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| **C:\Users\hxsimmo\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\050G9AGL\MM900185588[1].gif** | **Installation Tasks: Day of Installation** |
|  | Set up chairs |
|  | Place installation gifts in reception area |
|  | Make arrangements for additional seating (if necessary) |
|  | Make sure Installing Recorder has the Proclamation and Special Dispensation |
|  | Decorate Bethel room |
|  | Decorate reception area (walls, centerpieces, etc.) |
|  | Set up boutonnieres and corsages in welcome area |
|  | Set up sign-in book and/or escort and introduction cards |
|  | Place carrying pieces on station chairs |
|  | Walk photographer through what photos you want |
|  | Set up refreshments |
|  | Place HQ photo on sign-in table |
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| **C:\Users\hxsimmo\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\050G9AGL\MM900185588[1].gif** | **Installation Tasks: One week prior** |
|  | Purchase paper goods (plates, napkins, cups, tableware) |
|  | Print and assemble programs |
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| **C:\Users\hxsimmo\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\050G9AGL\MM900185588[1].gif** | **Installation Tasks: 30 days prior** |
|  | Present term to Guardian Council (use provided template) |
|  | Prepare and distribute/Mail invites |
|  | Select music and work with Installing Musician (once music approved by Bethel Council) |
|  | Take HQ picture |
|  | Create program layout |
|  | Purchase decorations and centerpieces |
|  | Order gavel |
|  | Call Installing Officers, Bethel Mom and Dad, Guest Book Attendant, etc.  |
|  | Determine cake and/or refreshments to be served |
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| **C:\Users\hxsimmo\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\050G9AGL\MM900185588[1].gif** | **Installation Tasks: 2-6 months prior** |
|  | Purchase installation gifts (Bethel members, Guardian Council, and Installing Officers) |
|  | Select Installation ceremony |
|  | Determine HQ service project |
|  | Select motto and theme |
|  | Make carrying pieces |
|  | Make boutonnieres and corsages |
|  | Select mascot |
|  | Determine who will be your photographer |
|  | Determine who will be your guest book attendant |
|  | Order gavel |
|  | Determine who will be your Bethel Mom and Dad (not required) |
|  | Create invite list |
|  | Determine potential Bethel activities and special meetings |
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| **C:\Users\hxsimmo\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\050G9AGL\MM900185588[1].gif** | **Tasks to Complete Prior to First Meeting** |
|  | Purchase attendance prize(s) |
|  | Create attendance slips |
|  | Determine special handouts for special meetings (not required) – i.e. Royalty Night, etc. |
|  | Create escort/introduction cards for regular visitors and Guardian Council |
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