

# Instructions for the 25' Sectional Flagpole

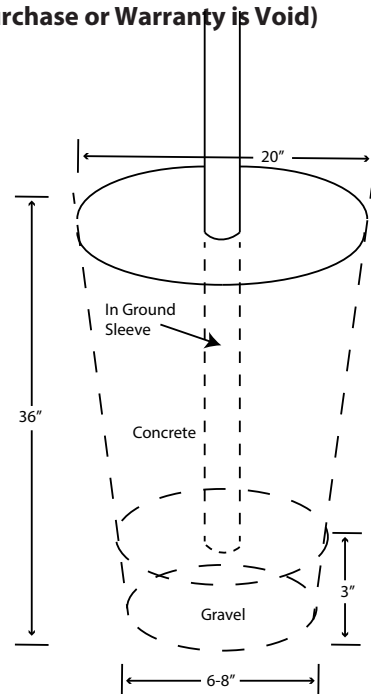
**See back for assembly instructions including how to fly at half-mast.**

## Flagpole Kit Includes:

- Ground Sleeve with Cap- Cap to cover ground sleeve hole when pole is not in use/not in ground sleeve
- Aluminum Gold Ball
- 6 Aluminum Flagpole Sections  
(1 Top, 1 swedge with cleat hole & 4 plain swedges)
- Truck Top
- Pre-cut Rope/halyard
- 4' x 6' Nylon Sewn USA Flag  
(\*Note not all vendors add flag)
- Clip Pack: 4 nylon clips and flag etiquette leaflet
- Manufacturer Product Warranty Registration  
(Must be Returned within 90 Days of Purchase or Warranty is Void)

## Tools & Material Needed:

- Post Hole Digger/Shovel
- Level
- Tape Measure
- Mixing Container
- 120 lbs. + of Quick Setting Cement
- Approximately 3" of Gravel



**STEP 1:** Select flagpole location. Call 811 before you dig. Check for underground sprinklers, water and electrical lines. Make sure your flag has clearance to fly in all directions. Are you too close to the house? Watch the roof!

**STEP 2:** Dig a hole approximately 36" deep by 20" in diameter (36"L x 20"W).

**STEP 3:** Place approximately 3" of gravel in hole to allow for drainage.

**STEP 4:** Place ground sleeve into gravel. Use blue cap to cover ground sleeve so cement does not get inside sleeve.

**STEP 5:** Mix cement and pour around ground sleeve. Repeat until hole is filled (the more cement the better). It is OK to have your ground sleeve an inch or two above ground level. Can be filled in with mulch, dirt and/or flower bed.

**STEP 6:** Carefully insert pole section **swedge end up** into ground sleeve as cement will be wet. Use a level to make sure pole is straight. Remove pole section after level, concrete must cure for at least 24 hours.

**STEP 7:** Assemble your flagpole. **Flip over for proper assembly instructions.**

**STEP 8:** Insert flagpole into ground sleeve! Enjoy!

Manufacturer suggests taking flagpole down during high winds and strong storms also storing flagpole during winter for those in affected regions.

# Assembly Instructions

## 25' Sectional Flagpole

Once Ground Sleeve has been installed and had proper time to cure, you can assemble your flagpole.

The Top Section is the unswedged section. Attach the truck to the pole using a screw driver to tighten set screws. Screw the gold ball stem tightly into the top of the truck top. Thread the rope over the pulley in the truck and even rope out so the middle of the rope is near the pulley. Attach nylon clips into place using diagram and instructions below.

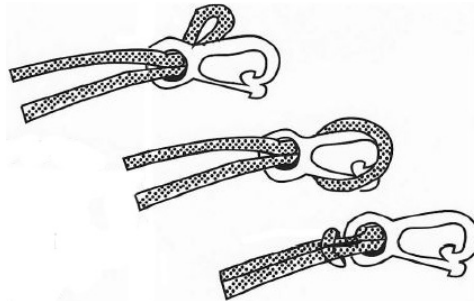
Sections slide together with the swedged ends facing upwards into the next section. Align truck over the rope cleat. Section with cleat is to be installed second from the bottom.

### **Pole Assembly Order from Ground (Bottom) to Top:**

- Plain Section, Section with Cleat, Three (3) Plain Sections, Top Section

### **Attaching Nylon Clip to Halyard:**

- Bring halyard through loop (as show above) at the mid-length of the halyard
  - Attached the second nylon clip 36" (inches) below first nylon clip.
- Tie the halyard together after pole assembly is put together and placed upright. Latch halyard to cleat to secure.



## Flying Your Flag at Half-Mast

\*To fly your flag at half-mast, using rope halyard, lower your flag to half the height of the flagpole with rope.