



SPECIFICS: INSTALLING OFFICER

GENERAL INSTRUCTIONS

- A. PRIMARY AUTHORITY: Monitor of Public Ceremonies, Corrected 5th Edition, 2006.
- B. TIME LIMIT: 15 minutes.
- C. REQUIRED PARTS: Installing Officer
- D. REQUIRED WORK: All Installing Officer Work and Directions From Monitor of Public Ceremonies
- (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.) Salute to Flag is that described in the Primary Authority
 - (7.) The official Pledge of Allegiance to the Flag of the United States is spoken
 - (8.) Opening Ode and all references to it are omitted.
 - (9.) Installing Officer inserts surname in each name blank; suggested surname: "John Smith"
 - (10.) Instruction for member of the Installation team to move to an extra chair (3625) do not apply.
 - (11.) 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).
 - (12.) Following the Installing Officer's final gavel rap, all are seated, and the word "STOP" will be said, ending the competition.
 - (13.) The direction for a Gavel to be on the I.S.C.'s pedestal (3614) is not a requirement.
 - (14.) The three raps given prior to opening the Bible are given by the Installing Officer.
- E. EVALUATORS NECESSARY FOR COMPETITION: Eight (4): Two (2) Word Error Evaluators, Two (2) Direction 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.

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.