

The Installation Representative Guidelines 2023/24

These guidelines should be read in conjunction with the Craft and Royal Arch Installation Representatives Briefing Notes 2023/24

1. You are the [personal] representative of the RWPGM / MEGS. As such you should prepare and conduct yourself so that you are able to deliver **his** 'message' with confidence and conviction, both within the Lodge / Chapter and at the Festive Board.
2. You should acknowledge receipt of the Lodge / Chapter Summons and any accompanying letter of welcome. Dietary requirements should be made clear at this time, so as not to cause any last minute embarrassment.
3. You should not expect or demand any special privileges. Nor should you require a Lodge / Chapter to make changes to any established custom and practice, unless you consider that such custom and practice is not in good taste.
4. Your presence is to enhance / give 'added value' to the Installation Meeting / Convocation and the Festive Board. Remember that, whilst you are the representative of the RWPGM / MEGS, you are a guest of the Lodge / Chapter and that you should treat your host accordingly. The most important people in attendance are, respectively, the WM and the Brethren or the Principals and the Companions.
5. The correct dress code for a Representative is Morning Suit with Full Dress Regalia [including tailcoat, **if owned**], appropriate breast and Festival jewels and the Festival tie (jewels are not to be worn on the collar but should be worn on the jacket breast pocket). APGM's and APGP's will wear a tailcoat during the Installation Meeting / Convocation, changing into a Short Jacket for the Festive Board.
6. You should allow sufficient time to meet with the Lodge / Chapter DC [before the Meeting / Convocation] so that you both understand and agree the arrangements / proceedings for the Installation Meeting / Convocation and Festive Board. You should not seek to impose any change to accommodate your own preferences.
7. Remember that all proceedings are under the control and direction of the DC; please resist the temptation to intervene or 'prompt'.
8. At the Lodge Meeting / Chapter Convocation you should 'tender greetings' on the Second Rising, delegating to another Officer of UGLE / SGC the privilege to 'tender greetings' on the First Rising. If there is no other Officer of UGLE / SGC present, you may respond, formally, to the First Rising. It is on the Second Rising that you 'tender greetings', specifically on behalf of the RWPGM / MEGS and generally on behalf of the Officers of PGL / PGC.
9. At the Festive Board, you should respond to Toasts No 3, 4 and 5. If you are not an Officer of UGLE / SGC you should, if and as appropriate, make reference to such Officers who are in attendance and thank the Proposer of Toast No 3 on their behalf.

10. What you have to say within the Lodge / Chapter and at the Festive Board should be relevant and, as far as is possible, whilst delivering the RWPGM / MEGS message, made specific to the Lodge / Chapter. Do your homework before your visit and be prepared to 'fine tune' the 'message' on the day of Installation. To that end it might be considered useful to liaise with the Area Chairman / RAAO. Please remember that you are delivering the message **on behalf of** the RWPGM / MEGS.
11. Ensure that you make a positive contribution to the proceedings [both within the Lodge / Chapter and at the Festive Board] so that the benefits [to the Lodge / Chapter] will be significant and lasting.
12. Between the Installation Meeting / Convocation and the Festive Board, circulate among and engage in conversation with as many of the Brethren / Companions as possible. As well as the 'key' players, seek out those who appear to be on the fringe and particularly younger Brethren / Companions.
13. **DO NOT** attempt to cover all the items contained / referred to within the Briefing Notes. Remember also that they are Briefing Notes, and not a text that you read.
14. You should refer to the Briefing and Reference Notes / Provincial Website for additional information on each item. Select three or, at the most, four items, having regard to the needs and interests of the Lodge / Chapter members.
15. Your response should not exceed ten minutes. Seven to eight minutes is preferable.
16. You should never retire from the Festive Board before the WM / First Principal has concluded his response to the Toast to his health.
17. You are encouraged to remain at the Festive Board for so long as you are comfortable to do so, having regard to the time, the mood and wishes [stated or implied] of the Brethren / Companions (and your own health and well-being). In most cases that will be until proceedings are concluded.
18. Please check, discreetly, that the correct Regalia and Jewels are being worn by the Lodge/Chapter Officers. If you find that some are not, have a quiet word with the Lodge DC.
19. There is continuing requirement for Representatives to check that the **original** Warrant / Charter, or Warrant / Charter of Confirmation is being displayed. Please ensure that you do so.
20. You are asked to collect as much information as possible regarding charitable donations made by the Lodge in the last year and to forward this information to the Provincial Grand Charity Steward. He will aggregate the figures for UGLE / SGC who use the information for publicity purposes. Reassure the Lodge that this is not a competition and individual donations are not identified.
21. Remember to send a 'thank you' letter with specific reference to / acknowledgement of any charitable donation that you have received.
22. In your written Installation Report you are requested to identify the 'movers and shakers' and those who it appears possess potential for taking on additional duties and responsibilities, be it within the Lodge / Chapter, Area or Province. Please also note in your report, whether there are any Brethren/Companions, that in your opinion, are worthy of consideration for the rank of ProvGStwd and / or ProvAGDC. Your Installation Report should be sent, without undue delay, to the relevant APGM / APGP.

Provincial Secretariat
June 2023