the two center panels (1 East and 1 West), the bottom of each panel is demarcated with a number, from 2 to 70, and an “E” or “W” noting east or west.

Names begin at the top of panel 1E, continue down that panel, and continue on at the top of each successive panel, moving out toward panel 70E. They then wrap around to continue at 70W – the outermost panel on the left side of the Memorial – and move inward toward the center, finishing at 1W.

Within a given day, names are arranged alphabetically. Their location can be found in the Directory of Names (as discussed in the next section). On the edge of every other panel, white dots are placed every 20 lines, making it easier to find a specific line. For example, if you were looking for a name on line 44, you'd start at the top of the appropriate panel and count down two dots; the name will be located 4 lines below that second dot. NB: Several names have been added since the Wall was carved in 1982. Those names were placed as close to the correct position as possible.

Directory of Names

The Directory of Names of the veterans lost is arranged in alphabetical order. Each name and the information associated with it take up one line, which includes rank, branch of service, date of birth, date of casualty, city and state, and panel and line number; MIA is noted with an asterisk (“*”). Care should be taken with the Directories as they are NO LONGER BEING PUBLISHED.

- If you are uncertain about the spelling of a name, ask the interested party. There are many variations with name spellings. If a person doesn't recall or know the spelling, ask your fellow volunteers for ideas on spelling variations.
- Several common names like “John Smith” will have multiple listings. To determine the correct listing, use middle initials, branch of service, or date of birth or casualty if information is available.
- When searching *TMW* for a name, be sure you are looking at BOTH the correct panel and line. Use a ruler or piece of paper to assist you. It may be challenging at first, but your eyes will eventually adjust the task.
- Names with two capital letters (e.g., MacGregor) may be located at the end of the entries under an alphabetical listing.
- Please note and pass along any discrepancies, with suitable contact information, to the Driver/Caretaker.
- The Directory of Names is also searchable by date of casualty.
- Please note that city and state listed in the directory constitute Home of Record, not necessarily place of birth or residence.

Additional Resources

Download the Vietnam Veterans Memorial Fund's Mobile Tour app to explore the Vietnam Veterans Memorial as your own tour guide.

Apple: <https://itunes.apple.com/us/app/vvmf-mobile-tour/id1301339456?ls=1&mt=8>

Android: <https://play.google.com/store/apps/details?id=com.inadev.ima.vvmf>

Name Rubbings

Name rubbings are ONLY permitted using lumber crayons, which will be available at the information table in the Fallen Heroes tent. Absolutely **NO pointed pencils or pens** are to be used. Unless a child has a relative on *The Moving Wall*, students and children are not permitted to take rubbings as it creates additional wear and tear on the panels, which should be avoided. If you are one of the volunteers assisting with rubbings, please practice so you can assist people who may have difficulties.

Good results are obtained by holding the piece of crayon on the ends and rubbing the paper over the name; rub back and forth LIGHTLY, until the name begins to appear.

Rubbing Tips (good idea to print out the following on half sheets of paper)

Rubbing Pointers

- 1) HOLD PAPER FIRMLY against the name you would like to capture. If the paper moves the name will be blurred, a second set of hands is recommended (volunteers are available to assist).
- 2) Hold crayon vertically and use side of crayon for rubbing (not the tip of the crayon). Rub with medium pressure.
- 3) Please return crayon to information tent.

Artifacts Left at *The Moving Wall*

Frequently, visitors to *TMW* leave letters, poems, photographs, etc. Items may be pinned to the cloth, **NEVER** taped to *TMW*. The items should be placed in plastic bags to help keep them dry. Before disassembly, volunteers need to collect all non-perishable artifacts and place them in boxes. *TMW* Planning Committee will make certain the Vietnam Combat Veterans, Ltd. receive the artifacts so they may preserve those items.

***The Moving Wall* Hours**

The Moving Wall will be open for viewing for a 24-hour period each day of the display, from ____ to ____, from the completion of assembly to commencement of disassembly. *TMW* will be lit and staffed at all times.

Security

Volunteers on overnight shifts will be provided with a means of communication with local law enforcement and first-aid personnel.

Fallen Heroes Tent/Information Table

Items permitted on the information table are the Directory of Names, pads for writing down information, name rubbing paper/forms, crayons for rubbings, a list of names of local veterans, and tissues. No literature or materials promoting organizations that seek contributions are allowed within 100 yards of *TMW*. A volunteer information book will also be available here for volunteer reference.

Volunteer Roles

For each hour that *The Moving Wall* is in Newport, there must be a minimum of five volunteers working. During peak periods, assembly, disassembly, and ceremonies, more volunteers will be required. We will also need a list of 10 or so volunteers for an on-call list in case we are hit with a higher number of visitors.

We need two people to stand watch over *The Moving Wall* at all times to ensure its safety. These volunteers will be posted at the entrance and exit, which will be clearly marked. The individuals are to look for signs of trouble but to call for backup from the local police department if necessary. Each Watch person needs a walkie-talkie; please make sure at the beginning of your shift that the device is stationed on the same channel as the other volunteers on your shift.

We need two people to work together in the Fallen Heroes/Information Tent. One will be stationed at the Directory of Names to look up names for visitors and write them down. (This is an excellent job for a volunteer with mobility issues.) The second person will escort the visitor to the location on *The Moving Wall*, bringing the name and location as well as rubbing papers and a lumber crayon. Assist with the rubbing as needed. Each Fallen Hero Attendant needs a walkie-talkie; please make sure at the beginning of your shift that the device is tuned to the same channel as the other volunteers on your shift.

The fifth person is a Rover, meaning they travel from place to place making sure the park is tidy and providing help wherever it is needed. The Rover needs a walkie-talkie; again, please make sure at the beginning of the shift that device is turned to the same channel as other volunteers' walkie-talkies.

Communications

There will be a Volunteer Shift Leader available on site should any questions or problems come up during your shift. There will also be walkie-talkies available for active volunteers to communicate with one another. Please make sure we have your contact information so we can notify you of any circumstances that may impact your shift.

Wheelchairs

At least two wheelchairs will be available on-site for the duration of the installation. We hope to have an oversized chair for visitors as well as standard-sized chairs.

First Aid Tent & EMS

First Responders are available to any visitors who require such services. Please inform your Volunteer Shift Leader if there is an emergency.

Mental Health Services

There will be a Department of Veterans Affairs mobile counseling center located on the side of the park should any veteran visitors need additional mental health support.

Restroom Facilities

There are portable toilets available for visitors and volunteers near the park.

Donations

Contributions to the donation box will remain under lock and key for the duration, TMW staff has the key.

Frequently Asked Questions

What dates does the Wall cover?

July 8, 1959 – May 15, 1975

What are the dimensions of the Wall?

253 feet in overall length; each side of the Wall is 126.5 feet. At the tallest point the Wall is 6 feet high.

Which wall is East, and which is West?

Facing the Wall, the East wall is to the right and West is to the left.

How many names are on the Wall?

As of January 1, 2018 there were 58,318 names listed on the Memorial. Approximately 1,300 are still unaccounted for POWs and MIAs.

How many women are listed on the Wall?

Eight women are listed; seven were U.S. Army nurses and one was an Air Force nurse.

IT IS GOOD TO HAVE AN OVERHEAD RENDERING WITH LAYOUT OF ALL THE ELEMENTS OF THE DISPLAY- THE WALL, SIDEWALKS, TENTS, PARKING, BATHROOMS, ETC. FOR PRESENTATIONS TO THE PUBLIC AND FOR VOLUNTEERS. IF YOU ARE ABLE TO PUT UP A WEBSITE INCLUDE THAT IS YOUR HANDBOOK AND PRESENTATION.