

CLUB INSTALLATION CEREMONY FORMAT

EVENTS	REMARKS
WELCOME CEREMONY	1. Emcee starts the event 2. Emcee calls the dignitaries on the dias 3. Inauguration ceremony by the dignitaries (Lamp Lighting ceremony) 4. National Anthem followed by Rotary Anthem 5. Welcome dance followed by Welcome speech
HANDOVER CEREMONY	1. Introduction of the Incoming President 2. Handover of the collar (by DIR, in absence of DIR, by Rotary President), gong and gavel (by Outgoing President), charter certificate (by Charter President, in absence, by Rotary President) 3. Oath Taking ceremony of the Incoming President by DIR (in absence of DIR, by ZIR) 4. Meeting call by the Incoming President 5. Acceptance Speech by the Incoming President
FLOOR TO OUTGOING PRESIDENT	1. Year review by the Outgoing President 2. Appreciation letter to the BOD by Outgoing President 3. Award to outstanding interactors of the previous Rotary Year by the Outgoing President (optional)
CONTINUATION OF HANDOVER CEREMONY	1. Introduction of BOD by the incoming president 2. Oath taking ceremony of BOD by incoming President 3. Distribution of appointment letters and badges to the BOD 4. Oath taking ceremony of General Members 5. Distribution of appointment letters and badges to the General Members
FELICITATION	1. Remarks by dignitaries 2. Token of love to the dignitaries by the Incoming President
TOAST PROPOSAL	1. Toast proposal by the Outgoing President 2. Toast proposal by the Incoming President
VOTE OF THANKS	1. Vote Of Thanks
Sergeant - At - Arms NOTE	1. Meeting note presented by the Sergeant - At - Arms
MEETING ADJOURNMENT	1. Meeting Adjournment by the Incoming President