

Day of Installation

- ___ Altar Cloth and Bible on Altar
 - ___ Candle sticks and candles around Altar
 - ___ US Flag at the right of the Standard Bearer's station
 - ___ Chapter Banner at the left of the Chaplain's station
 - ___ Chapter Charter, Dad Land's picture, awards (if desired)
 - ___ School Books in the East next to podium
 - ___ Chairs for the Officers in a triangle West of Altar
 - ___ Officers Jewels and Robes
 - ___ Reserve seats for family and friends
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- ___ Make sure that everyone who is to assist is present
 - ___ Welcome guests as they arrive
 - ___ Attend to last minute details and changes
 - ___ Line-up Officers ten minutes before the Installation is scheduled to begin
 - ___ See that a final list of introductions is placed in East (use Introduction Guide)
 - ___ Start on time; have the Installing Marshal and Dad Advisor enter the room at the time the installation is to begin
 - ___ Take a deep breath, smile, and enjoy your special night

There are six officers on an Installing Team:

1. Installing Officer –
 2. Installing Senior Councilor –
 3. Installing Junior Councilor –
 4. Installing Senior Deacon –
 5. Installing Chaplain –
 6. Installing Marshal –
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1. Guest Book – someone to meet and greet your guests and have them sign the guest book.
 2. Programs – someone to pass out the programs to the guests.
 3. Chair Pullers – someone to pull chairs as the officers are being installed.
 4. Photographer – this could be a friend or a professional. Set a specific time for pictures.
 5. Musician – music plays a great part in our ceremonies, select someone to play music either from CDs, ipod, computer, or even a piano player.

Installation Agenda

1. Dad Advisor enters first and gives welcoming comments
2. Entrance of the Installing Team – Chapter Dad intros IO - IO introduces the team

Installing Officer is now in charge:

3. Opening of the Installation using the Monitor of Ceremonies
4. Entrance of Officers to be Installed
5. Install the Chapter Officers
6. IO turns gavel over to the MC

Master Councilor is now in charge:

7. Introductions using the most up-to-date Introduction Guide (or ask IO to assist)
8. Introduction of the Councilors parents and family (or other special guests not yet introduced)
9. Presentations:
 - a. by the family of the new Master Councilor
 - b. Dad Advisor to new PMC
 - c. Ask if there are any other presentations
10. Awards by the Awards Advisor
 - a. Merit Bars
 - b. Other Awards
11. Entertainment or Special Ceremony (ie. Soloist, Ceremony of Light, Flower Talk, etc)
12. Bible Signing or other Ceremony for the out-going Master Councilor (or in-coming MC)
13. Acknowledgements and Thank You's to the individuals who helped
 - a. Dinner
 - b. Kitchen
 - c. Installing Officers
 - d. Refreshments
 - e. Dance
14. Good of the Order – comments from the audience

15. Remarks from Dignitaries – they are listed in the Introduction Guide (lowest to highest office, at each level ask adult first then youth leader)
16. Your remarks (they should be prepared and written out)
17. Nine O'clock Prayer (if appropriate)
18. Turn gavel back over to Installing Officer
19. Chapter Officers retire
20. Closing according to the Monitor of Ceremonies
21. Installing Officers retire
22. Dad Advisor invites everyone to Refreshments and/or the Dance (or other activity)