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## THE ANNUAL PLAN

All men who aspire to the Oriental Chair hope that their year as Master will not only be pleasurable to them but will bring growth and improved fellowship to their Lodge. Often the only difference between the successful year and the one that falls short is planning! This chapter will help you with the process of Annual Planning.

### WHY IS AN ANNUAL PLAN NECESSARY?

FIRST, an annual plan allows us to look at the whole year and see if we have too many or too few activities in one month.

SECOND, many activities require reservations well in advance. For example, to ensure that the Grand Master will be available for an event, he usually must be asked when he is the Grand Junior or Senior Warden. Another example is the scheduling of a dinner dance, which usually requires the facilities to be reserved far in advance.

THIRD, it allows you to set a theme for the year and/or for the months of the year and to coordinate the Lodge activities to match the theme(s). This will give you ideas for your trestle board articles and will give your entertainment committee a head start in the execution of the program.

FOURTH, unless you plan, you will not have many successful programs, if any programs at all. Have you ever attended a program where the pianist didn't arrive? Or the video projector didn't work properly? Have you attended a program where there was not enough food for the people attending? All these "loose ends" could have been tied down with proper advance planning.

But, don't panic and take the easy way out by scheduling degrees and nothing else. Ritual is important, but it must not be the only activity of a lodge. Only by scheduling frequent, interesting programs and other events can you stimulate attendance. People will come if there are interesting meetings and if they feel that they are needed.



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**WHEN DO YOU BEGIN PLANNING?**

Ideally, annual planning for your year as Master should start when you are Junior Warden, at the latest.

But take heart, it's not too late even if you have just been installed as Master. However, it does mean that you will have to work harder and faster if you hope to accomplish the same results.

Plans for your year as Master should be almost complete when you are half way through the year as Senior Warden. Just as prior to your installation as Master, your plans should be complete and be ready to be given to your officers and committeemen.

**What are your Goals?**

Before you can effectively start your planning you must establish some goals that you want to accomplish during your year as Master. Do you want to improve your Lodge? Do you want more of the same thing as last year or do you want to go on to bigger and better things? The following questions may help you to crystallize your thoughts toward the goals that you need to set, which will help you accomplish these improvements.

**DO YOU WANT:**

- Better attendance at Stated Meetings?
- More business like meetings?
- Better attendance at Special Meetings?
- Improved Degree work?
- Better Trestleboard or Newsletter?
- Improved communications with all members?
- Better social programs?
- More social programs?
- Better attendance at social programs?
- Improved attendance at funerals?
- More members willing to visit the sick and shut-in?
- Better and stronger Lodge Committees?
- Better lodge officers?
- More members willing to be Lodge officers?
- Better-organized committees?
- Better organization between the elective line officers?
- Better cooperation with the Secretary and Treasurer?

(List continues on the next page.)



- Improved ability to maintain new candidates?
- More Candidates' Coaches?
- More Candidates?
- More speakers on Masonic Education?
- Improved physical conditions for the Lodge building?
- Improved support for Masonic Homes Contributions?
- Improved support for the Masonic Charities?
- Excellence Awards programs?
- A more involved membership?
- Warden's Night program?
- A lodge that is fun to belong to?
- The friendliest Lodge in town?
- A Lodge that involves the family?
- A Lodge where you can be recognized for your efforts?
- A Lodge where the members feel that they have something to contribute?
- To establish a feeling of camaraderie among the officers corps? (Not a clique.)
- To present 25/50 year pins to all members that are qualified?
- To have a Past Master's night?
- To plan better entertainment?

Obviously, all of these objectives could not be met in one term. Hopefully some of these questions will help you to establish the goals that you want to accomplish for the Lodge during you year as Master.

## HOW IS ANNUAL PLANNING DONE?

- 1) Obtain a large block-type-planning calendar for the year that you will be Master.

Write in those dates that you know are fixed:

- Stated Meetings
- Installation
- District Meetings
- Annual Communication

Don't forget those important personal dates - your wedding anniversary or your wife's birthday! You can't always avoid them, but you can try to plan around them as much as possible.

- 2) List all activities that are traditional to your Lodge. These might be such events as: Friend-to-Friend Program, Past Master's Night, annual dinner dance, etc.



3) You may want to include some activity for the Annual Observances:

- Masonic Youth Orders Month
- Public Schools Month
- Masonic Homes Month
- Veterans Month
- Etc.

4.) Plan for other events. These might include:

- Community service project.
- Masonic Information or Bring a Friend Night.
- Visitation to a Masonic Home.
- Attend sporting event.
- Widows' night.
- Breakfast to raise funds for worthwhile cause.

## **Evaluation**

To evaluate the plan you are creating, ask yourself the following questions:

- Will your program, if properly executed, qualify your Lodge for the Grand Master's Lodge of Excellence Award?
- Will your program advance your goals for your term as Master?



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## The “How to” of Putting A Plan Into Action

There are six major steps in implementing a plan.

- Delegation
- Defining duties
- Setting deadlines
- Publicizing
- Following through
- Evaluation

### Delegation

As Master, you should not and cannot do everything yourself. You must delegate.

The overall plan should be yours, but the details of carrying out the plan should be left to others.

Delegate responsibilities to your lodge members. Try not to assign too much to your officers who have other duties including the ritual. Involve other members, even contact some members who may not have been active lately, and invite them to participate.

### Defining Duties

Give each committee or program Chairman some specific guidelines to follow. You should make very clear to them your desires and the importance of their function to the well being of the Lodge. Be sure that the Chairman understands what is expected of him.

### Setting Deadlines

It is your responsibility to set deadlines. Tasks tend to be put-off if no deadline is apparent. You must establish with your Chairmen the dates when certain jobs must be completed. Preferably all the preliminary work will be done before you are installed, but rentals, entertainment, reservations, publicity, etc. all need to be arranged closer to the time of the event. Help ensure your committee’s effectiveness by giving them deadlines for these tasks.



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## Publicity

Publicize, Publicize, Publicize!

Members of your Lodge need to be given ample notice of an upcoming event. How often have you heard, "I wish I had known about the program earlier"? There is no excuse for having a good program and not allowing sufficient time to publicize it to your members.

Every editor of a Lodge trestle board or newsletter is faced with the problem of the last minute request for space to publicize a program. At that point, it is impossible to give the proper treatment to the notice. An important program should be in at least two trestle boards and, if possible, should have an insert highlighting the event.

Listing all of the year's programs in the January Trestle board and the programs for the second half of the year in July, can assure that the membership has ample notice of important dates! Remember, too, that not all members carefully read their trestle boards - which means that special programs require special treatment, inserts etc., to catch the eye of the reader. If your lodge does not have a newsletter, you may need to do some mailing of individual letters during the year to keep your members informed. This may add to your budget and should be taken into consideration when the lodge finances are examined.

Let your community know what the lodge is doing. Interact with your local media and publicize lodge events in the paper.

Some events may even warrant the purchase of an advertisement in the local paper or the local radio station.

## Follow Up

As Master, your primary involvement in the implementation of the planning process is FOLLOW UP.

You can't just set dates - you must see that your schedule is being met, and that the plans are following your general guidelines. You will want to set up a regular way to communicate with committee and program chairmen to be sure that all of the details are being taken care of.

A meeting with yourself, the Wardens, and the committee would be appropriate a week before the event or program, to go over all of the details.



## **Evaluation**

An evaluation should be held within a week or two following the activity or program. Frequently, our most valuable planning guide for the future activities comes from critique sessions. These critique sessions will not only benefit you and your future activities but also the activities planned by the Senior and Junior Wardens for their year as Master. Don't overlook the importance of listing what aspects went well in addition to those areas that need improvement or should be eliminated. Then, review your plans for your future activities and modify them to incorporate the findings of the critique session.

*GOOD LUCK IN YOUR PLANNING.*



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## INSTALLATION PLANNING

### Planning Stages

The planning stages of an Installation may vary from program to program. The information below should be a useful guide for all lodges.

**The suggested timeline is a minimum requirement.**

Installation planning can begin as early as your term as Junior Warden. Plan ahead as much as possible.

### Nine Months Prior

The following tasks should be completed in the first two or three months (January - March) of your term as Senior Warden.

**1. Select the date and reserve the Lodge Building.**

This is the first thing you should do after being installed as Senior Warden. First check the calendar to see which dates are available. Contact other organizations that meet in the same building and verify that they have not already made plans for their installation or other event on that day. Finally, confer with other Senior Wardens in your district to insure that you are not planning an Installation on the same night as their lodge.

*Inform your District Deputy of the date as soon as possible.*

**2. Select the Installing Team.**

There are two officers on an Installing Team:

- The Installing Officer
- Installing Marshall

The members of the Installing Team can be from your lodge or other lodges. Consult your District Deputy if you need help.





### 3. Create a Plan for your Installation

Decide on the general plan for the evening. Will there be a theme? A reception or dinner? Will there be entertainment or musical selections? Special presentations? Is it an important lodge anniversary? Will you involve the youth groups?

Involve you senior officers and their wives in the planning. Write your plans down. This will help with the rest of the planning process.

### 4. Create an Installation Budget

Some Lodges have a policy on the amount of money that can be spent on an Installation. Check with your Lodge Master, Secretary, or Treasurer to see if such a policy exists or if one should be established. Sometimes Lodges put a limit on the amount of money that will be contributed by the Lodge. Ask to see the details of prior installations.

Remember that the Installation budget is a part of the overall **Annual Lodge Budget**.

**The following are possible expenses for your Installation Budget, and detail all of the items that will cause an expense.**

List at least the following, if they apply to your Installation.

- Rent of the Building
- Dinner or Reception Costs
- Decorations
- Music (D.J. or band)
- Past Masters Appreciation gifts and apron
- Awards (including engraving)
- Invitations (printing and postage)
- Programs (printing)
- Flowers (boutonnieres, corsages, presentations)

**Six Months Prior**

The following tasks should be completed in the first three to six months (April-June) of your term as Senior Warden.

**5. Begin Officer Selection.**

The Wardens, Treasurer, and Secretary are elected positions. The Master appoints all other officer positions (unless your By-Laws state otherwise).

Important Reminders: Surround yourself with good people! The single most important decision made by a Master is the selection of the people who will comprise the team. Begin this process early. Avoid making the usual appointments of the proceeding year without serious thought as to the anticipated results.

During this time period (April - June) evaluate the current officer performance. Without interfering with or shifting the focus from the current year, begin preliminary conversations with potential officers. Keep your eyes open for new people and those who have been regular attending members but may be waiting to be asked.

**6. Select Assistants**

Select individuals to assist you with certain elements of the Installation. Be certain to inform these individuals of the date and time of all practices and, of course, the installation. Call and write them *before* the installation to confirm their participation.

- **Guest Book Attendants:** individuals to greet guests and have them sign the guest book and introduction cards (if used).
- **Program Attendants:** individuals to pass out programs.
- **Flag Bearer:** individuals to present the Flag of the United States of America at the altar.
- **Photographer:** If you've planned the Installation well, you'll want to remember it. Have someone, a professional maybe, take photos. Arrange a time that day, before or after the Installation, to take posed group photos. Inform Lodge members of this time.
- **Musician and/or Vocalist:** It is always a nice touch to have someone play the piano or organ during the Installation. You may also want a vocal selection during the program.



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**Three Months Prior**

The following tasks should be completed in the last two to three months (July - September) of your term as Senior Warden.

**7. Create and Print Invitations**

There are many styles to use in creating your invitations. Look at previous invitations and also templates available in desktop publishing software.

What is most important is that all of the critical information is included on the invitation:

- The date and time of the Installation
- The location
- Whether a dinner or reception is planned
- Whether reservations are required
- The appropriate attire

People to invite include Past Masters and Officers and their wives, lodge members, other local Masonic bodies, neighboring lodges, the District Deputy, Grand Lodge Officers in the area, Masonic youth groups, community organizations, friends, neighbors, and community leaders.

You will want to mail the invitations at least six weeks in advance of the Installation.

**8. Finalize Officer Selections**

Finalize the list of officers referred to earlier. You may want to schedule a time to meet with the potential officers to insure that they are fully aware of the obligation they are about to assume. This is also a great opportunity to enhance the team-building process.

**9. Plan Dinner or Reception**

Whether you are planning a dinner or reception, you should develop a menu, list of items needed, a timeline for the preparation, and a plan for decorations and table pieces, if used.

Create a volunteer team to assist with this effort.



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**Six Weeks Prior**

The following tasks should be completed in the first six (October -December) of your term as Senior Warden.

**10. Mail Invitations**

Mail your Installation invitations to the entire guest list.

**11. Reconfirm with all Participants**

Very important! Reconfirm all plans and arrangements with those who are participating in some way with the Installation. The list might include:

- All Officers
- The Master
- The District Deputy
- The Installing Team
- The Assistants
- The Florist
- The Photographer
- The Caterer
- The Building Manager
- The Engraver

It is very easy for people to forget or confuse dates and times. Remind all the key people and verify their participation.

**12. Publicize the Installation**

Once you have been elected to serve as Master, inform the local media of the Lodge's upcoming installation by way of a press release. The press release might also include pictures of the future Master and Officers.

**Three Weeks Prior**

The following tasks should be completed in the last three weeks (November - December) of your term as Senior Warden.

**13. Create and Print Installation Programs**

Like the Invitations, there are many formats to choose from and many ways to explore program design ideas. Research as many options as possible and decide on what you appreciate most.

The program should include the date, time, and place of the event, a list of officers to be installed and members of the installing team, an agenda for the program, a list of assistants and people who have helped with the installation preparation and ceremony.



## **14. Order and Purchase all Necessary Products**

Order and purchase products including:

- Flowers
- Food and Drinks for Dinner or Reception
- Decorations

### **One Week Prior**

The following tasks should be completed in your last week as Senior Warden.

## **15. Hold a Practice.**

With the Installing Team and Officers, practice the Installation Ceremony to be sure that everyone is proficient in the work.

You may want to include the other assistants, particularly a musician in the practice.

## **16. Complete personal notes on remarks, introductions and presentations.**

Fully prepare yourself for the program portion of the Installation, which includes introductions, presentations and remarks.



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## INSTALLATION PLANNING

### THE MINUTE-BY-MINUTE PROGRAM

*This section will give direction on the program portion of the Installation. Be sure to become familiar with the Installation Service, which will be used.*

The Installation should take no longer than ninety minutes. The actual ceremony can take as much as 45 minutes so the planned program should not be longer than 45 minutes. This section will deal with Introductions, Presentations, and Remarks.

#### INTRODUCTIONS

Introductions can make or break an installation program. You must recognize those who deserve, but at the same time you do not want to bore your audience with lengthy introductions.

It is best if you can introduce individuals by memory or with guest cards that are signed before they enter the lodge room. Introduce individuals by their highest office.

If you must do self-introductions, use this phrase:

**"Will all Past Masters (or other group), who have not been previously introduced, please stand for self-introduction?"**

#### The Order of Introductions is as follows

1. Past Masters of your Lodge, then affiliated Past Masters of your Lodge.
2. Past Masters of other Lodges\*
3. Masters and Masters-Elect of Lodges in District, then all other Masters and Masters-Elect of Lodges.
4. Presiding Officers of Affiliated Organizations.\*



5. Grand Lodge Committeemen and Committee Chairmen.\*
6. District Deputies.
7. Past Grand Officers from other jurisdictions. \*\*\*
8. Grand Officers from other jurisdictions. \*\*\*
9. Past Grand Officers from Kentucky (Treasurer, Secretary, Grand Junior Warden, Grand Senior Warden, Deputy Grand Master). \*\*\*
10. Appointive Grand Lodge Officers (in inverse order).
11. Past Grand Masters of Kentucky\*\*\* (in inverse order).
12. Elective Grand Lodge Officers (in inverse order) with the GRAND MASTER being presented, not “introduced”.

\* = Can be omitted if a shorter program is desired

\*\*\* = Attendance by these individuals is not common, but you should be prepared in the event they do attend.

### **PRESENTATIONS**

Presentations should be kept to a minimum. A likely list of presentations would include:

1. The Masters jewel or pin.
2. Traveling pins.
3. Junior Past Master's apron, and/or certificate.



## REMARKS

It is customary for the newly installed Master to give remarks. This will be the first impression you create for your officers, members, and guests of the Lodge. It is very important that your remarks be prepared and well thought out.

Your remarks might include:

- Your vision for the future
- Brief notes on new Programs
- Brief highlights of the year's calendar

Whatever the content, your message should be inspiring and forward thinking. This is your opportunity to engage the membership and supporters. Take advantage of it!

## ACKNOWLEDGEMENTS

Remember to thank all those who assisted with the installation: This list might include:

- Those who helped with the Dinner or Reception
- The Installing Officers
- Guest Book Attendants
- Program Attendants
- Flag Bearer
- Photographer
- Musician and/or Vocalist

## OTHER REMARKS

If the Grand Master is present, you will call on him for remarks at the end of the program. He is the last to speak. If the Grand Master is not present, you may call on the ranking Grand Lodge Officer or District Deputy.





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## EVENT PLANNING

*Well-planned events are essential to the success of your Lodge.*

Here is a step-by-step procedure that you can use to help you put together a program for your lodge. This procedure can be used for any program. Be sure to contact the various Grand Lodge Committees for help with any programs that you may want to plan (Veterans Day, Public Schools, Youth Orders, Warden's Night, Widows - just to name a few). Many of them also have planning procedures that they have tailored for their programs.

### **Step 1 - Select a committee for the program.**

The committee may already exist. For example, the Entertainment committee could handle a Sweetheart's Night program while the Public Schools committee could handle the planning for a Public Schools program during Public Schools month.

### **Step 2 - Establish goals for the committee.**

The date and time should have been previously established in the yearly program. Communicate your goals for the program to the committee before they begin their planning and execution of the event.

### **Step 3 - The Committees Planning**

Let the committee plan the event and report back to you with their plans. Their plans should be completed within 60 - 90 days prior to the event and should include the following:

- 1) LOCATION: If your lodge dining room is too small for the anticipated crowd, do not hesitate to find a larger place. However, one of the advantages of having the program in the lodge hall is to bring in and acquaint outsiders with Freemasonry and particularly with your lodge. This gives you an excellent opportunity to show off your lodge to non-Masonic guests.
- 2) MENU: The menu for a special event should also be special. Make sure that your committee understands this. But do not lose sight of the cost. If the dinner is too expensive, you may have some members who would like to attend but can not due to expense.
- 3) PUBLICITY: Articles should be planned to be inserted in the trestle board for at least two months prior to the event. In addition, particularly for a Hiram Award, your committee should plan on having one article submitted to the local newspaper. Invitations for the event are also appropriate and sometimes necessary.



- 4) PHOTOGRAPHER: An experienced photographer should be selected for the program. He should take photos of the activities taking place in the dining room as well as during the presentation itself. Copies of the photos should be given or made available to the recipient.
  
- 5) ENTERTAINMENT: The main event for an Award is the presentation of the award to the recipient. Entertainment, however, will add class and enjoyment to all of your lodge programs.
  
- 6) MASTER OF CEREMONIES: The Master of Ceremonies should be dynamic and entertaining and someone the lodge members look up to. If possible, he should know the recipient intimately so that he can relate to the stories told by the speakers.
  
- 7) DECORATIONS: The dining room as well as the lodge room should be decorated for the event. This provides another opportunity to involve additional men, and their wives, in the program. (If you have divided the speakers into different time periods, you might use decorations that suggest these different periods in the recipient's life.)
  
- 8) SET UP AND CLEAN UP: The Steward's Committee should be used to set up and then, after the program is over, to clean up all of the tables and the dining room. This will reinforce the members with the feeling of helping the lodge and again give another committee something to do.
  
- 9) SERVERS: It should be determined who will serve the dinner. Perhaps it will be the caterer of the dinner. You can also call on one of your local Masonic Youth Groups to help serve the dinner. In this way, they will also feel a part of the program.
  
- 10) RESERVATIONS: It is suggested that reservations be taken for the dinner with a cut-off date one week prior to the event. In this way, you will be able to correctly plan for the number of dinners required for the evening and the members will be making a commitment to attend the program.



11) PRESENTATIONS: All presentations made during a lodge program should be well thought out and planned in advance. In our example, the Hiram Award selection committee should request a certificate, medallion and pin from the Grand Secretary.

12) AGENDA: The committee should put together an agenda for the evening; outlining the events that will take place, from the entrance of the lodge officers prior to the dinner, to the presentation of the award.

## **A sample agenda**

6:30 PM - The Worshipful Master calls the audience up and asks the Chaplain to give the invocation.

6:40 PM - Dinner is served. (Head table is served first. It should be made up of the recipient, the Worshipful Master, the Master of Ceremonies, any visiting dignitaries and the Chaplain and their guests...the Wardens and any other officers can be added as room permits.)

7:45 PM - The Worshipful Master invites everyone to adjourn to the lodge room where the rest of the program will take place.

8:00 PM - The Master of Ceremonies introduces the Worshipful Master who gives a short welcoming address to the members and their friends. (Be sure that you have a good public address system and that it is in good working order.)

8:05 PM - The Master of Ceremonies asks for the American Flag to be presented at the altar. (This is another good place to use one of our Masonic Affiliated Youth Groups.) The Flag is then placed in its proper place in the East.

8:10 PM - The Master of Ceremonies individually introduces each of the speakers for the evening and, as they are introduced, invites them to come to the podium to speak.

8:30 PM - The Grand Lodge representative hands the framed certificate to the Worshipful Master who makes the presentation to the recipient. He then gavels and has all Masons rise to greet the honored guest by a battery of three-times-three.



8:45 PM - The Master then asks the recipient if he has any remarks that he would like to make.

9:00 PM - After the remarks of the recipient, the Master thanks all the committees that made the evening possible and everyone for coming. He then asks the Chaplain to give a benediction, which closes the program.

Introductions may be appropriate for the event. See the section on protocol for more information.

This procedure can be modified to accommodate any of your other programs that you want to put on. In place of the speakers for the evening, substitute your entertainment. To make the evening less formal, leave out the introduction of the Lodge Officers and the presentation of the Flag, or have a potluck in place of the "special" menu for the evening.

Whatever you do, remember the five "P's" of planning.

*Prior Planning Prevents Poor Performance*



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## MASONIC PROTOCOL

### *Things to know when planning Masonic events*

#### **SUGGESTED DRESS CODE**

Generally, when men wear tuxes their ladies wear long dresses. When men wear business suits their ladies wear long or short dresses.

#### **Grand Masters Reception or Event with Grand Lodge Officers**

After 6:00 PM

- Tuxedos worn by Grand Lodge Officers
- Tuxedos worn by Deputies and Committeemen
- Business suits for others unless formal attire is specified
- Theme events and special circumstances may call for casual wear

Prior to 6:00 PM

- Daytime Grand Lodge attire for Grand Lodge Officers
- Dark suits for Inspectors and Committeemen
- Dark suits for Lodge Officers
- Business suits all others

#### **Lodge Installations**

Tuxedo is preferred for:

- Officers
- Installing Officers
- District Deputy
- Grand Lodge Officers



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## SEATING AT MASONIC FUNCTIONS

There are three usual seating plans for Masonic functions:

1. Starting at the center of the head table, the Grand Master and the local Master, Inspector or presiding officer, other principal participants in the program. Then alternate the present Grand Lodge Officers at each side of the center of the head table in descending order of rank.
2. Starting at the center of the head table, the Grand Master and other Grand Lodge Officers in descending rank on one side of the table. Then starting again at the center and going the other direction, the Master of Ceremonies, the Master of the Lodge and his officers in descending order with other dignitaries and special guests.
3. Starting at the center of the head table, the Grand Master and Master of the Lodge in the center, the Grand Lodge Officers and local Lodge Officers side by side in descending rank from each side of the Grand Master and Master.

Modify according to logistic limitations. Wives who are present should be seated with their husbands.

Place cards should be used, especially for the head table and the Grand Lodge Officers and wives. Grand Lodge Officers should be dispersed throughout the room.



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## INTRODUCTIONS AT MASONIC EVENTS

### General Guidelines

If community officials are involved in the program, they should be introduced first from highest rank to lowest rank (i.e. Governor of State to Fire Chief). Masonic Dignitaries are introduced last from lowest rank to highest rank, (i.e. Master of Lodge to Grand Master).

### Order of Introduction of Masonic Dignitaries

1. Shrine Officers, Youth Leadership, York Rite Officers, and Scottish Rite Officers
2. Masonic Homes of Kentucky Administration
3. Past District Deputies
4. Grand Lodge Committeemen
5. Current District Deputies
6. Appointive Grand Lodge Officers in inverse order as follows:

Assistant Grand Tiler  
Grand Tiler  
Grand Pursuivant  
Grand Sword Bearer  
Grand Marshal  
Grand Junior Deacon  
Grand Senior Deacon  
Assistant Grand Secretary  
Grand Chaplain

7. Past Grand Masters (Junior to Senior)
8. Elected Grand Lodge Officers up to, but not including the Grand Master, as follows:

Grand Secretary  
Grand Treasurer  
Grand Junior Warden  
Grand Senior Warden  
Deputy Grand Master

9. Grand Master (The Grand Master is always "PRESENTED," not "INTRODUCED").



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### Instructions for Introductions at an Open Public Meeting

- A. Only ONE introduction of anyone ... in the place of his highest Masonic rank
- B. Introduce in groups as numbered above
  - 1. Instruct each group to remain standing until that entire group has been introduced
  - 2. Request audience to hold applause until all in a group have been introduced
  - 3. You may invite applause after the groups #1 through #7
    - a. Grand Master's biography is given and he is PRESENTED
      - (1) All Masons stand to give Public Grand Honors
      - (2) Ladies remain seated (Announce)
  - 4. After the Grand Master speaks, all Masons stand to applaud; ladies remain seated

### A Suggested Form of Introduction

The protocol of Grand Lodge Introductions are as follows, with the exception of the Grand Master:

From (City), a Past Master of (Lodge Name and No.), the (Title), the (Salutation), (Name), and his wife (Name) (if applicable).

The proper salutations are listed on the next page.

#### Example

"From Small Ville, a Past Master of Masonic Lodge No. 000, the Deputy Grand Master of the Grand Lodge of Kentucky, the Right Worshipful John Smith, and his wife Jane."

NO ONE SPEAKS (delivers a message) after the Grand Master speaks! The Master of Ceremonies or Master may thank the Grand Master and may make presentations to him and his wife.

The Master of Ceremonies or Master may close the meeting.






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**MASONIC TITLES AND SALUTATIONS**

<u>Officer</u>	<u>Addressed</u>	<u>Introduced</u>
Grand Master	Most Worshipful	Grand Master of Masons in Kentucky The Most Worshipful...
Deputy Grand Master	Right Worshipful	Deputy Grand Master of the Grand Lodge of Kentucky the Right Worshipful...
Grand Senior Warden	Right Worshipful	Grand Senior Warden of the Grand Lodge of Kentucky The Right Worshipful...
Grand Junior Warden	Right Worshipful	Grand Junior Warden of the Grand Lodge of Kentucky The Right Worshipful...
Grand Treasurer Grand Secretary	Right Worshipful	...(office)... of the Grand Lodge of Kentucky The Right Worshipful...
Grand Chaplain	Right Reverend	Grand Chaplain of the Grand Lodge of Kentucky The Right Reverend...
All other Grand Lodge Officers & Committeemen	Worshipful	...(office)... of the Grand Lodge of Kentucky The Worshipful...
Past Grand Masters	Most Worshipful	Past Grand Masters of the Grand Lodge of Kentucky...