



Document the Lodge's Installation Procedures

Installation night should be one of the highlights in any Lodge's calendar. Documenting a clear description of the Lodge's preferred proceedings will assist in ensuring the night is a success. It will also create a better understanding of who is responsible for what and when plus the financial responsibilities. In particular note:

- The Master of the lodge has responsibilities and time lines to meet.
- The Master Elect needs to be fully aware of what is required.
- Both the current and new Director of Ceremonies have/has responsibilities on the night.
- The Secretary has involvement leading up to the night with assembling the installation programme as well as on the night.
- Several of the other officers also have preparatory roles such as the stewards.

How To:

1. Develop this material at the same time or immediately following the development of your lodges Customs and Practises Book

Tips:

- This is an important document for any incoming Master and Wardens.
- Timelines/dates should be included along with who is responsible covering the financial cost and who pays for what.
- Installation ceremony/ritual, including the movements, in particular the Lodge Officer's responsibilities.
- The refectory proceedings should be covered.

