

INSTALLATION CHECKLIST

Last Updated: 26th July 2023

PRIOR TO INSTALLATION

1. Confirm the venue and date. Book DRR Calendar via District Secretary.
2. Send out invitations to Rotaractors, Rotarians and Guests.
 - If it is a paid event, mention it in the invitation.
 - Get the name, club, mobile number, special food request (e.g. vegetarian, allergy to seafood)
3. Confirmation of pax with hotel/restaurant/your venue PIC.
4. Inform Guest of Honor (GOH) to prepare speech at least a week in advance.
 - Let GOH know the background and some information of your club
 - Enquire if GOH will bring partner, to be seated to the right of GOH
5. Backdrop (Must have: name of Club, name of Sponsoring Club, Rotaract and Rotary Logo)
6. VIP table, preferably max 8 people and if buffet dinner, VIP table to be served. (Optional)
7. Dry run flow with Emcee, Sound System, Floor Manager, F&B Department of hotel/restaurant

Guest of Honor:

Could be DG, DRC, DRR, university management, Rotary Club President, or a fitting guest of excellence.

*The current Rotary or Rotaract District officers should be given priority as GOH over non-office bearer Rotarian or Rotaractor Guests

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ON INSTALLATION NIGHT – DETAILED TASK LIST (Reference)

TIME	EVENT	TASK & PERSONNEL RESPONSIBLE	P.I.C
07.00 pm	Arrival of Rotaractors / Guests / Friends	<ol style="list-style-type: none"> At least two people manage the registration counter. One will be doing the registration and another collecting money. One person to manage the sound system. To standby VIP Walk-In Music. Organising Chair, Outgoing President, Incoming President, District Officers to accompany the VIPs while awaiting the walk-in ceremony. Play Entrance music for the VIP walk-in. MC to entertain crowds and do crowd management. 	<p>Registration</p> <p>Sound System</p>
07.30 pm	Arrival of Guest of Honor (GOH)	<ol style="list-style-type: none"> Prior to the arrival of the GOH, MC to announce the house rules: <ol style="list-style-type: none"> HP to be put on silent mode. Explain about the roll call & loyal toast – remind them about charging their glasses. Request to rise as mark of respect when the VIPs walk in Tell them to have FUN! Upcoming performances! Floor Manager to cue President when the crowd settles and it is time for the VIPS to walk in. SAA to standby outside the main entrance with the sash and mace ready. Upon VIPs nearing entrance, Floor Manager to cue MC. Ensure right music is being played. Outgoing and Incoming Presidents, OC, District Officers to escort VIPs into the hall. 	<p>MC</p> <p>Floor Manager & President</p> <p>SAA</p> <p>Floor Manager</p> <p>Sound System</p>

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		<ol style="list-style-type: none"> 7. Sequence of walk : <ul style="list-style-type: none"> - SAA in front. Followed by GOH , DRR and OC, Rotary and Rotaract Presidents, District Officers. 8. VIPs and guests to settle down. 	*SAA – Sergeant-At-Arms
07.45 pm	Welcome Note by MC	<ol style="list-style-type: none"> 1. MC to welcome the crowd to the event. 2. Standby National Anthem song (Negaraku Minus One <i>aka without vocals</i>). 	Sound System
	National Anthem	<ol style="list-style-type: none"> 1. MC to request the crowd to be upstanding for the singing of the National Anthem. 2. Play the National Anthem. 3. Crowds sing out loud the National Anthem. 4. Once completed, MC to request crowd to take a sit. 	Sound System
	Loyal Toast	<ol style="list-style-type: none"> 1. MC to request all present to charge their glasses for Loyal Toast 2. Floor Manager to ensure all glasses are filled - must inform caterers about this. (all 3 who supposed to propose toast to be ready near the rostrum) OC to ensure the paper for the loyal toast is at the rostrum) 3. MC to invite upon: 	MC Floor Manager

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		<p>1st Toast :</p> <p>DEAR LADIES & GENTLEMEN, KINDLY RISE & JOIN ME IN PROPOSING A TOAST TO SERI PADUKA BAGINDA YANG DI PERTUAN AGONG KeBawah Duli Yang Maha Mulia Al-Sultan Abdullah Ri'ayatuddin Al-Mustafa Billah Shah ibni Almarhum Sultan Haji Ahmad Shah Al-Musta'in Billah atau Al-Sultan Abdullah (A VERY SHORT PAUSE ONLY)DAULAT TUANKU (RAISE THE GLASS)!</p> <p><i>*Alternately</i></p> <p>1st Toast :</p> <p>DEAR LADIES & GENTLEMEN, KINDLY RISE & JOIN ME IN PROPOSING A TOAST TO SERI PADUKA BAGINDA YANG DI PERTUAN AGONG TUANKU (A VERY SHORT PAUSE ONLY)DAULAT TUANKU (RAISE THE GLASS)!</p>	<p>MC & 3 Rotaractors</p>
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		<p>2nd Toast :</p> <p>DEAR LADIES & GENTLEMEN, KINDLY JOIN ME IN PROPOSING A TOAST TO THE SULTAN OF SELANGOR SULTAN SHARAFUDDIN IDRIS SHAH (A VERY SHORT PAUSE ONLY)DAULAT TUANKU (RAISE THE GLASS)! Please be seated</p> <p><i>*Alternately</i></p> <p>2nd Toast :</p> <p>DEAR LADIES & GENTLEMEN, KINDLY JOIN ME IN PROPOSING A TOAST TO THE SULTAN OF SELANGOR (A VERY SHORT PAUSE ONLY)DAULAT TUANKU (RAISE THE GLASS)! Please be seated</p> <p>3rd Toast :</p> <p>DEAR LADIES & GENTLEMEN, <i>*</i>. KINDLY JOIN ME IN PROPOSING A TOAST TO ROTARY INTERNATIONAL (A VERY SHORT PAUSE ONLY)TO ROTARY INTERNATIONAL!</p> <p><i>*Any description on Rotary</i></p>	
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		<p>*If Installation is held in a state/territory without Sultan/Raja, neglect 2nd Toast. Perlis, Kedah, Perak, Selangor, Pahang, Kelantan and Terengganu, please ensure correct spelling/salutation for Sultan/Raja</p> <p>4. MC to request all to take a seat.</p>	
	Roll Call	<ol style="list-style-type: none"> 1. Prior to the start of the function, Registration to fill up the Roll Call Template. 2. MC to inform everyone present that it is time for roll call and request who's names / who's club's names are called up to be upstanding and be recognized. 3. MC to go through the list for roll call. 4. At the end, MC asks the crowd if the MC has missed out anyone / any clubs that were not recognized. <p>Reminder: Mention Sponsoring Rotary Club and Host Rotaract Club last</p>	<p>Registration</p> <p>MC</p>
	Welcoming Address by Organizing Chairman (OC)	<ol style="list-style-type: none"> 1. MC to invite OC to deliver a Welcoming Address. 2. Play music to walk up the stage. 3. SAA to escort OC up to the stage (SAA must always know where the VIPs sit and be ready at the side of the VIPs when their names are being called). SAA will lead the VIPs to the stage/rostrum, stand behind the VIPs during the whole speech, and lead the VIPs down the stage to the side of the seats. <i>*Alternately SAA can lead the VIPs to the stairs of the stage and leave. Come back to lead to seat after speech</i> 4. OC to deliver a speech. 	<p>OC</p> <p>Sound System</p> <p>SAA</p>

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		5. SAA to escort OC down the stage back to their seat (VIP Table only).	OC SAA
	Welcoming Speech by District Rotaract Representative (DRR)	<ol style="list-style-type: none"> 1. MC to invite DRR to deliver Speech. 2. Play music to walk up the stage. 3. SAA to escort DRR up to the stage. 4. DRR to deliver speech. 5. SAA escorts DRR down the stage back to his/her seat at the VIP table. <p>*If DRR is GOH, feel free to skip this.</p>	DRR Sound System SAA DRR SAA
08.00 pm	Dinner is Served	<ol style="list-style-type: none"> 1. MC to announce that dinner is served. 2. Floor Manager to show the crowd the buffet line. 3. Play soft music. 4. Floor Manager to decide when to kick off performances. 	MC Floor Manager Sound System
08.30 pm	Performance	<ol style="list-style-type: none"> 1. MC to request crowd to enjoy the food. 2. Performers to be on standby for the performance. 3. Floor Manager to give cue to MC - confirming that performer(s) is ready. <i>*Can do a short description of Performer(s)</i> 4. MC to invite performer(s) to entertain the crowd with their performances. 	MC Floor Manager

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Induction Ceremony *only when Induction is part of Installation			
9.00pm	Induction of Guests	<ol style="list-style-type: none"> 1. Club to provide MC with the complete list of guests to be inducted. 2. MC to invite President/DRR on stage to induct guests. 3. Play music for walk up to the stage. 4. SAA to escort President/DRR up to the stage. 5. MC to announce - Induction Ceremony to start. 6. MC to announce all the guest names. When names are being called, guests are to come up on stage and all are to stand in a row facing the crowd. 7. DRR to take over. DRR to recite the oath (from the induction charge) DRR to request the 5 guests to raise their right hands and read out the pledge. 8. Guests will read the Induction Pledge. 9. At the end, DRR to hand over all the induction charges earlier signed by the Rotaract President to the new Rotaractors. 	

Installation Ceremony			
	Out-going President Speech	<ol style="list-style-type: none"> 1. MC to invite the Outgoing President to come up on stage to deliver a speech. 2. Play music to walk up to the stage. 	

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		<ol style="list-style-type: none"> 3. SAA to escort Outgoing President up to stage. 4. Outgoing President to deliver speech. 5. At the end of speech, a video* will played (past activities and highlights of the term) <i>*only if there is any</i> 6. Technical Representative to handle video (bring the video to be tested earlier). 	
	Installation of Incoming President and Acceptance Speech	<ol style="list-style-type: none"> 7. At the end of the video, the Outgoing President will call upon the Incoming President to come up on stage to be installed. 8. Play music to walk up to the stage. 9. SAA to escort Incoming President up on stage from the VIP table to be installed. 10. Installation of President. 11. SAA to escort IPP down to the VIP table (MC to thank IPP and invite IPP to leave the stage. 12. President to walk to the rostrum and deliver an Acceptance Speech. 13. Slide show presentation (BOD presentation) to be on standby, incoming BOD to be on standby. 	
	Installation of Board of Directors	<ol style="list-style-type: none"> 1. At the end of the President's speech, install IPP followed by BOD. 2. Tray ladies to standby with all the director medallions - pass to President. 3. President to announce names of each Board of Director and install them on stage by 'crowning' the Director Medallion on them. 4. Each director that has been installed remains on stage. 5. At the end, the President handed over the ceremony to MC. 6. MC to request for the GOH and members for the VIP table to come up on stage for a short photography session. 	

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		<ol style="list-style-type: none"> 7. Photographer to take photographs. 8. MC to thank the VIPs for the photo session & request them to be seated. 	
10.00pm	Speech by the Guest of Honor (GOH)	<ol style="list-style-type: none"> 1. MC to invite GOH to be on stage to deliver a speech. 2. Play music to walk up to the stage. 3. SAA to escort GOH up to the stage. 4. GOH to deliver a speech. 5. At the end of the GOH's speech, MC to request GOH to remain upstanding on stage to receive the token of appreciation. 	
	Presentation of Token of Appreciation to Guest of Honor (GOH)	<ol style="list-style-type: none"> 1. MC to invite the President to present a token of appreciation to GOH. 2. Tray ladies to be on standby with the token. 3. SAA to escort GOH down the stage back to seat. 4. MC to thank GOH for gracing the occasion. 	
10.30pm	Event Ends	<ol style="list-style-type: none"> 1. MC to thank all for coming & wishing them good night. 	