

## **PLANNING FOR YOUR YEAR AS MASTER WHILE SERVING AS SENIOR WARDEN**

There are some functions that you will need to prepare for in your year as Master. The first is the Installation of Officers and somewhere along the line can/will be Rusty Nail Degree, Awards Night, Sweethearts Dinner, Celebration of George Washington's Birthday, School Observance, Grand Master's visit, perhaps a Table Lodge, a Past Master's night, and of course along the way will be conferring of Degrees. Some of these you may elect to do and there may be others that you personally would like to hold. Remember any event requires planning, appointing of help, notifying membership to obtain a good turnout.

Along with these events will be that you need to prepare a budget for the year. This must start with you and you should earnestly solicit the help of the Secretary and Treasurer. After you have listed items to the best of your knowledge then turn it over to a committee that you will have need for and ask them to help. Remember this budget should be prepared and ready for the membership to accept at your first meeting, otherwise how can you pay any bills. The preparation of any of these things should be done with the Master's knowledge, blessing and approval of what you are trying to accomplish. Any committee appointments should always be done by written letter from you. Of course you should always send such letters well in advance of the time they will be needed for a committee.

### **INSTALLATION**

1. Select the date well in advance; this can be either on a Stated or Called Meeting night.
2. Make sure you give advance publicity in the Trestle board, preferably in November.
3. Select and notify the men who will officiate: The Installing Master, Secretary, Marshall and Chaplain. Give them time to review the Ritual.
4. Select who will do the decorations (if any), serve the food (meal or refreshments).
5. What about the outgoing Master? What gifts or presentations will he receive and by whom given.
6. Most important, there will be some Officers whom you need to appoint. Make sure the ones in line will be continuing and those you will appoint will serve faithfully during your year. Discuss their duties for your year and for future years if they will be continuing in the line.
7. Determine if there are any problems in the coming election. Will the Secretary and Treasurer continue? What about the Wardens? Especially, you will need good Stewards. Make sure all are correct, paying particular attention to spelling of names, before any programs are printed, and especially before the day of Installation.
8. Will any music be required or wanted, if so arrange for a musician. Make sure the person's name is correct in the program. Are there any costs?
9. Remember it is up to you to see the program is printed and ready when needed.
10. What about flowers. Who will receive corsages? Who will put them on recipients?
11. What about a photographer? Will you want pictures?
12. What about cleanup after? Who will take charge of cleanup? What about building being locked up after event?

13. Finally:

Who will set up and what time will you open Lodge for the Installation?

Will you have greeters at the door?

Who will handle the guest book? Will you want one?

Who will see that guests sign the book?

Who will pass out corsages?

Who will give out the programs?

Any reserved seats? Any seating arrangements?

Will you need someone to assist the photographer in getting people lined up for pictures?

Will you use a Color Guard to present the flag? Have you advised them prior to Installation?

Are gifts ready to be presented?

Who will close the Lodge and see that everything is put away?

### **THE ACTUAL INSTALLATION**

Start on time. Let everyone know you will start at the appointed time.

Have the Ritual of the Installation done with dignity.

Make sure you use proper protocol in introductions

After the introductions make any presentations that are customary.

Make sure you thank everyone for the work they have done.

Make your speech short but meaningful, if you speak.

Escort wives to refreshments. Have receiving line after refreshments so as not to jam up hallways.

Check that clean-up, closing and putting away of paraphernalia is completed.

### **STANDING AND SPECIAL COMMITTEES**

**Appointed at time of installation, after purging the Lodge of non-Masons**

**1. Cognizance Committee**

**2. Delinquency Committee**

**Appointed at the Stated Meeting following installation**

**1. Investigation Committee**

**2. Committee on Sickness and Distress**

**3. Committee on Relief**

**4. Committee on Membership**

**5. By-Laws Committee**

**6. Public Schools Committee**

**7. Memorial Service Committee**

**8. Any other committee which may be needed or wanted for the year's programs**