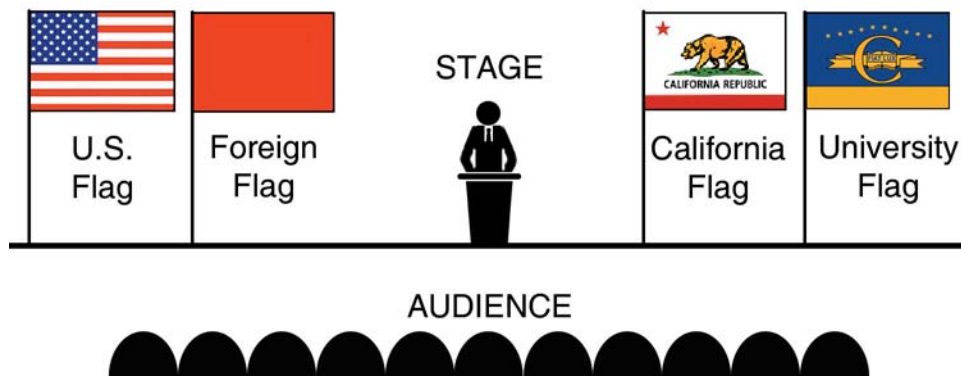


FLAG PROTOCOL FOR UCLA EVENTS

The flag display guidelines below are noted for use at UCLA events. For UCLA's general flag protocol, refer to UCLA Policy 115 (www.adminvc.ucla.edu/appm/_entry_100.html).

Display of Flags on a Stage/Platform

For major campus ceremonies and events, three flags are used on stage: the United States flag, the State of California flag, and the University flag. When displaying flags on a stage, the U.S. flag takes precedence and has the position of honor. From that point the flags are placed in descending order of importance. From the speaker's perspective looking into the audience, the U.S. flag is located to the right (also known as stage right or house left). The California flag followed by the University flag is to the left of the speaker (known as stage left or house right). If a flag from another nation is flown, that flag is on house left to the right of the United States flag, as viewed by the audience. See the diagram below for the order.



Whenever a lectern is present, flags should be placed in line with or behind the lectern. Years ago there was a practice of placing the U.S. flag house right if the flag and speakers were at different platform levels. This practice is no longer proper protocol.

Display of Foreign or Other Flags

If a leader or dignitary from a foreign nation is participating in the event program, the national flag of their country should be flown on stage, if possible. It is not recommended the national flag of another country fly on the major flagpoles around campus. Foreign flags must be of equal size and displayed on staffs of equal height as the U.S. flag. When displaying the U.S. flag along with flags of several other countries, arrange the foreign flags in alphabetical order to the right, as viewed from the audience, of the U.S. flag. The U.S. flag will always be furthest from the speaker. The foreign flags should never be flown below the United States flag on a single flagpole. State Department protocol dictates not displaying the flag of any country that the U.S. doesn't have diplomatic relations with. For example, the United States does not have diplomatic relations with Cuba, North Korea or Tahiti.

Half-Staff Display of Flags on a Stage

The University of California observes periods of mourning proclaimed upon the death of specified government officials or upon Executive Order by the President, State Governor, University President, and by the Chancellor as (s)he deems appropriate (such as for remembrance of the 9/11 attacks or the Indian Ocean tsunami.) To designate this period of mourning, the University flies its flags at half-staff. See UCLA Policy 115, including Attachment A, and 115.1 (www.adminvc.ucla.edu/appm/_entry_100.html) for detailed information. The term half-staff means the position of the flag is one-half the distance between the top and bottom of the staff or pole. The raising and lowering of flags at campus flagpoles is primarily the responsibility of the Facilities Division. It is the responsibility of the event/venue manager to ensure that flags displayed on a stage also denote mourning during a half-staff time period. Because it is impossible to fly these stage flags physically at half-staff, as the flag itself would drag on the floor, half-staff or mourning status is shown by suspending 2 black ribbons, approximately 2-3" in width and as long as the length of the flag, from the top of the staff (not attached to the flag itself.) You may take an extra long ribbon, tie it to the top of the staff above the flag and let the two ends hang down.

If a national or state period of mourning is designated, all flags on stage, not just the U.S. flag, should also show half-staff status. The exception is when flags from other nations are also displayed. As permission must be obtained from a nation before its flag is flown at half-staff, it is recommended that international flags not be flown when the flag of the United States is at half-staff.

The University Flag



The university flag (formally known as the President's flag) is displayed prominently at official UCLA ceremonies. Designed in 1958 and displayed for the first time at the inaugural convocation of President Clark Kerr on September 26, 1958, the university flag was designed by Willard V. Rosenquist and Winfield S. Wellington. A gold streamer with an open book and a large "C" in gold are displayed upon a blue field with a gold border. The Latin university motto "Fiat Lux" (let there be light) is displayed upon the book, above which is an arc of ten gold stars representing the ten university campuses. As of 2004, the U.C. Office of the President is considering a flag redesign, however new artwork has not been released, so the current flag will continue to be flown.