

# INSTALLATION PLANNING GUIDE



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Southwest Pacific District Edition 2006

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# Planning for the Big Night

Installations can be one of the most memorable activities in the life of a DeMolay. Begin planning as soon as you are installed as Senior Councilor.

## 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 chosen Friday evenings or week nights. The ideal time to start is 7:30 p.m. Earlier times make it a little more difficult for those who are traveling to attend on time.

1. Check the Temple calendar to see which dates are available.
2. Check Jurisdictional and Divisional calendars to see what the jurisdiction, division, and other Chapters are doing on those dates. Check with surrounding Chapters, Bethels, and Assemblies.
3. Select a date that seems most convenient and get the opinion of the other Councilors and the Chapter Advisor.

## Reserve the Temple

Once you've decided on a date, confirm the date with the proper person at the Masonic Temple. Normally the Master of the Lodge can help you determine who the contact person is if it is not himself.

Once the date is on the Temple calendar, send a letter to the contact person confirming 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 Temple on that day.

Put the date on the Installation Planning Calendar. Make certain that you notify SCJ DeMolay so the date can be added to the Master Calendar.

## Letter of Intent

A Letter of Intent is a letter that you write the Advisory Council of your Chapter informing them of your intention to run for Master Councilor.

Before you write the Letter of Intent, work with the Councilors and Chapter Advisor to determine dates for Nominations and Elections. Put those dates on the Planning Calendar, and the dates of the Advisory Council Meetings.

The Letter of Intent should contain:

- 1) How long you've been in DeMolay
- 2) Offices you have held
- 3) Awards or recognition you have received
- 4) Leadership conferences you have attended
- 5) Activities you have planned
- 6) The grade you are in and your grade point average
- 7) Your goals if you are approved and elected as Master Councilor

See the sample Letter of Intent located in the Samples Section.

## **Create the Plan**

Decide on the general plan for the evening. Will there be a dance? A reception? Will you have pictures taken? Will there be a special ceremony? Will there be a vocalist or musician performing?

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

## **Select the Installing Team**

The selection of an 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 Installing Officers, you will want to select only individuals that you are sure will perform the ritual by memory. You should consider asking the Divisional Officers to form the team, or you can select others, provided that they know the parts from memory.

Determine a date and time to practice with the Installing Team and Chapter members. The practice could be a few days before the Installation or on the day of the Installation as long as it is held at least several hours before the installation is scheduled to begin. It looks bad for the team to practice after guests have arrived.

## **Select Assistants**

Select individuals to assist you in the following positions:

1. Guest Book Attendants: individuals to greet guests and have them sign the guest book and introduction cards (if used).
2. Program Attendants: individuals to pass out programs.
3. Chair Attendants: individuals to pull chairs as officers are being installed. Be sure to practice with them so they know what to do.
4. Photographer: If you've planned the installation well, you'll want to remember it. Have someone, a professional maybe, take photos. Arrange a time that day, before or after the Installation, to take posed group photos. Inform Chapter members and Advisors of this time.
5. Musician and/or Vocalist: It is always a nice touch to have someone play the piano or organ during the Installation. You may also want a vocal selection during the program.

Be certain to inform these individuals of the date and time of all practices and, of course, the installation. Call and write them before the installation to confirm their participation.

## **Develop a Budget**

Just as with the Program Budget, a budget must be prepared for the Installation and submitted to the Advisory Council.

Some Chapters have a policy on the amount of money that can be spent on an Installation. Check with your Chapter Councilors and Advisors to see if such a policy exists or if one should be established. Sometimes Chapters put a limit on the amount of money that will be contributed by the Chapter.

Remember that the Installation budget is a part of the overall Program Budget.

Most budgets indicate Income and Expenses of an event. Very rarely, though, is Income involved in an Installation, unless contributions are received. Most Chapters do not charge for the dance if one is held.

To create your Installation Budget, detail all of the items that will cause an expense (and income if it applies).

List at least the following, if they apply to your Installation.

1. Rent of the Masonic Building
2. Refreshment Costs (including the cake which is sometimes decorated with a DeMolay emblem and the names of the Councilors who are installed.)
3. Decorations
4. Music (D.J. or band)
5. Pins (PMC, MC, Sweetheart)
6. Awards (including engraving)
7. Invitations (printing and postage)
8. Programs (printing)
9. Flowers (boutonnieres, corsages, presentations)
10. Gavel and sounding block (unless it is a gift from parents, relatives, or friends.)

Present the budget to the Advisory Council at the time the Program Plan is presented.

See the sample Installation Budget provided in the Samples Section.

## **Create the Invitations**

There are several styles to use in creating your invitations. You can find two examples in the Samples section of this guide.

What is most important is that all of the critical information is included:

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

People to invite to the Installation include: family of Chapter members, Advisory Council members, sponsoring body, Masonic bodies, other DeMolay Chapters, Jobs Daughters Bethels, Rainbow Assemblies, other community organizations, friends, prospective members, and community leaders.

If you are like most people, you will want a large attendance at the installation, so it is important that you print and mail the invitations at least six weeks before the Installation.

You can ask SCJ DeMolay for list of mailing addresses which will insure that you mail invitations to the correct people.

## **Publicity**

Don't let the Installation just come and go without letting the community know what is happening. Publicity of an Installation is a great marketing tool for establishing an image in the community and recruiting members and Advisors.

There are at least two opportunities to publicize the Installation in your local paper:

- 1) After Elections of Officers. Let the community know who the new leaders will be and inform them of the Installation date, time, and place. Include a picture of the elected Councilors and Treasurer or just the Master Councilor.
- 2) After the Installation. Inform the community of what took place, who attended and who was installed. Include photos from the night, posed group photos and snapshots.

***See the Sample Press Release in the Samples Section.***

## **Appoint Officers**

Work with the other Councilors and the Chapter Advisor in appointing Chapter members to serve as an Officer for the next term.

You may want to start by surveying the Chapter members to determine who is interested in doing a particular office. Remind them that they must know the ritual for that office before they are installed.

Schedule an Advancement Night or a Step-Up Night before the Installation to give the new officers a chance to do the ritual in that office before the first meeting of the new term. Many times this night is scheduled on the regular meeting night before the Installation. Put the date of the Advancement Night on the Planning Calendar.

## **Create the Program**

In creating the Program for the evening, you are establishing an Agenda for the night as well.

### **Order of Escorts**

This is the order in which individuals will enter the room when the installation begins.

1. Host or Hostess
2. Chapter Advisor and Chairman of the Advisory Council
3. Retiring Master Councilor (unless he is on the Installing Team)
4. Installing Team
5. Chapter Sweetheart (and Princesses if applicable)
6. Jurisdictional Sweetheart (Escort with the Jurisdiction Officer, if present.)
7. Jurisdictional Master Councilor or ranking Jurisdictional Officer
8. International Supreme Council Members
9. Executive Officer
10. Elected and Appointed Officers of the Chapter

### **Welcome and Remarks by the Host/Hostess**

Have the Host or Hostess prepare remarks about the evening, the Chapter, and the Officers. Sometimes the Host focuses special attention on the Master Councilor-Elect.

### **Installation Ceremony**

This is performed by the Installing Team according to the ritual in the Monitor of Public Ceremonies.

### **Introductions**

This is the newly installed Master Councilor's first opportunity to speak in front of the group assembled. It is important that you make a good impression. This could set the tone for the rest of your evening.

There are two ways to do introductions. One is not necessarily better than the other but you must decide which method you will use.

Using either methods the categories or groups of people is the same. Follow these categories unless you have your own that you are comfortable with:

- Family of the members and/or Councilors
- Presiding Officer of the Sponsoring Body
- Worshipful Masters of Masonic Lodges
- Heads of Other Masonic Bodies
- Chapter Master Councilors
- Past Master Councilors, Chevaliers, Cross of Honor, Legion of Honor
- Worthy Advisors and Honored Queens
- Chapter Sweethearts & Past Sweethearts
- Parents Club Members
- Advisory Council Members
- Jurisdictional Officers

## Self Introductions

This is the first method of introductions. It is simple but it requires an effort on your part to personalize the introductions.

To do self introductions, you simply call on people who fit each category listed on the previous page to stand and introduce themselves.

### Example 1:

*“Will all Masters of Masonic Lodges who have not been previously introduced, please stand for self-introduction?”*

At that point someone or several people may rise and introduce themselves.

It is important to personalize the introduction. After an individual or group of individuals in a certain category introduce themselves, say something in appreciation of their attendance.

### Example 2: (following the self introductions in Example 1)

*“Thank you for being with us tonight. Our chapter really appreciates the support we receive from the Masonic Lodges in our community.”*

Then you would proceed to the next category for introductions.

You need to be prepared for the fact that you may call on a particular category or group of people, and no one will stand. Move on quickly to the next category without comment.

If you are going to do self introductions you do not need introduction cards unless you plan on doing a combination of both.

## **Presentations**

This is the point in the ceremony when the new Master Councilor makes presentations of awards and calls on Advisors, parents, or any other individuals who have planned to make a presentation.

Presentations that are normally made:

1. PMC Pin to the Retiring Master Councilor. Normally done by the new Master Councilor.
2. Master Councilor's Pin to the new Master Councilor. Normally done by the Retiring Master Councilor.
3. Flowers to Parents of the Councilors. Normally done by the new Councilors.
4. Flowers to the Sweetheart. Normally done by the new Master Councilor.
5. Gavel and Sounding Block to the new Master Councilor. Normally done by the parents or close friends of the new Master Councilor.
6. Chapter Awards, Merit Bars, Hats Off Awards and other awards. Normally done by the Master Councilor and Chapter Advisor.

There may be other presentations that you would like to plan for. The only restriction is that mascots may not be presented. Please consult your Chapter Advisor about other presentations.

## **Remarks**

After the presentations are complete, you should call on the following people to make remarks:

- Head of your sponsoring body
- Jurisdiction Sweetheart or Honor Court Princess
- Jurisdictional Master Councilor or ranking officer
- Chapter "Dad"
- Executive Officer or member of his staff

They may not be there, but those who are have probably come to installation with a message or information about activities that they want to share.

## **Your Remarks**

This is your opportunity to shine. Plan your remarks well in advance so that you know what you are going to say and can practice. Thank those who have helped with the installation (photographer, guest book, chairs, reception, dance). Then talk about your plans for the term. Share your program plans with them, tell them of your goals, and get them excited about the next term.

When you're done, turn the podium over to the Installing Officer who will conclude the night.

## Plan the Reception

The reception should be nice and with the right planning it can be really first class!

You will want to meet with the other Councilors and the Chapter Advisor to discuss the details of the reception. You might need to appoint a committee or a few committees to help out. This is a good opportunity to get your family in on the planning, as well.

Things to plan for:

- Food: Normally finger food is the best option. Most people will have eaten dinner already.
- Drinks: Punch is normally the best option. Some people are creative in putting ice cream in punch to make it more festive.
- Cake: Many Chapters order a large cake from a bakery with the DeMolay emblem decorated on top, and the names of the new Councilors and the date of the installation.
- Decorations: Some Chapters have Chapter colors or choose colors for each term. Balloons and streamers are usually used.
- Plates, Napkins, Utensils, etc.: Plates, cups, and napkins are available from the DeMolay and More Store with the full color DeMolay emblem on them. You may want to choose plain ones in the colors of the decorations.

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 decorations. You should publicize the dance in the invitation. The important thing to plan for is a DJ or Band.

Find a DJ or Band well in advance so that you are not without one on the big night. Be sure to get a signed contract with the DJ or Band stating the date, times, and cost of their service.

## **Plan the Clean Up**

Make sure you approach the Installation with a plan to clean the Temple afterwards and put all of the equipment back where it belongs.

This is something that is easy to forget when you're caught up in the excitement of the evening.

Assign a committee or group of people 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 that Temple during your term.

## **Thank Those Who Helped Out**

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

Within a week after the installation, send personal thank you cards or letters to at least the following:

1. Host/Hostess
2. Guest Book Attendants
3. Chair Attendants
4. Installing Team
5. Photographer
6. DJ or Band
7. Those who helped with Reception
8. Musician/Vocalist
9. Sponsoring Body
10. Special guest who attended
11. Your family and friends who helped or were present
12. The Manager of the Masonic Temple Board

Samples:

Letter of Intent  
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Installation Budget  
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Invitation  
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Installation Checklist  
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## *Sample Letter Of Intent*

123 Street Address  
City, ST Zip Code  
January 1, 2001

Dad Robert Reed  
Chairman of the Advisory Council  
123 Street Address  
City, ST Zip Code

Dear Dad Reed and the members of the Advisory Council:

I am writing to inform you of my intent to run for the office of Master Councilor in the next Elections of Officers that our Chapter will hold on February 3, 2001.

I have been in DeMolay for three years. During that time I have held the offices of Chaplain, Marshal, Senior Deacon, Junior Councilor, and Senior Councilor.

It has been my responsibility to plan several events over the last three years. I was the chairman of the Mother's Day Pancake Breakfast in 1999. I developed a timeline and budget for this activity and it was successful. I have also been in charge of the Masonic Service Project in 1998, and the Winter Carnival which was held this year and was the most successful activity of the year.

I have successfully completed the first level of the Leadership Correspondence Course and I am a Representative DeMolay. I attended the DeMolay Leadership Conference in 1998 and 1999. I was awarded DeMolay of the Term in 1999 and have earned merit bars in Ritual, Journalism, Visitations, Conclave, Merit, Masonic Service, and Attendance.

I am a Junior at Golden Valley High School. I maintain a 3.0 grade point average each semester. I am a member of the Spanish Club and I participate in school plays.

If I am elected Master Councilor of our Chapter I will make membership a number one priority. I will help the Chapter strive to improve communications and plan successful activities. I will commit myself to completing the term plan 100%.

I have discussed the responsibilities with my parents and they approve of my running. Please feel free to contact them to discuss the responsibilities of my office. I really look forward to serving our Chapter as Master Councilor next term

Sincerely,  
David Smith  
Senior Councilor

## *Sample Budget*

Frank S. Land Chapter  
Order of DeMolay

Installation of Officers  
February 3, 2001

### **BUDGET**

#### EXPENSES

Temple Rent	\$ 50.00
Refreshments	\$ 40.00 (for cake, all other food is donated)
Decorations	\$ 20.00
DJ	\$100.00
PMC Pin	\$ 20.00
Flowers	\$ 50.00
Trophies	\$ 50.00
Invitation Printing	\$ 25.00
Invitation Postage	\$ 32.00
Program Printing	\$ 25.00
<b>TOTAL EXPENSES</b>	<b>\$412.00</b>

*Your Chapter*  
*Order of DeMolay*

*Cordially Invites You to Attend it's  
One-Hundred Twenty First Installation of Officers*

*Saturday, March 4th, 2006*

*At*

*7:30 in the Evening*

*Masonic Center  
1234 S. DeMolay Blvd.  
DeMolay City, Ca*

*Master Councilor Elect  
Brother John Smith*

*Senior Councilor Elect  
Brother John Doe*

*Junior Councilor Elect  
Brother Jack Black*

*Sweetheart Elect  
Miss Jane Smith*

*Dress is Formal  
Reception and Dance to Follow*

*No DeMolay Shall Fail as a  
Citizen, a Leader, or as a Man.*



## Installation Planning Check List

Check each item off as it is completed. Use the Planning Calendar to determine exactly what the completion date should be.

### After Your Installation as Senior Councilor

- Confirm the date of the next installation with the Advisory Council.
- Reserve the Masonic Temple for that date.
- Confirm dates for Nominations and Elections.

### Two Advisory Council Meetings Before Elections

- Submit Letter of Intent to the Advisory Council.
- Confirm a D.J. for the dance (*if a dance is scheduled.*)
- Confirm a photographer for Installation photos.
- Select the following people to assist in the installation:
  - Installing Team
  - Master of Ceremonies
  - Ushers
  - Guest Book Attendants
  - Musician/Vocalist (if desired)
  - Develop Installation Budget.

### One Advisory Council Meeting before Elections

- Submit Installation Budget, Invitations, Program, and planning guide contents to the Advisory Council together with your Program Plan.

### One Week Before Nomination Night

- Select someone to nominate you for Master Councilor.

### Immediately After Election

- Meet with other Councilors and select appointed officers.
- Order PMC pin.
- Order gavel and sounding block.
- Print and mail invitations. (Addresses available from District

## **Installation Planning Check List (Cont.)**

### **Two Weeks Before Installation**

- Set up time for a practice with the Installing Team and Chapter members.
- Finalize plans for refreshments.
- Order cake (if one is desired).
- Order Flowers (if used).
- Purchase guest book and pen.
- Begin preparation of your remarks for the installation.

### **One Week Before Installation**

- Confirm arrangements with Installing Team and all others who are
- assisting with the installation :
  - Host
  - Guest Book Attendants
  - Refreshments Assistants
  - Photographer
  - Musician/Vocalist, etc.
- See that all equipment is in working order (candles, sound system.)
- Prepare and print Programs.

### **Two or Three Days Before The Day of Installation**

- Conduct a practice with the Installing Team and Chapter Members.
- Review your Installation remarks with the Chapter Advisor.
- Prepare for Introductions and review what you will say as guests are
- introduced.
- Make arrangements and/or plan for the pick up of the cake, flowers,
- refreshments, or anything else that needs to be picked up the day of the
- installation.
- Review the check list to insure that everything has been completed.

## **Installation Planning Check List (Cont.)**

### **Day of Installation**

- Pick up flowers, cake, refreshments and anything else that is needed.
- Set up Chapter room.
  - Altar cloth, Bible on altar
  - Candles around the altar
  - Flag at the right of the Standard Bearer's station
  - School books in the East next to the podium
  - Chapter Banner/Charter/Dad Land Picture in the East
  - Chairs for the Officers in a triangle West of the altar
  - Some form of banner/ribbon to reserve seats (optional)

### **Night of Installation**

- Make sure that everyone who is to assist is present.
- Distribute Flowers
- Greet Guests
- Line up Officers ten minutes before the Installation is scheduled to begin.
- Have the Installing Marshall and Host enter the room at the time the Installation is scheduled to begin.

### **Within 10 Days After the Installation**

- Send thank you cards to all who assisted and to any special guests who attended.
- Submit a Form 11 either by mail, or online at: [www.scjdemolay.org](http://www.scjdemolay.org)
- Complete and mail the first letter of the PMC-MSA.
- Send news release and pictures to local newspapers.

## Installation Planning Check List (Cont.)

### Things to Order

- PMC pin or jewel.  
There are several varieties to choose from. Consult your Chapter Dad Advisor on which pin or jewel is desired.
- Gavel and sounding block.  
There is also a plaque that can be purchased. Limited engraving is done for free by the DeMolay and More Store.
- Invitations and/or Programs *(If having a commercial company print them.)*

### Awards or presentations *(All are optional and may depend on your Chapter)*

- Flowers for parents, sweethearts, friends
- Hats Off!
- DeMolay of the Term or other Award
- Ritualist of the Term or other Award
- Merit Bars

### Reception/Dance Items

- Cake
- Refreshments
- Decorations

### Other Optional Items

- My Term as Master Councilor Scrap Book
- Cups, Plates, and Napkins with full color DeMolay emblem.



**BUILDING BETTER LEADERS FOR THE FUTURE..... TODAY!!**

**SOUTHWEST PACIFIC DISTRICT  
ORDER OF DEMOLAY  
4756 RISING GLEN DRIVE  
OCEANSIDE, CA**

**[WWW.SPDEMOLAY.ORG](http://WWW.SPDEMOLAY.ORG)**



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