*This script is to serve as a guide for Chapters to use during their installations. Please do not use this as “rules” of how to perform installations in Southern California. This is a mere representation of how an efficient & planned Chapter installation can go. Feel free to edit this script to your liking.*

**INSTALLATION SCRIPT**

*IMar escorts the MOC and Chapter Advisor West of the Altar.*

**IMar:** Brethren and friends,it is my pleasure to introduce the Master of Ceremonies, **(insert name)**, and the Chapter Advisor of (insert Chapter name), **(insert name)**.

*IMar escorts the MOC and Chapter Advisor of the east and moves to his station.*

**MOC:** Installing Marshal, please escort into the Chapter Room the League Sweetheart and Princess.

*IMar escorts both the League Sweetheart and Princess to the Altar.*

**MOC:**Please join me in welcoming

**Miss (insert name)**,(insert League Name) League Sweetheart, and

**Miss (insert name)**,(insert League Name) League Princess.

Installing Marshal, escort the League Sweetheart & Princess to a seat in the North.

*Done, IMar returns to his station.*

**MOC:** Installing Marshal, you will escort into the Chapter Room the Jurisdiction Sweetheart and Princess.

*IMar escorts both the Jurisdiction Sweetheart and Princess to the Altar.*

**MOC:** May I present

**Miss (insert name)**,Southern California Jurisdiction Sweetheart, and

**Miss (insert name)**,Southern California Jurisdiction Princess

Installing Marshal, escort the Jurisdiction Sweetheart and Princess to seats in the North.

*Done, IMar returns to his station.*

**MOC:** Installing Marshal, you will escort into the Chapter Room the Chapter Sweetheart and Princess elect.

*IMar escorts both the Sweetheart and Princess elect to the Altar.*

**MOC:** It is my pleasure to present

**Miss (insert name)**, (insert Chapter Name) Chapter Sweetheart elect, and

**Miss (insert name)**, (insert Chapter Name) Chapter Princess elect.

Installing Marshal, escort the Sweetheart and Princess elect to a seat in the North.

*Done, IMar returns to his station.*

**MOC:** Installing Marshal, you will escort into the Chapter Room the Chapter Sweetheart and Princess.

*IMar escorts both the Chapter Sweetheart and Princess to the Altar.*

**MOC:** It is my pleasure to present,

**Miss (insert name)**, (insert Chapter Name) Chapter Sweetheart, and

**Miss (insert name)**, (insert Chapter Name) Chapter Princess.

Installing Marshal, escort the Sweetheart and Princess to a seat in the North.

*Done, IMar returns to his station.*

**MOC:** Installing Marshal, you will escort into the Chapter Room the League President.

*IMar escorts the League President to the altar.*

**MOC:** I am honored to introduce

**(insert name)**, (insert League name) League President

**MOC:** Installing Marshal, escort the (insert League name) League President to a seat in the east

*IMar escorts him to east, north of the lectern and returns to his station.*

**MOC:** Installing Marshal, you will escort into the Chapter Room the Jurisdiction Officers.

*IMar escorts Jurisdiction Officers to the altar.*

**MOC:** I am honored to introduce

**(insert name)**,Southern California Jurisdiction Congress Secretary,

**(insert name)**, Southern California Jurisdiction Deputy Master Councilor, and

**(insert name)**, Southern California Jurisdiction Master Councilor.

**MOC:** Installing Marshal, escort the Jurisdiction Officers to seats in the east

*IMar escorts the Jurisdiction Officers to east, north of the lectern and returns to his station.*

**MOC:** Installing Marshal, you will escort into the Chapter room the Worshipful Master of our sponsoring Lodge.

*IMar escorts Worshipful Master to the altar.*

**MOC:** Please join me in welcoming

**Worshipful (insert name)**, the Masterof (insert Lodge name). (List DeMolay honors if any).

**MOC:** Installing Marshal, escort the Worshipful Master to a seat in the east

*IMar escorts Worshipful Master to east, south of the lectern and returns to his station.*

**MOC:** Installing Marshal, you will escort into the Chapter Room, the Members of the International Supreme Council of the Order of DeMolay.

*IMar escorts ISC Members to the altar.*

**MOC:** I have the pleasure of introducing the following members of the International Supreme Council.

*(Introduce ISC Members referring to sign in cards.)*

**MOC:** Installing Marshal, escort the ISC Members to seats in the east

*IMar escorts ISC Members to east, south of the lectern and returns to station.*

**MOC:** Installing Marshal, you will escort the League Administrator into the Chapter room.

*IMar escorts the League Administrator to the altar.*

**MOC:** I have the great pleasure to introduce

**Dad (insert name)**,(insert League name) League Administrator.

**MOC:** Installing Marshal, escort the League Administrator to a seat in the east

*IMar escorts League Administrator to east, south of the lectern and returns to station.*

**MOC:** Installing Marshal, you will escort into the Chapter Room, the Executive Officer of this jurisdiction. \*\*\* (3 raps)

*IMar escorts EO to the altar.*

**MOC:** It is my honor and privilege to introduce

**Dad (insert name)**, Active Member of the International Supreme Council, and Southern California Jurisdiction Executive Officer.

**MOC: Dad (insert name)**, thank you for taking time out of your busy schedule to attend our installation. Installing Marshal, conduct our Executive Officer to a seat in the east.

*IMar escorts EO to east, north of the lectern and returns to station.*

**MOC:** Installing Marshal, you will retire and return with the Installing Team.

*IMar leaves the room and comes back in with the Installing Team. The Installing Team lines up in a straight line in the order of: IO, ISC, ISD, IMar, IChap, IJC, all at the Altar facing east.*

**MOC:** I have the pleasure to introduce Brother **(insert name)**, who will serve as Installing Officer. He is (insert titles).

*IO goes from Altar to his station in the east. When he gets to the East, he receives the gavel from the MOC.*

**IO:** Assisting me in this installation of officers is, Brother **(insert name)**, as Installing Senior Councilor. He is (insert titles).

*ISC goes from Altar to his station in the west as the IO is reading his titles. He stays standing once he has arrived at his station.*

**IO:** Brother **(insert name)**, will be serving as Installing Junior Councilor. He is (insert titles).

*IJC goes from Altar to his station in the south as the IO is reading his titles. He stays standing once he has arrived at his station.*

**IO:** Brother **(insert name)**, will be serving as Installing Senior Deacon. He is (insert titles).

*ISD goes from Altar to his station south of the east as the IO is reading his titles. He stays standing once he has arrived at his station.*

**IO:** Brother **(insert name)**, will be serving as Installing Chaplain. He is (insert titles).

*IChap goes from Altar to his station as the IO is reading his titles. He stays standing once he has arrived at his station.*

**IO:** Brother **(insert name)**, will be serving as Installing Marshal. He is (insert titles).

*IMar goes from Altar to his station as the IO is reading his titles. He stays standing once he has arrived at his station.*

**IO:** This is your installing team. \* (rap)

*Installing Officers sit down. IO leads applause.*

**IO:** Brother Installing Marshal, you will cause the Officers of (insert Chapter name) Chapter to enter the Chapter Room.

*The line up for Chapter Officers is as follows:*

*North Door: MC, SC, SB, TR, Or, SS, Mar, 5P, 6P, 7P*

*South Door: Chap, JC, Scr, JD, Al, JS, Sen, 4P, 3P, 2P, 1P*

*Chairs are set up for each Officer (with enough room to kneel) as per Diagram 3. If there are less Officers, use less chairs, keeping a filled triangle as much as possible.*

*Chapter Officers are lined up in doors leading to the Lodge room. IMar goes from his station to a point in the east in front of the lectern. IMar stops, nods, then the Chapter Officers come into the room as per Diagram 3.*

**IO:** \* (rap)

*Chapter Officers sit down. IMar moves back to his station.*

**IO:** \* (rap)

*IMar sits down.*

**IO:** I now call on the Master of Ceremonies for the address of welcome.

*IO hands the gavel to the Master of Ceremonies.*

**ADDRESS OF WELCOME**

*It is the Master of Ceremonies’ sole responsibility to welcome everybody in attendance to the Installation and to thank them for their continued support of DeMolay. He needs to know that this installation is for the whole chapter and for all of the officers, not just the Master Councilor. He should not praise any particular member of the chapter!* ***He also does not need to explain the purposes of DeMolay, as this is part of ritual.*** *A brief mention of the chapter’s accomplishments is acceptable. His remarks should be complimentary, general, and brief, not lasting longer than 3-5 minutes.*

**MOC:** (insert introduction speech).

**INSTALLATION OF OFFICERS**

**MOC:** I now return the gavel to the Installing Officer.

*At this point, the Installation Ceremony will be conducted as described by the ritual.*

*Once the IO reaches the end of the Installation portion of the ritual;*

**IO:** … and to the ranks, you shall soon return.

*IO hands gavel to MC. IO sits down in the east to the right of the MC.*

**INSTALLATION OF SWEETHEART AND PRINCESS**

*There could be a small table just south of the altar with the sashes, tiaras, and red roses placed upon them in advance.*

**MC:** Installation of Sweetheart and Princess. \* (rap)

Brother Marshal and Installing Marshal, you will escort the Installing Sweetheart and the Chapter Sweetheart and Princess elect to the altar.

*Mar and IMar go to the North. IMar escorts the Installing Sweetheart and Mar escorts Sweetheart and Princess elect west of the altar. IMar places Installing Sweetheart north of the altar and takes a step or two to the west. Mar places Sweetheart to the north and then moves Princess a step or two to the west. Sweetheart is installed. Afterwards, the Mar has the Princess and Sweetheart change places and the Princess is installed. When the Princess is done being installed, IMar goes and gets the flowers (if there are some). MC takes the pins, moves to the Sweetheart and Princess thanks the Installing Sweetheart, congratulates them, presents them with their pins, and gives them both the flowers. The ladies are then escorted back to their seats: MC escorts Sweetheart, Mar escorts Princess, and IMar escorts Installing Sweetheart.*

**PRESENTATIONS**

**MC:** Presentations. \* (rap)

Are there any Presentations?

*Master Councilor is presented with the Master Councilor Pin by either the Jr. Past Master Councilor or the Chapter Advisor.*

*Jr. Past Master Councilor is presented with the Past Master Councilor Pin by either the Master Councilor or the Chapter Advisor.*

*The Master Councilor is presented with his Gavel by a family member.*

*All other presentations such as mascots and any other special gifts should be*

*reserved for the reception following the ceremonies.*

**INTRODUCTIONS**

**MC:** Introductions. \* (rap)

During introductions, please hold your applause until the end of each group. Would my family please stand for Introduction?

*Introduces family by name.*

**MC:** It is my pleasure to introduce the (insert Chapter name) Chapter Senior Councilor. *(Skip this next part if SC does not have any family present)*

**Brother (insert name)**, would you please introduce your family?

*SC* *introduces his family by name.*

**MC:** May I present **Brother (insert name)**, the Junior Councilor of (insert Chapter name) Chapter. *(Skip this next part if JC does not have any family present)* **Brother (insert name)**, would you please introduce your family?

*JC introduces family by name.*

*The rest of the Introductions are done off the sign in sheets in the following order. Remember to only introduce those who have signed in and to include all of their honors and titles they have written down. Only introduce someone once.*

* **Sweethearts and Princesses**
* **Honored Queens**
* **Worthy Advisors**
* **Visiting Master Councilors**
* **Past Master Councilors**
* **Visiting League Presidents**
* **Adult Presiding Officers**
* **Grand Lodge Officers**
* **DeMolay Honor Recipients (Cross of Honor, Chevalier, Legion of Honor/Honorary Legion of Honor)**

**MC:** Dad **(insert Advisory Council Chairman name)**, would you please introduce the members of the (Chapter name) Chapter Advisory Council?

*Chairman speaks.*

**REMARKS**

**MC:** Remarks. \* (rap)

Worshipful **(insert Worshipful Master name)**, thank you very much for coming tonight. Would you please introduce any of your officers you have in attendance, and please offer any remarks you may have.

*Worshipful Master gives his remarks.*

(**IF Present)**

**MC:** Brother **(insert name)**, (insert League name) League President, do you have any remarks you would like to offer this evening?

*League President gives his remarks.*

(**IF Present)**

**MC:** Brother **(insert name)**, Southern California Jurisdiction Master Councilor, do you have any remarks you would like to offer this evening?

*JMC gives his remarks.*

**MC:** Dad/Mom **(insert Chapter Advisor name)**, would you please give us the Good of the Order?

*Chapter Advisor speaks.*

(**IF Present)**

**MC:** Dad/Mom **(insert name)**, (insert League name) League Administrator, I offer you the floor for anything you would like to say.

*League Administrator gives their remarks.*

(**IF Present)**

**MC:** Dad **(insert name)**, Southern California Jurisdiction Executive Officer, I offer you the floor for anything you would like to say.

*EO gives his remarks.*

**ACKNOWLEDGEMENTS**

*This is MC's chance to say his remarks. Thank everyone who helped you with this event. But most importantly make sure that you thank everyone for attending.*

**MC:** (insert personal remarks)

*After you’re done;*

**MC:** The reception personnel are excused.

**CLOSING**

**MC:** Brother Installing Officer, I ask that you preside for the closing ceremony.

*MC hands gavel to IO.*

*Installation closing as per ritual.*

**IO:** I would ask that all present remain seated until the Installing team and the Chapter Officers have retired.

**IO:** The following gavel raps apply to the Installing Team only. \*\* (2 raps)

The Installing Team will retire.

*IO hands gavel back to MC. Installing Team retires as per ritual. IO escorts Installing SH after kneeling. Once the Installing team is fully out of the room;*

**MC:** \*\* (2 raps)

*Chapter Officers rise.*

**MC:** The officers will now retire.

*Chapter Officers retire using Diagram 5. Councilors escort the Chapter Sweetheart & Princess while leaving .Once the Chapter Officers exit the room;*

**MOC:** This concludes our ceremony. Once again thank you all so very much for being here. We ask that you join us in the dining room for refreshments.