**Installation Ceremony Agenda (2 Hours)**

**Change the time as per your slot**

|  |  |  |  |
| --- | --- | --- | --- |
| **Time** | **Details** | **Presiding Officer** | **Material Needed** |
| **20 Mins** | **Registration & Fellowship** | **Registration Team** | **Registration Sheets** |
| **5 Mins** | **Calling Dignitaries on the Dias** | **Chief Guest-DRR, Guest of Honour/ DRS, Faculty Incharge (Institution Based Club), Incoming and Outgoing President and Secretary** |  |
| **1 Min** | **Collaring of the President (2020-21) By the SAA/ Secretary** | **President 2020-21. SAA/ Secretary 2020-21 or DRCC (District Rotaract Committee Chair if it is a charter installation)** | **Charter, Collar and Gavel and Gong** |
| **1 Min** | **Collaring the DRR by SAA/ DRS/ RR/ RSand Calling the Meeting to Order (By President)** | **DRR (2021-22). SAA/ DRS/ RR/ RS (2021-22)** | **Collar** |
| **2 Mins** | **4 Way Test & Rotaract Prayer** | **President/ Secretary (2020-21)** | **4 way test & Rotaract Prayer Paper** |
| **5 Mins** | **Welcome Address**  **And felicitating the Dignitaries (Optional)** | **President 2020-21** | **Souvenir (optional)** |
| **10 Mins** | **Secretarial Reports** | **Secretary 2020-21** | **PPT/Video** |
| **5 Mins** | **Release of Annual Bulletin (2020-21) (if applicable)** | **President , Editor 2020-21 and dignitaries** | **Bulletin** |
| **5 Mins** | **Awards and Certificates** | **President (2020-21)** | **Certificates and Mementos (If any)** |
| **10 Mins** | **Farewell Speech** | **President 2020-21** |  |
| **20 Mins** | **Handing over the proceedings to the DRR** | | |
| **10 Mins** | **Acceptance Speech**  **And seating change.** | **President 2021-22** |  |
| **5 Mins** | **Release of Theme and other club branding (Letterhead/ T-Shirts/ any other club branding material)** | **MC**  **President 2021-22, Guest of Honour and Chief Guest - DRR** | **Banner/Video**  **Club Branding Material** |
| **5 Mins** | **Year Plan Release (2021-22)** | **President and Editor 2021-22. Dignitaries** | **Editorial/ Bulletin** |
| **1 Min** | **Introduction of Guest of honor (if any)** | **Club member/ Secretary/President.** |  |
| **5 Mins** | **Address by Guest of honor** | **Guest of honor** |  |
| **2 Mins** | **Introduction of Chief Guest - DRR** | **Club member/ Secretary/President.** |  |
| **10 Mins** | **Address by Chief Guest - DRR** | **Chief Guest - DRR** |  |
| **5 Mins** | **Felicitations** | **President 2021-22** | **Souvenirs (if any)** |
| **5 Mins** | **Podium open for announcements** |  |  |
| **5 Mins** | **Secretarial Announcement** | **Secretary 2021-22** | **Attendance Sheet** |
| **5 Mins** | **Vote of Thanks** | **Secretary 2021-22** |  |
| **1 Min** | **Adjournment of the meeting** | **President 2021-22** | **Gavel and Gong** |
| **52 Secs** | **National Anthem** |  |  |

**Guest of Honour/ District Secretary is optional (If any present, they will be addressing before the Guest of honor)**

**District Secretary should be given time for any announcement when the podium is open**

**When the proceedings are Handovered to the DRR the team should strictly follow the instructions of the DRR and maintain silence in the hall**

**The timings mentioned in the timings column is the maximum time that should be alloted**