Flag Assembly Parts

(A) Flag Pole Finial
(B) Brass screw with phillips head
(L) Brass screw with phillips head
(D) Leather Tab
(C) Brass screw eye
(E) Flag Tassel
(J) Brass screw with slotted head
(F) Flag
(G) Flag Sleeve
(H) Flag Pole Top Section
(I) Flag Pole Bottom Section
(K) Flag Pole Stand (Optional)

Indoor Flag Set Assembly Instructions

Your Flag Set should arrive in two separate packages, which will include: (A) Flag Pole Finial (Eagle, for USA flags; Cross, for church flags); (B) Brass screw with phillips head; (L) Brass screw with phillips head; (J) Brass screw with slotted head; (C) Brass screw eye; (E) Flag Tassel (not included with all sets) (F) Flag Sleeve; (H),(I) Two Flag Pole Sections (4' wood sections with brass fittings); (K) Optional Flag Pole Stand (plastic).

To Assemble Flag Set

Before starting assembly, you may wish to remove the flag from its box and press it with a warm iron to remove creases. You may also want to pour sand (available from your local building supply store) into your plastic or brass flag pole stand (K) to give it enough weight to remain stable when the flag set is installed. An opening for sand will be found on the underside of the stand.

1. Unscrew brass screw (L) at the top of the Flag Pole section (H) and brass screw (B) on the finial (A). Discard brass screw (B).

2. Find the open “pocket” or “sleeve” (G) at the back edge of the flag (F). Slide the flag sleeve (G) up the top flag pole section (H), top edge first, until the top of the flag reaches the brass screw (J). Find the Leather tab (D) at the top of the flag sleeve (G) and slip it onto the head of the brass screw (J) to hold the flag in place.

3. Affix the tassel (E) cord to the screw eye (C) as shown in the drawing:

4. Slide the finial (A) (Eagle or Cross) over the top of the pole (H). Screw brass screw (L) through the pre-drilled holes in the finial (A) and the pole (H) to secure.

5. Screw bottom pole (I) to top (H). Place completed assembly in stand (K).