



SPECIFICS: INSTALLATION

GENERAL INSTRUCTIONS

- A. PRIMARY AUTHORITY: Monitor of Public Ceremonies, Corrected 5th Edition, 2006.
- B. TIME LIMIT: 60 minutes.
- C. REQUIRED PARTS: Six (6); Installing Officer, Installing Senior Councilor, Installing Junior Councilor, Installing Senior Deacon, Installing Chaplain, and Installing Marshal.
- D. REQUIRED WORK: Present the Installation Service. Please note the following specifics:
- (1.) Room to be set up as shown in Diagram One of the Primary Authority. Only the stations of the Required parts are necessary. One extra chair is provided at each required station, located at the chapter's option.
 - (2.) The Bible is closed lying near center of the Altar. An Altar Cloth, Bible Marker, and flowers (only) may also be on the Altar.
 - (3.) The School Books are on the East.
 - (4.) Evaluation begins when the word "BEGIN" is spoken.
 - (5.) Parts are seated in respective stations at the beginning of the ceremony. After "BEGIN" is spoken, the Installing Officer will rise, give one gavel rap and proceed with "Friends, on behalf of ..."
 - (6.) Competing Chapter's Name is inserted in blanks appropriate.
 - (7.) Salute to Flag is that described in the Primary Authority
 - (8.) The official Pledge of Allegiance to the Flag of the United States is spoken by all parts except the Installing Senior Deacon.
 - (9.) Opening Ode and all references to it are omitted.
 - (10.) Installing Marshal does not read names of officers, but recites from memory: "The Master Councilor, Senior Councilor, Junior Councilor, Senior Deacon, Junior Deacon, Stewards, Orator, Scribe, Treasurer, Sentinel, Chaplain, Marshal, Standard Bearer, Almoner, and Preceptors."
 - (11.) All Parts, except Installing Officer, respond to questions asked "Brethren" and "Councilors"
 - (12.) Installing Marshal inserts a name in each name blank; suggested name: "John Smith"
 - (13.) Installing Officer inserts surname in each name blank; suggested surname: "John Smith"
 - (14.) Installing Marshal makes all verbal responses for Master Councilor.
 - (15.) When "Installing Officer leads applause", all parts applaud.
 - (16.) When told to conduct Senior Councilor to station, Installing Marshal remains at Altar, pauses briefly, then presents next officer; same is done with remaining officers in turn.

- (17.) Instruction for member of the Installation team to move to an extra chair (3625) do not apply to Installing Officer or Installing Marshal. Installing Marshal moves to extra chair after declaring Officers installed.
- (18.) Installing Chaplain says the prayers in the text; Nine O'clock Interpolation prayer may not be used instead.
- (19.) Officers to be installed are imaginary. Parts pantomime the presence of the officers to be installed whenever they are escorted, conducted, addressed, presented or otherwise acknowledged (except as provided in General Instruction D. 16 above).
- (20.) Following the Installing Officer's final gavel rap, all are seated, and the word "STOP" will be said, ending the competition.
- (21.) The direction for a Gavel to be on the I.S.C.'s pedestal (3614) is not a requirement.
- (22.) The three raps given prior to opening the Bible are given by the Installing Officer.

E. EVALUATORS NECESSARY FOR COMPETITION: Eight (8): Two (2) Word Error Evaluators, Two (2) Direction Evaluators, Two (2) Individual Performance Evaluators, and Two (2) Team Performance Evaluators.

SPECIAL INSTRUCTIONS

The following instructions are a supplement and are made a part of the primary authority, and must be followed by all competitors.

A. DIRECTION NOTES:

- (1.) Competitors should study the entire text of the Installation, for there are many instructions intermingled with the spoken word.
- (2.) All paraphernalia needed will be in the room. It will be the responsibility of the competitors to set up the room prior to their performance as well as remove the paraphernalia at the close of their competition. This must be accomplished within the Time Limit prescribed for the Ceremony.
- (3.) The actual lights in the competitive area shall remain on and unchanged during the competition. The Installing Marshal (or any other so designated) should demonstrate a hand motion that signifies that the room lights are being dimmed, extinguished and raised (when required by the Ritual) or another method to indicate lighting changes shall be stipulated by the spokesman to the panel chairman.

B. PERFORMANCE NOTES:

- (1.) The speakers should address the officers being installed, but also be mindful that others are watching and must be addressed also.
- (2.) The speakers' clothing should be appropriate and dignified as suggested in the Primary Authority.