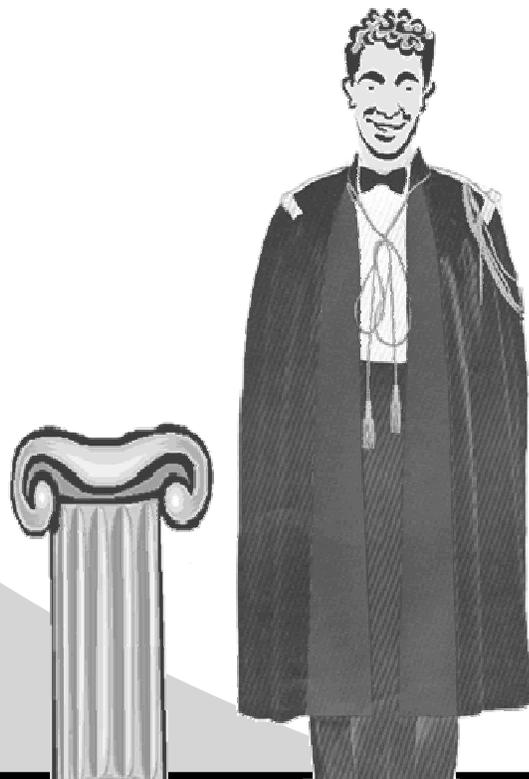


DEMOLAY
PENNSYLVANIA TM

2012 Installation Planning Guide



Congratulations on your advancement in DeMolay!

If you're reading this guide, you've probably been elected Junior or Senior Councilor for your Chapter, and it's not too early to start planning for your term as Master Councilor.

Among the many things you will plan and carry out, a quality Installation of Officers is one of the best opportunities to "show off" your Chapter to the larger community.

Well planned, it can be a terrific public relations tool for you. Poorly planned, it can be an embarrassment!

As you work through this guide, be sure to talk with your Chapter's Advisors, your fellow Councilors, your family, and others.

If you have questions or special needs, you can contact the Pennsylvania DeMolay office at 800-266-8424 (in PA only) or 717-367-1536 or, e-mail the Executive Secretary with your questions at es@pademolay.org

Have a great Installation and a great term!

Make the Most of Your Big Day!

Set the Date

This is the first thing you should do after being installed as Senior Councilor. Many Chapters have installations on weekends, which allows out of town relatives and Chapters to travel to your event.

1. Check the Masonic Temple calendar for available dates.
2. Check Jurisdictional and website and with surrounding Chapters, Bethels, and Assemblies to avoid conflicts.
3. Select a date that seems most convenient and get the opinion of the other Councilors, your family, and the Chapter Advisor.

Reserve the Hall

Once you've decided on a date, confirm the date with the proper person at the Masonic Temple, or other location where you'll be holding the installation.

Once the date is on the Masonic Temple calendar, send a letter to the contact person confirming the date, time, cost, and any special arrangement or requirements.

Put the date on your calendar. (Whaddya mean you don't have a calendar?! Go get one!)

Letter of Intent

Some Chapter bylaws require that you submit a letter of intent to run for Master Councilor. For a sample letter of intent, ask your Chapter Advisor or contact the Executive Secretary.

Decide on the general plan for the evening:

Will there be a dance? A reception? Will you have pictures taken? Will there be any special ceremonies besides the Installation? Will there be a vocalist or musician performing? Will you request a special Installing team? Will any special dignitaries be present?

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

The selection of an Installing Team is very important. The team can make the difference between a great Installation or a poor one.

There are usually six officers on an Installing Team, although sometimes a smaller team will cover all the parts.

| | |
|-----------------------------|--------------------------|
| Installing Officer | Installing Senior Deacon |
| Installing Senior Councilor | Installing Chaplain |
| Installing Junior Councilor | Installing Marshal |

When choosing Installing Officers, you will want to select only individuals that you are sure will perform the ceremony from memory. It is **STRONGLY** recommended that the Installation be performed by Active DeMolays, rather than by Advisors, because DeMolay members need this performance opportunity, and it communicates to our guests our seriousness about being an Order run by its members.

Remember, the State Officers can help you schedule an Installing team, provided you give ample notice. A **minimum** of 6 weeks notice is required for the State Officers to provide an Installing Team for your event.

If the Installing Team is a local group, you should determine a date and time to **practice** with the Installing Team and Chapter members. A State Officer Installing Team will take responsibility for arranging their own rehearsal, though you'll still want to set aside a time to practice the mechanics of the Installation with your Officer Corps.

Create the Plan

Select the Installing Team

Assign Tasks

Select individuals to assist you in the following positions:

1. **Greeters:** Individuals to greet guests and have them sign the guest book and introduction cards (if used). They may also pass out programs and direct guests to seats.
2. **Photographer:** Have someone, amateur or professional, 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. Be sure to give the photographer proper instruction, especially if he or she is unfamiliar with the ceremonies. Remind your photographer to turn off sound beeps so as not to create a distraction. Suggest the best location for photos during the ceremony. Specify times during the ceremony (such as during the Master Councilor's vow or during prayers) when flash should not be used (to avoid detracting from serious portions of the ceremonies).
3. **Musician and/or Vocalist:** It is always a nice touch to have music, whether on a CD, or live. You may also want a vocal selection during the program.

Create the 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.

Present the budget to the Advisory Council at the time the Program is presented. *A sample Installation Budget is provided in the Appendix.*

Create an Invitation

There are many styles to use for your invitations. You'll find a sample in the Appendix.

Make sure to **include all the necessary information:**

1. The date and time of the Installation
2. The location (include street address and/or directions)
3. Whether a reception and/or dance will follow, and when it will end.
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
- Job's Daughters Bethels
- Rainbow Assemblies
- Other community organizations
- Friends
- Prospective members
- Community leaders

It is important that you **print and mail the invitations four to six weeks before** the Installation. Remember that other youth groups (whether DeMolay, Job's Daughters, or Rainbow) may need time to have the event approved by their Advisory Board, which often meets only once a month. All your guests need time to plan to attend. Late invitations can mean poor attendance!

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 candid.

Appoint Officers

Consult with the other Councilors and the Chapter Advisor before 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.

Create the Agenda

Whether or not you have a printed program for the event, you'll need a printed agenda to follow.

Avoid the temptation to include multiple public ceremonies, unnecessary introductions, repetitive program elements, long remarks, and so on. **If your Installation (*from the entrance of the Installing Team to the dismissal*) runs an hour, it is too long.** This is an opportunity to impress the community, your families, and prospective members. People who are bored are rarely impressed!

Items you'll want to include on your agenda are:

Opening (by the Installing Team)

Reception of Distinguished Guests (see the Protocol Manual in the Appendix ... only ranking DeMolay and Masonic Dignitaries should be escorted into the room. Don't overdo this.)

Agenda (cont'd)

Installation of Officers. This is the formal ceremony, done by the Installing Team. See the Optional Modification for Installing Officers in the Appendix.

Master Councilor's Remarks. Your first chance to shine! You **MUST** write out what you will say ... if you don't, you're likely to find the only thing you can think of is "Uhh..." —or you may find you ramble on without end. Be sure to thank all those who have helped you prepare for the Installation, and for your term. Outline your plans for the term. Thank your guests. **Your remarks needn't be more than 1 or 2 minutes long.**

Introductions. Once again, see the Protocol manual in the Resources section of www.pademolay.org for Pennsylvania's procedures regarding introductions. **DO NOT** introduce everyone in the room, or have members of various visiting groups stand to give their names! It is proper to thank various other organizations for their support, but they should not be called on for introductions ... this eats time and is not interesting to anyone.

Presentations. This is an ideal opportunity to **give public recognition to your members** and others who have earned it. Presentations may be made by the Chapter Advisor, Awards Advisor, Master Councilor, or others. They might include:

- PMC jewel/pin
- MC pin/gavel to new MC
- Flowers to parents of Councilors
- Flowers to Chapter Sweetheart
- Chapter awards such as merit bars, BHK's and so on.
- In most cases, the conferral of an honor or award like the RD or Chevalier is best reserved for a separate special event.

Naturally, all presentations must be appropriate to the ideals of DeMolay and the dignity of the occasion. Avoid presentations that involve an "inside joke." Inside jokes make some guests outsiders, which is not acceptable!

Remarks. As in the formal reception of guests, only the ranking dignitaries should be called on for remarks. The ranking State Officer, ranking member of the Executive Officer's Leadership Team, and ranking representative of the Grand Lodge are the only guests who need to be given the opportunity to speak. They should speak in that order, and it is strictly improper for anything but the ritual closing to follow remarks by the Grand Master of Masons or his representative. For full details, see the Protocol Manual.

Closing and Dismissal. Close efficiently and get to refreshments to personally greet your visiting guests.

Printed Program. Most Chapters choose to create a printed program of the main agenda items listed for distribution to all guests. You may want your printed program to include a list of the officers being installed, a list of the Advisors of the Chapter, some basic information about DeMolay and your Chapter, and thanks to people who helped with the Installation. Don't clutter the program with too much information.

Plan the Reception

With planning, your reception can be first class! For most attendees, what happens *after* the ceremony will be the really FUN part of the day!

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 one or more committees to help. This is a good opportunity to get your family in on the planning, as well. Things to plan for include:

Food: This may be anything from snacks and finger food to a full meal, depending on the time of your installation and the budget available.

Drinks: Know your guests. Mountain Dew Code Red might be a Chapter favorite, but might not suit all your guests. Punch, iced tea, and so on are good choices. Provide coffee, decaf, and tea for adult guests.

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: Balloons, streamers, tablecloths, centerpieces, and so on, may be desirable. Simple decorations may add as much color and class as elaborate ones.

Plates, Napkins, Utensils, etc.: Paper goods are available from the DeMolay and More Store with the full color DeMolay emblem on them. Or, you may want to choose plain ones in the colors of the decorations. Napkins can be custom printed for a special anniversary or extra-classy event.

Plan the Dance

If you're having a dance, you should publicize it in the invitation, and follow-up with the local girls' youth groups to find out if they're attending. If you don't get girls to attend, it won't be a very successful dance!

You may need to plan additional setup and decorations, depending on whether the dance is being held in a separate room from the reception.

Find a DJ well in advance. If you wait until the last minute, you may find that all available DJ's are already booked. If you choose to use an Advisor or member as the DJ, be sure you know that they have appropriate equipment, music selection, and so on. Just because someone volunteers to DJ does not mean they're capable of doing a good job. It's always wisest to use someone you've seen before.

Make sure the DJ knows what type of music and lyrics are acceptable to play. Obscene or violent lyrics are never acceptable at a DeMolay dance.

Be sure to get a signed contract with the DJ or Band stating the date, times, and cost of their service. This is just good business practice, even if the DJ is an Advisor or DeMolay member.

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 other groups who use the Masonic Temple during your term.

It is very important to thank all of the people who helped out with the Installation. Quite frankly, this step usually gets skipped. You'll be surprised how much people will appreciate a simple written note.

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

1. Greeters
2. Installing Team
3. Photographer
4. DJ or Band
5. Those who helped with Reception
6. Musician/Vocalist
7. Sponsoring Body
8. Special guest who attended
9. Your family and friends who helped or were present
10. Others who helped make the day a success

Clean Up

Thank Those Who Helped

Installation Planning Checklist

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
 - Greeters
 - Musician/Vocalist (if desired)
 - _____
 - _____

- Develop Installation Budget.

Eight Weeks Before the Installation

- Order PMC pin.
- Order gavel and sounding block.

Installation Planning Checklist

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.
- Print and mail invitations. (Labels available from Jurisdiction.)

Two Weeks Before Installation

- Set up time for a practice with the Installing Team/Officers.
- Finalize plans for refreshments.
- Order cake (if one is desired).
- Order flowers (if used).
- Purchase guest book and pen. (optional)
- 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:
 - Greeters
 - Refreshments Assistants
 - Photographer

Installation Planning Checklist

Musician/Vocalist, etc.

See that all equipment is in working order (candles, sound system.)

See that the Altar cloth is clean, have it pressed, and check for any needed cleaning or repair of Officer Capes.

Prepare and print Programs.

Two or Three Days Before the Day of Installation

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.

Day of Installation

Conduct a practice with the Installing Team and Officers.

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

Installation Planning Checklist

- School books in the East next to the podium
- Chapter Banner/Charter in the East
- Officer's Jewels/Capes set out at their stations (if that is your Chapter's practice)
- Signs, banner, or ribbon to reserve seats (if desired)

Just Before the 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.
- Start on time!

Within 10 Days After the Installation

- Send thank you cards to all who assisted and to any special guests who attended.
- Complete and mail the first letter of the PMC-MSA.
- Send news release and pictures to local newspapers.

Things to Order

- PMC pin or jewel.**

There are several varieties to choose from. Consult your Chapter 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.

Installation Planning Checklist

- Invitations and/or Programs** (if having a commercial company print them.)
- Awards or presentations** (optional)
 - Flowers for parents, sweethearts, friends
 - Hats Off! Award(s)
 - Locally established awards and recognitions (order certificates and plaques as needed)
 - 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

APPENDICES

Sample Invitation



Frank S. Land Chapter,
Order of DeMolay

requests the honor of your presence
at its 125th Installation of Officers

Saturday, January 20, 2003

3 O'Clock PM

Masonic Temple

Street Address, City, ST

David A. Smith

Master Councilor-elect

Scott L. Meadows

Retiring Master Councilor

Ronald A. Davis

Senior Councilor-elect

Bryan J. King

Junior Councilor-elect

Light dinner and dance to follow

Dress is coat and tie

Sample Installation Budget

Frank S. Land Chapter Order of DeMolay

Installation of Officers
January 20, 2012

BUDGET

EXPENSES

| | |
|---|----------|
| Temple Rent | \$50.00 |
| Refreshments | \$40.00 |
| (cake, all other food has been donated) | |
| Decorations | \$20.00 |
| DJ | \$100.00 |
| PMC Pin | \$20.00 |
| Flowers | \$50.00 |
| Trophies | \$50.00 |
| Invitation Printing | \$25.00 |
| Invitation Postage | \$34.00 |
| Program Printing | \$25.00 |

TOTAL EXPENSES **\$414.00**

**PA
DeMolay
Policy
Reminder**

In years past, Chapters traditionally had an Almoner's Fund, or a charitable fund of the Chapter supported by money collected through fund-raising and voluntary donations at Stated Meetings. Most Chapters don't call it this any more, but still set aside money for charitable purposes, sending flowers and get-well cards, and the like. Chapters are permitted to set a "box of fraternal assistance" or a collection basket out at Installations and other public functions to take donations to the Almoner's Fund, as long as there is a card or announcement that all donations will be used for charity and relief.

HOWEVER, CHAPTERS ARE PROHIBITED FROM PASSING ANYTHING THROUGH THE CROWD TO TAKE UP A COLLECTION.

The money collected should be turned over to the Scribe and may be kept, either as a separate account, or as a line item in the Chapter's operating fund. It must not be kept in cash.

Installation Agenda Worksheet

Entrance of Chapter Officers

Entrance of Installing Team

Reception of Distinguished Guests (follow proper protocol!)

1. _____
2. _____
3. _____

Opening Ceremony

Installation of Officers

Master Councilor's Remarks

Introductions

1. Parents
2. Advisory Council
3. Special Guests

- a. _____
- b. _____
- c. _____

Awards and Presentations

- | | |
|----------|-----------|
| 1. _____ | 6. _____ |
| 2. _____ | 7. _____ |
| 3. _____ | 8. _____ |
| 4. _____ | 9. _____ |
| 5. _____ | 10. _____ |

Remarks

1. _____
2. _____
3. _____
4. _____
5. _____

Closing Ceremony (Installing Team)

Installing Team Retires

Chapter Officers Retire



The New, Fast & Efficient

Pennsylvania DeMolay Protocol

Revised 2012

I. Introducing Special Guests

A. Distinguished guests and visitors are always welcome at DeMolay functions. These are the rules for formally receiving special guests at ritual and ceremonial meetings.

Use common sense regarding introductions. Nobody wants to sit through hours of introductions or speeches. Most guests should be greeted personally, after the program, not formally in the meeting.

At Chapter meetings (closed meetings), DISTINGUISHED GUESTS are introduced right after the Chapter is opened. Record these introductions in the minutes. The guests should be in the room for the opening ritual, since they may not often get to see our ceremonies.

The Marshal leads guests from their seats to a place West of the Altar. If they are not in the room, the Marshal may leave (without going to the Altar) to bring them into the room and to the Altar.

At installations and other public ceremonies guests should be received **before** the ceremonies begin (as soon as the officers take their stations). The Marshal brings them from outside the room to the Altar for introduction.

B. Introductions are made like this:

The Marshal brings the guest, accompanied by fellow officers, to the Altar, and announces all of them to the presiding officer and guests. The presiding officer welcomes them and leads applause, and has the Marshal conduct the distinguished guest to the East, along the North side of the room.

The guest is greeted by the presiding officer and given an appropriate seat. (He is **not** introduced again in the East.) *Only the highest-ranking distinguished guest is presented the gavel of authority, (see below.)* Visitors with the distinguished guest are directed to seats in the Chapter room. The Marshal either returns to his seat or prepares to present the next guest.

C. The order of introductions is:

The PA State Master Councilor or the ranking elected state officer AND the Executive Officer of PA or his representative, *are presented together.* (All other state officers and EO Leadership Team members may be introduced at their seats, during remarks by the SMC or EO.) Officers of DeMolay International and the International Congress may be introduced with this group. Do not "rap up" the room for these introductions.

The Grand Master of Masons of Pennsylvania or any Grand Lodge officer designated to represent him. Other Grand Lodge officers or Past Grand Masters, and the ranking officers of any statewide or national Masonic body may be introduced with the Grand Master.

These guests are recognized because of the outstanding support they give DeMolay in Pennsylvania. Three raps of the gavel direct everyone to stand when the Grand Master enters. Only the Grand Master is seated in the East. Others are offered seats reserved for them.

Other guests **may** be introduced at their seats, but not called on to speak.

The presiding officer of the sponsoring body.

The presiding officer or designated representative of any local Masonic body.

Advisory Council members.

Visiting state appointed officers.

Visiting Master Councilors or designated representatives.

D. Some others **may** be introduced at their seats at public ceremonies, but don't "drag on" the program to introduce these people. They aren't asked to speak. Those who have asked to make a presentation should be asked to come to a microphone, if there is one. These groups are:

1. All visitors listed in section C above.
2. Visiting community officials, clergy, or school officials.
3. Officers of Eastern Star or other adult organizations.
4. Other Masonic youth group officers like Rainbow Girls, Job's Daughters, and Knights of Pythagoras.

E. Here's an example, for presenting the State Master Councilor and a Deputy Executive Officer:

Mar.-*"Brother Master Councilor, it is my privilege to present to you Brother John Smith, State Master Councilor, and "Dad" Harold Jones, Deputy Executive Officer."*

MC- *Brother Smith and "Dad" Jones, it is a privilege to have you in our Chapter on this occasion. If you will continue under your present escort I will be happy to formally welcome you." (Guests are escorted to the East by the Marshal, via the North to be greeted by the presiding officer who may offer a seat in the East, or on the sidelines, depending on their availability.)*

Substitute the right titles for your situation. The Marshal should always be dignified and efficient in making introductions.

II. Presenting the Gavel of Authority

The gavel of authority is presented only once during a meeting, and only to the Grand Master of Masons or the Executive Officer or their designated representative, or in the absence of these, to the ranking elected state officer. Nobody else should EVER receive the gavel from the Master Councilor.

It is a symbol of loyalty, and is given while everyone is still standing. Say this: "In token of our allegiance to 1 and to you as 2 we present you with the gavel of authority."

Corresponding Inserts

| | | | |
|---|--|---|-------------------------|
| 1 | The Grand Lodge of Masons of Pennsylvania | DeMolay International | Pennsylvania DeMolay |
| 2 | Right Worshipful Grand Master (or The Representative of the...) | Executive Officer (or Representative of the..) | (State Officer's title) |

The gavel is presented when the guest is greeted, and he *may* speak or preside until he gives the gavel back, but we hope he speaks later. When called on to speak at a later time, the gavel is NOT presented again.

III. Order of Speaking

The order for calling on guests for remarks is the same as for introductions. Remarks should be the last thing you do before the closing ceremony. No one is to speak after the Executive Officer or the Right Worshipful Grand Master of Masons, unless they ask to speak earlier in the meeting (for example, if they have to leave early).

IV. Honor Guards or Uniformed Escorts

Honor guards of Commandery (Knights Templar) officers may be used during the introduction of distinguished guests, only if the Advisory Council agrees it will lend dignity to the program.

V. Time Schedule

Begin programs on time. Wasting our guests' time is not courteous. Our programs should be well run and brief. Guests should remember programs as worth attending, professional and enjoyable.

VI. Questions

Executive Officer Thomas R. Labagh [eo@pademolay.org], or Executive Secretary David W. Berry [es@pademolay.org] will answer your questions about this protocol or specific situations.

***Other Questions or Needs
for Planning Your Installation?***

Contact:

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Elizabethtown, PA 17022

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