RETIREMENT OF PREVIOUS OFFICERS

ENTRANCE OF MOTHER ADVISOR

WELCOME FROM MOTHER ADVISOR

Explanation of the Raps of the Gavel

Reminder of no flash photography while the Bible is opened

Reminder to turn off all cell phone ringers and other electronics

**Mother Advisor:** Sister Marshal, you will invite the Installing Suite into the Assembly Room.

ENTRANCE OF THE INSTALLING SUITE

**Mother Advisor:** It is my pleasure to introduce [NAME, TITLE] who will be the Installing Officer today.

**Installing Officer:**  It is my pleasure to introduce the rest of the Installing Suite:

Installing Worthy Advisor [NAME, TITLE]

Installing Chaplain: [NAME, TITLE]

Installing Marshal: [NAME, TITLE]

Installing Recorder: [NAME, TITLE]

Installing Musician: [NAME, TITLE]

Flag Tribute: [NAME, TITLE]

Crowning Ceremony: [NAME, TITLE]

Installing the adults: [NAME, TITLE]

Benediction: [NAME, TITLE]

*\*these can be read directly off the program handout*

INSTALLING CHAPLAIN ATTENDS THE ALTAR

ENTRANCE OF ASSEMBLY OFFICERS

INSTALLATION OF OFFICERS AS PER RITUAL

INSTALLATION OF MOTHER ADVISOR, IF APPLICABLE

FLAG PRESENTED AND TRIBUTE GIVEN

INSTALLATION OF ADVISORY BOARD, IF APPLICABLE

PRESENTATION OF GAVEL TO WORTHY ADVISOR, BY INSTALLING OFFICER

The Installing Officer hands the gavel to the new Worthy Advisor who assumes her station. The Installing Officer stands to the RIGHT of the podium to give the final ritualistic speech. When she is finished, the Installing Officer is then seated to the right of the Chaplain

PROCLAMATION OF INSTALLATION BY INSTALLING MARSHAL

BIBLE

**Worthy Advisor:** Sister Chaplain, you will attend the altar.

CROWNING CEREMONY

**Worthy Advisor**: [NAME], do you have a presentation at this time?

GAVEL PRESENTATION

**Worthy Advisor:** [NAME] do you have a presentation at this time?

INTRODUCE THE FAMILY

**Worthy Advisor**: At this time, I would like to introduce my family (introduce any family or friends who are on the sideline, have them stand as they are being introduced)

PRESENTATIONS

Traveling WA Pin - presented by Jr. PWA

PWA Pin (if applicable) - presented by someone special to the Jr. PWA

Mother Advisor’s Pin (if applicable) - presented by Jr. PMA

PMA Pin (if applicable) - presented by someone special to the Jr. PMA

Service Points / Merit Bars

ADDRESS OF THE WORTHY ADVISOR

**Worthy Advisor:** I want to thank all who attended [ASSEMBLY]’s installation today.

Take this opportunity to first thank your guests, family, friends, installing suite, etc. and to invite your guests to join you in the dining room for refreshments. Then, present your speech. You may want to focus on the activities of the term, why you selected your theme, the importance of Rainbow, etc. You should prepare a 2-3 minute talk. Be sure the Mother Advisor has reviewed and approved your speech.

THANK YOUS

INSTALLING SUITE

ASSEMBLY MEMBERS

ADVISORY BOARD

MOTHER ADVISOR

FAMILY

ASK VISITORS TO SPEAK

**Worthy Advisor:**

[NAME], Grand Worthy Advisor, would you like to speak at this time?

Mom Stacy, Supreme Deputy, would you like to speak at this time?

Mom Smith, Past Supreme Inspector would you like to speak at this time?

[NAME], Worthy Matron of [LOCAL OES CHAPTER]

[NAME], Worshipful Master of [LOCAL MASONIC LODGE]

COUNT

**Worthy Advisor**: Sister Hope and Charity, you will assist me in the count. I will read off the categories first, please only stand for one.

Master Masons

Eastern Star

White Shrine

Demolay

Visiting Rainbow Girls

Majority Rainbow

Assembly members (excluding jeweled officers)

Pledges

All other guests

ANNOUNCEMENTS

Pictures in the East

Refreshments [in location]

BENEDICTION

**Worthy Advisor**: [NAME], may we have the benediction?

TO THE EAST

**Worthy Advisor:** The officers will retire under the direction of the Drill Leader to the East for Pictures