



## **GENERAL GRAND CHAPTER INSTALLATION WYOMING/TEXAS GRAND JURISDICTIONS**

**MARRIOTT WORLD CENTER RESORT  
ORLANDO, FL**

**THURSDAY EVENING, NOVEMBER 1, 2018**

**COME, be a part of launching the 2018-2021 Triennium!**

What better place to be than in Orlando in 2018?! Disney, sun, fun and the opportunity to take part in the KICKOFF of a new Triennium! Taking part in Orlando for Installation will prove useful, fun and exciting! Let your talents shine and gain experience that can be put to use when the OES world comes to Salt Lake City for the 2018-2021 Triennial Assembly three years later! It will take many helping hands to transform the General Grand Chapter Room into a first glimpse of the 2018-2021 Wyoming/Texas term. Please look over the following areas and sign up today!

### **AREA I – Decorations Stage (East) & Altar**

- ◆ Assist decorating chairmen with set up of backdrop, stage, area in front of East, etc.
  - ◆ Assist with backdrop
  - ◆ Place decorations as directed on stage & area in front of East
  - ◆ Assist with decorations in other areas as necessary
  - ◆ If necessary, assist with Altar set up

### **AREA II – Operational**

#### Sound & Lights

- ◆ Work side-by-side with 2018 Assembly audio visual staff evening of Installation
  - ◆ Sound; Lighting; Video Screens

#### Arena Set Up, Seating & Signs

- ◆ Set up adequate seating on arena floor for pre-ceremony and Installation ceremony activities
- ◆ Make sure required paraphernalia remains present and is properly set up, displayed
- ◆ Make sure designated handicapped seating area remains available
- ◆ Designate specific arena seating areas for Installation attendees as necessary

#### Photography

- ◆ Work with 2018 Assembly photographer or if unavailable, arrange for professional photographer

#### Ushers

- ◆ Provide assistance to Installation attendees to locate their seating and be safely seated

### **AREA III – Protocol & Dignitaries**

#### Flag Presentation

- ◆ Ensure all required flags are present, have staffs and stands as necessary
- ◆ Ensure flag stands are in proper place and in order as necessary
- ◆ Review for proper flag etiquette if necessary

#### Installation Pages

- ◆ Welcome members and guests, distribute Installation programs (and other handouts if necessary)
- ◆ Attend at Guest Books
- ◆ Assist those being installed as necessary (collect purses, wraps, etc.)
- ◆ Assist presiding officers/speakers as necessary
- ◆ Assist persons seated in the East as necessary
- ◆ Assist with line up of dignitaries, family members and others for presentation
- ◆ Receive and attend to gifts for GGC Officers as necessary, including recording gift information

