

Installation Planning Guide

Master Checklist



Installation Planning

After Your Installation as Senior Councilor

- Confirm the date of the next installation with the Advisory Council
- Reserve the Masonic Hall for that date
- Confirm the dates for Nominations and Elections
- Meet with Chapter Dad Advisor to begin work on PMC-MSA

Three (3) Months Prior to Installation

- Confirm Masonic Hall reservation
- Complete RD and LCC
- Complete installation budget
- Complete rough draft of the term plan and budget
- Prepare installation invitation list
- Pick installing team members
- Select Theme and decorations scheme
- Make arrangements with family and friends to help on installation
- Make arrangements for photographer, DJ, or other entertainment

Two (2) Months Prior to Installation

- Select and confirm printer for invitations and programs
- Submit Letter of Intent to Advisory Council
- Confirm the following people to assist in installation:
 - Installing Team
 - Master of Ceremonies or Host
 - Persons to Pull Chairs
 - Guest Book Attendants
 - Public Ceremonies ritualists
 - Musician/Vocalist (if desired)
 - Photographer
 - DJ or entertainment
 - Others: _____
- Do rough draft of installation program
- Continue to work on Term Plan and Budget



Six (6) Weeks Prior to Installation

- _____ *Perfect memorization of the Master Councilor portion of the ritual*
- _____ Confirm with Parents and/or Sorority their assistance during Installation and reception

One (1) Week Prior to Nomination and Election

- _____ Select Chapter brother to nominate you for Master Councilor

Immediately After Election

- _____ Conduct Member Interest Survey
- _____ Set Date to meet with Councilors-elect and Chapter Dad Advisor to complete term plan and budget
- _____ Order printing for invitations and programs

One (1) Month Prior to Installation

- _____ Address and Mail Invitations
- _____ Check with Awards Advisor to confirm order of PMC pin and other awards for installation
- _____ Order gavel and sounding block
- _____ Meet with Councilors-elect and Dad Advisor to finalize term plan, budget and select committee chairs and appointed officers.
- _____ Notify appointed officers and chairs of their positions. Ask them to become proficient in ritual work
- _____ Check Officer robes and paraphernalia needed cleaning and repairs

Advisory Council Meeting Prior to Installation

- _____ Meeting should be held at least one month prior to installation
- _____ Submit Term Plan, officer appointments, and Budget for review and approval
- _____ Finalize installation program
- _____ Review PMC-MSA requirements and obtain needed signatures on submittal letter

Three (3) Weeks Prior to Installation

- _____ Distribute Term Plan, Budget, list of officer and chairmen appointments and updated Chapter Roster to all members, advisors, and parents
- _____ Confirm again with participants - installation time, date, and other details
- _____ Announce installation practice date and time
- _____ Begin preparing your remarks at installation, thank you list, family introductions list, and master list of other introductions
- _____ Finalize plans for refreshments
- _____ Order cake and refreshments
- _____ Order flowers
- _____ Purchase Guest Book and pen

Two (2) Weeks Prior to Installation

- _____ Continue to work on remarks and thank you list
- _____ Review plans and details to confirm all is going according to plan
- _____ Confirm with officers that they are proficient in their ritual and will be present at the practice and installation
- _____ Print programs
- _____ Have step-up night meeting

One (1) Week Prior to Installation

- _____ Confirm all arrangements and tie up loose ends
- _____ Hold installation practice (unless it will be held day of installation)
- _____ See that all robes, paraphernalia, and equipment is ready



- _____ Finalize your remarks and review them with Chapter Dad
- _____ Confirm arrival time for officers and installing team on day of installation

Three (3) Days Prior to Installation

- _____ Make arrangements and/or plan for the pick up of the cake, refreshments, flowers, installation programs, or anything that needs to be picked up to and including the day of the installation
- _____ Review the checklist to insure that everything has been completed and ready

Day of Installation

- _____ See that flowers, cake, refreshments, awards, and anything else needed for installation are picked up and taken to Masonic Hall
- _____ Decorate Reception Hall and Chapter Room
- _____ Set up Chapter Room
 - _____ 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,
 - _____ School Books in the East next to podium
 - _____ Chairs for the Officers in a triangle West of Altar
 - _____ Reserve seats for family and friends
- _____ Hold installation practice (if the plan is to hold it that day)

Night of Installation

- _____ Make sure that everyone who is to assist is present
- _____ Have someone help distribute flowers
- _____ Welcome guests
- _____ 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
- _____ Start on time; have the Installing Marshal and Host enter the room at the time the installation is to begin
- _____ Take a deep breath, smile, and enjoy your special night

Within Ten (10) Days After the Installation

- _____ Complete and mail your first letter for the PMC-MSA Award
- _____ Make sure that the Form 11 is completed and mailed
- _____ Send thank you cards to all who assisted and to any special guests who attended

Letter of Intent

A Letter of Intent is a letter that you write to the Chapter Advisory Council informing them of your intention to run for Chapter Master Councilor. Before you write the Letter of Intent, work with the Councilors and Chapter Dad Advisor to determine dates for Nominations and Elections. Put those dates on the Term Program Plan Calendar, and the dates of the Advisory Council Meetings. The Letter of Intent should contain:

1. How long you've been in DeMolay
2. Chapter Offices you've held
3. Awards or recognition you have received, especially the RD and LCC
4. A statement that you have attended the WADA
5. Activities you are planning (thinking) of having during your term
6. Your goals if you are approved and elected as Chapter Master Councilor



Sample Letter of Intent

Frank S. Land Chapter, DeMolay

Re: Letter of Intent for Master Councilor

Dear Dad Crosby and the members of the Advisory Council:

I am writing to inform you of my intent to run for the office of Master Councilor at the next election of Chapter officers to be held on March 15, 2014.

I have been in DeMolay and a member of Frank S. Land Chapter for 3 ½ years. During that time I have held the offices of Chaplain, Marshal, Senior Steward, Senior Deacon, and Junior Councilor. I am currently serving the Chapter as Senior Councilor.

It has been my responsibility to plan several events over the last 3 ½ years. I was the chairman of the Parent's Day Pancake Breakfast. I developed a timeline and budget for this activity and it was successful. I have also been in charge of the Masonic Service Project. As Junior Councilor I was in charge of Membership. We recruited and initiated 4 new members during that term.

I have successfully completed the first 3 lessons of the Leadership Correspondence Course and I am a Representative DeMolay. I have attended both the Junior Councilor and Senior Councilor sessions of the Washington DeMolay Academy. I have earned merit bars in Ritual, Visitation, Conclave, Athletics, Scholastics, Visitations, Merit, Masonic Service, and Attendance.

I am a Junior at Rather Superior High School and maintain a 3.0 grade point average each semester. I am a member of the French Club and participate in intra-mural sports and the School Computer Club.

If I am elected Master Councilor, I will make membership a number one priority. I will help the Chapter strive to improve communications and plan successful, fun, and well-attended activities. Since State Convention would fall during my term, I would like to see at least 10 Chapter members attend and work hard to see that happens.

I have discussed the responsibilities of being Master Councilor with my parents and they approve of my running. I have also discussed the responsibilities of being Master Councilor with Dad Lower, Chapter Dad. We have gone over the PMC-MSA requirements and I plan to earn this award.

I really look forward to serving our Chapter as Master Councilor next term.

Fraternally,

Alex Abel
Senior Councilor

Begin Work on Your PMC-MSA Early

During your terms as Chapter Junior and Senior Councilor, you should be laying the groundwork for the Program Plan when you are Chapter Master Councilor. You, of course, will want to earn the Past Master Councilor Meritorious Service Award. In addition to recognition for doing an outstanding job as your Chapter's Master Councilor, the Award requirements serve as a blueprint on how to plan a Chapter Program and conduct the Chapter during your term. Get a copy of the Washington DeMolay PMC-MSA Guide Book and begin working the PMC-MSA requirements. You should have received a copy of the Guide Book at the Washington DeMolay Councilors Workshop.

Set the Date

This is the first thing you should do after being installed as Senior Councilor. Many Chapters have installations on Saturday evenings, which is probably most successful. Some chapters have chose Friday evenings or weeknights. The ideal time to state is 7:30pm. The earlier times make it a little more difficult for those who are traveling to attend on time.

1. Check the Masonic Centers calendar to see which dates are available.
2. Check the State calendar to see what events are happening. Check with the Region and the local Chapters. Check with the surrounding Bethels, Assemblies and other Masonic Family organizations to make sure you are not booking on top of their events.
3. Select a date that seems most convenient and get the opinion of the other Councilors and the Chapter Advisor.

Reserve the Masonic Hall

Once you have decided on a date, confirm the date with the proper person at the Masonic Center. Normally the Master of the Lodge can help you determine who the contact person is.

Once the date in on the buildings calendar, send a letter to the contact person to confirm the date, time, cost, and any special arrangements or requirements. Keep a copy of the letter for yourself just in case there is ever a dispute over the use of the building on that day.

Create the Installation Plan

Decide on the general plan for the Installation. Will there be a dance? A reception? Will you have pictures taken? Will there be a special ceremony? Will there be a soloist or musician performing? What is your theme? Decorations?

Write your plans down. This will help with the rest of the planning process.

Develop A Budget

Just as with the Term Budget, a budget is needed for the Installation. Most chapter plan a certain set amount for each Master Councilor elect to help pay for expenses of the Installation. Remember that the installation budget will be part of your overall term budget.

To create your installation budget, detail all of the items that will cause an expense. For example: building rent, refreshments, decorations, DJ for dance, flowers, awards, invitations, postage, programs, etc...

Select the Installing Team

The selection of the Installing Team is very important because they are the ones who can make a difference between a great or a poor installation.

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 –

When choosing your Installing Officers, you will want to select only individuals that you are sure will perform the ritual by memory. Determine a date and time for a practice with the Installing Team and Chapter Members. The practice should be a few days before the Installation. It looks bad to have the team and chapter practicing after the guest have started to arrive.

Select Assistants

Select individuals to assist you in the following position:

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, previously recorded music, or a piano player.

Invitations

Mailing formal invitations have become very rare today. Most chapters make a flyer or send emails. There are many options for you to get the word out to others. However the most important thing is to do something.

What are the most important details that should be included:

1. The date and time of the Installation
2. The location
3. If a reception and/or dance will follow
4. The appropriate attire and/or theme.

Remember to include invitations to Family members, Advisors, Sponsoring Body, Masonic Lodges, local Chapters, Bethels, Assemblies, Friends, Prospective Members, and State Officers.

Publicity

How about informing the Community that you are holding an Installation of Officers? Send the details and a picture to your local newspapers and community newsletters. Contact the Masonic Lodge where you meet and ask them to include it in their newsletter.

Visit the other Masonic Family groups in your local area, attend their installations and public events and get the word out about your installation. If you visit others, they will come to your events.

Appoint Officers

The Master Councilor elect has the privilege and responsibility of selecting the appointed officers for his term. This is not an easy task, whether the Chapter has 8 active participants or 50. When making his selections, he should consult the other Councilors and the Dad Advisor. A tentative list should be prepared early, reviewed carefully and after the new Junior Councilor has been elected, a final list should be done for approval by the Advisory Council.

Care must be taken so that each office is filled with the properly qualified member. Each office requires special talent, and this must be noted. Some chapters have a line of progression, and others do not. No matter what the

practice of your chapter, it is important to put people where their talents will be used to their greatest potential. All selections should be made for the best of the Chapter and the Order.

The Advisory Council must approve the list by formal action prior to the installation. Those selected, of course, should be asked to serve. Don't assume they will do it.

Create the Program – Installation Agenda

1. Entrance of the Installing Team. If a Master of Ceremonies or Dad Advisor is used to begin, he should enter first and give welcoming comments. Otherwise, once the Installing Team enters, the Installing Officer should welcome the guests, introduce the Team and then start the ceremony.
2. Opening of the Installation using the most current issue of the Monitor of Ceremonies.
3. Install the Chapter Officers.
4. Install the Sorority Officers.
5. Music entertainment, Flower Talk, Ceremony of Light can be added at this point. It is up to the MC elect to pick what, if anything, he would like to do here.
6. Introductions according to the Protocol Guide (see Page 98).
7. Introductions of the Councilors parents and family (or other special guests not on the Protocol Guide).
8. Presentations and Awards:
 - a. by the family of the new Master Councilor
 - b. Merit Bars
 - c. PMC Pin and other awards
 - d. Gifts by the outgoing or incoming Master Councilors or Sorority President.
9. Other Ceremonies – honors, awards, other Masonic Family groups.
10. Acknowledgements and thank yous to the individuals who assisted (installing team, parents, musician, photographer, servers, etc).
11. Remarks
12. Closing according to the Monitor
13. Chapter Officers retire.
14. Installing Officers retire.

Presentations and Awards

At this time, it is appropriate have ask your family if they have a presentation. Perhaps Mom and Dad have a gavel to give you, so go ahead and call on them. The Marshal will escort them to the East and present you with a gift and say something. Have them speak up so everyone in the room can hear them. If you get a gavel, proceed to test it out with just ONE rap and then smile and say something nice to those who made the presentation to you. Have them escorted back to their seats.

Ask if there are any other presentations. Some lodges make a presentation to the new MC. Perhaps the parents of the outgoing MC has a presentation.

Now its time for awards. Just like introductions, you must have a list of all the awards to be given out. You should be ready to have the Marshal bring your Awards Advisor or whoever will be giving out awards to the East. Make sure you explain to the guests what is happening or what the awards mean as they are presented.

Remarks

Many Chapters ask for “Good of the Order” at the Installation and allow anyone who wants to speak to stand and offer some good comment to the MC and/or Chapter. If you do this, save your dignitary responses until after the Good of the Order. Do not let this portion of your program drag on forever – keep it moving otherwise it will seem like the installation goes on and on.

Remarks by Dignitaries – again you need a list of whom you want and need to call on.

Rule #1: The highest ranking goes last. If the Executive Officer is present, he should be the last speaker prior to your remarks. Even though others have probably said similar things about your installation and congratulated you,

the dignitaries usually have something important to say. It is a courtesy you need to extend to them the opportunity to speak. If they have nothing to say, they will tell you.

Rule #2: If you are going to have remarks from the Executive Officer, then don't call on the other adult state staff to make remarks. Only have the highest-ranking make special remarks. The following is the order for dignitary remarks:

- Worshipful Master or leader of the Sponsoring Body
- Region Deputy (unless the EO is present)
- Region Representative (unless the SMC is present)
- State Master Councilor or highest ranking elected State Officer
- Executive Officer
- Your remarks

Rule #3: Your remarks do not have to be long (and preferable not), but you must be PREPARED to give them! Don't read your comments either – nobody else will. Did you remember to make your Thank You's. And again – BE PREPARED! This is the last thing your guests will remember about the installation.

Introductions

Introductions should follow the Washington DeMolay Protocol Guide (see Page 98 of Handbook). The Installing Officer normally handles these introductions. Confirm this with your Installing Officer. The Protocol Guide of Introductions can be done either after the formal opening of the Chapter and before the installation of officers or immediately after the installation of officers and declaration and prior to the presentation of the gavel of authority by the Installing Officer.

After the Installing Officer turns the program over to you, for your introductions, it will be YOUR turn. Prior to this, everyone else was doing the talking and the doing, and all you had to do was follow. Now it is your turn. You get to preside during the “your personal introductions, presentations, awards, remarks, and thank you and acknowledgements.” This will let everyone in the room know how much preparation you have done for this day.

Plan the Reception

The reception should be nice and with the right planning it can be really first class without too much expense or work!

You will want to meet with the other Councilors and Chapter Advisor to discuss the details of the reception. You might need to appoint a committee to help out. This is a great opportunity to get your family in on the planning of the event as well. Things to consider: Food, Beverages, Cake, Decorations, Plates, Napkins, Utensils, etc...

Plan the Dance or After Reception Entertainment

If the dance is held in the same room as the reception, which is usually the case, then there is no need to plan for more decorations. You should publicize the dance or entertainment in your invitations. If you are leaving for entertainment (bowling, movie, etc) make sure you have the proper Advisors and adults lined up for transportation.

Plan the Clean-Up

Make sure you approach the Installation with a plan to clean the building afterwards and put all the equipment back where it belongs. This is something easy to forget when you're caught up in the excitement of the evening.

Assign a committee to insure that everything is clean and neat before you leave the building for the night. This will help greatly with your relations with the Masonic Family who uses the building next and your family who can easily get stuck with cleanup duty.

Thank Those Who Helped

It is very important to thank all of the people who helped out with the Installation.

Within a week after the installation, send a personal thank you note or card to those who helped – no matter how small or big – they deserve a thank you from you.



If the Installation is well planned and well executed, it will be an excellent start for a successful term.

Success begins with a plan and a good start!