Indoor Presentation Set
Assembly Instructions

Your flag set should arrive in two separate packages, which will include a finial (1) (an eagle for US flags, a cross for Christian flags, a spear for state or world flags); a brass eye screw (2); one brass screw (3); a flag (5) with pole sleeve (6) and leather or velcro tab (4); a yellow cord & tassel (7); two flagpole sections with brass fittings (8 & 9); and a stand (10).

Before beginning assembly, you may wish to press the flag with a warm iron to remove creases. If you would like to enhance the way your flag drapes on the pole, see "Add life to your flag!" below.

**A** Find the open pocket or sleeve (6) at the back edge of the flag (5). Slide the flag sleeve (6) up the top flagpole section (8), top edge first, until the top of the flag reaches the brass screw (3). Find the leather or velcro tab (4) inside the top of the flag sleeve (6) and slip it onto the head of the brass screw (3) to hold the flag in place.

**B** Slide the finial (1) over the top of the pole (8). Screw brass eye screw (2) through the pre-drilled hole in the finial (1) and into the pole (8) to secure.

**C** Add the cord and tassel (7):
- Fold the cord in half and hold the tassels together in one hand.
- Adjust the cord so one tassel is higher than the other about 3" and the other end forms a loop.
- Push the cord loop through the eye screw at the top of the pole. You will have to "work" the loop through the eye screw.
- Once the loop is through the eye screw, push both tassels through the loop and pull tight to form a slip knot (see illustration, right).

- About 1/3 further down the cord, make a new loop by wrapping both pieces of cord around three fingers.
- With the other hand, pull the two strands of cord through the loop you made around your fingers, just enough to form a new loop (approximately one inch).
- Pull the cord strands through your new loop to form yet another loop about the same size. Continue this step until you have connected 4 loops.
- On the 4th loop, pull the tassels all the way through and tighten slightly to form a loose knot.
- Adjust and tighten the links to be uniform in size (see illustration, left).

**D** Screw bottom pole (9) to top pole (8). Place completed assembly in stand. There may be an adapter inside the stand for smaller size poles. Remove if necessary.

**Add life to your flag!**
Introducing the flag spreader from FlagandBanner.com—a sure way to perk up your indoor flag. Simply attach the flag spreader to your pole and then to the back side of the flag itself. This fuller look will better show off your flag and its design. Order today! Item #CFLAGSP