

PROVINCIAL GRAND LODGE OF EAST LANCASHIRE

Procedure for a Banner Dedication

1. The Lodge should write to the Provincial Grand Secretary, enclosing the relevant designs and documentation for the Banner approval.
[See Appendix EG].
2. The Provincial Grand Secretary will correspond with the Grand Secretary and the Lodge Secretary.
3. Once the approval to the Banner design has been given, via the Provincial Grand Secretary, the date of the celebration will be determined by the APMG, after consulting the Lodge.
4. The District Secretary emails the Provincial Grand Secretary to confirm the date and to request inclusion on the Provincial Calendar.
5. The Provincial Grand Secretary will email confirmation of the inclusion on the Provincial Calendar to the District Secretary.
6. The Provincial Deputation will be led by the Assistant Provincial Grand Master for the area.
7. The Provincial Deputation will comprise:-
 - The Assistant Provincial Grand Master
 - The District Chairman
 - The Provincial Senior Grand Warden
 - The Provincial Junior Grand Warden
 - The Provincial Grand Chaplain
 - The Provincial Grand Director of Ceremonies
 - The Provincial Deputy Grand Director of Ceremonies
8. The Provincial Grand Secretary will write to / contact each member of the Deputation to confirm whether each member is available.
9. Once this availability has been confirmed, the Provincial Grand Secretary will email the District Secretary who, in turn, will write to the Lodge Secretary to advise him of the members of the Deputation.
10. The Lodge will need to decide whether a donation to the ELMC or to another Charity will be made to mark the event. The cheque should be presented to the Assistant Provincial Grand Master during the Lodge meeting.
11. A draft Agenda is shown as Appendix EB.
Other items should not be introduced without the approval of the APMG.

12. No other Ceremony should be held at the same meeting.
13. The Lodge Secretary should send a Summons and a specific invitation to each member of the Deputation.
14. The Lodge should not send specific invitations to the RW Provincial Grand Master, his Deputy, or to the Provincial Grand Secretary [only send the usual Summons to the Provincial Grand Secretary].
15. The Lodge needs to provide a Brother to carry the Banner. The Worshipful Maser, the Donor[s] of the Banner and the Lodge Deacons will be involved in the Ceremony.
16. Draft speeches [or bullet points] need to be submitted to the District Secretary at least three weeks before the event.
17. The Lodge should send four sets of the Lodge history / Banner History, and any other useful information concerning the Lodge, to the District Secretary, at least four weeks before the meeting. The District Secretary will forward a copy to the Assistant Provincial Grand Master, the Provincial Grand Chaplain and the Provincial Grand Director of Ceremonies.
18. Other than the requirements given above, all communications should be via the Lodge Secretary to the District Secretary.
19. **It is important that the drafts and printer's proof, copies of the Summons and any toast list are submitted to the District Secretary at least six weeks before the final date for printing. This is in order for any necessary amendment [s] to be made, approval given by the APMG and the documents returned to the Lodge Secretary.**
20. Any printed history of the Lodge should be circulated at the Social Board after the meeting.
21. Please ensure that six sets of the final copies of the Lodge Summons for the meeting / history / Menu Card / and any other items of interest are sent to the District Secretary.
22. The District Secretary will send four sets to the Provincial Grand Secretary, who will forward two sets to the United Grand Lodge Library, and two sets to the Provincial Grand Lodge library.
23. The Assistant Provincial Grand Master occupies the Worshipful Master's Chair and the Provincial Grand Wardens will take the Warden's Chairs.
24. The Dedication Procession will comprise:-
 - The Provincial Grand Director of Ceremonies
 - The Provincial Deputy Grand Director of Ceremonies
 - Two Lodge Deacons
 - The Banner Bearer
 - The Donor[s] of the Banner

25. The Provincial Grand Director of Ceremonies will arrange a rehearsal.
26. In addition, a practice will be held at least one hour and fifteen minutes before the Lodges Tyles.
27. The Lodge Organist will be required to play the Processional Hymn [Tune: "St Anne"] and the Closing Hymn [Tune: "Nun Danke"].

March 2006