

## RECOMMENDED INSTALLATION PROCEDURE

Most contemporary associations consider traditional “swearing-in” ceremonies outdated when installing leadership for the coming administrative year. Instead of scripted charges and acceptances of officers, current practice is to concentrate remarks on the individuals being honored, both outgoing and incoming leaders, including their accomplishments and their contributions to the Chapter during their careers as active members. Therefore, we recommend that Chapter installations be “personalized” and the proceedings be less formal. There is no legal requirement for the “swearing-in” with hands raised and solemn acceptances. Rather, the installation is a rare opportunity for the audience to learn in detail the leaders as performers and contributors to Chapter growth as well as people and friends. It is this opportunity that should be fulfilled during the installation proceedings that are more personal, meaningful and, frankly, more enjoyable for the audience as well as those being honored.

The following are some guidelines for planning the installation ceremony:

1. Plan ahead by obtaining biographical data on all individuals to be honored and/or installed.
2. Script the installation remarks, or at least an outline of the proceedings, and provide the “bios” to the speaker well in advance of the event. It is unfair to outside speakers, who have been invited to conduct the installation, to scribble the names on a piece of paper moments before the ceremony and expect the speaker to introduce the leaders comfortably and confidently, with proper pronunciations and accurate details, giving proper recognition to those who have earned their honors.
3. Acknowledge all of your leaders, both outgoing and incoming. This is an event of celebration for Chapter contribution and service. It is better to recognize too many than risk disappointing some who have served well in relative anonymity.
4. Make a list of people who would qualify to speak at installation procedures. Criteria should include Chapter service, industry leadership and standing, recognizability, ability to articulate as a public speaker, knowledge of HSMIAI and its activities and more. It can be a former Chapter President, a Past President of HSMIAI, a member of the International staff, a community leader or anyone who brings respect and is held in admiration by the

membership and audience. Issue invitations to conduct the installation well in advance and, again, provide scripts and biographies in advance of the event.

5. Be certain to honor outgoing leadership in the same detail that incoming officers and officials are honored. Their accomplishments are of matter or record and should be noted.
6. Sequence the introductions from “bottom to top”. In other words, recognition should move from subordinate positions to superior positions, ending with the President – both when introducing outgoing officials and when presenting incoming officials. Because the mix will vary with each installation, with some individuals remaining in office or accepting another office, scripting should be carefully performed based on the needs of the particular mix.
7. Unwrap gifts, plaques, etc. and place in proper sequence near the podium so that this cumbersome task does not have to take place in full view of the audience, to the discomfort of the recipient.
8. When introducing individuals (and this holds true for introductions of any event) always say the individual’s name last – *with emphasis*. For example, if you introduce someone as “our new President Marley Maplecorn, who is the Director of Sales of the Abercrombie Inn in Old Town”, the applause will begin somewhat hesitantly as the introduction drones on. For dramatic affect and so that the most important element, the person’s name, is the remark that elicits applause as if on cue, the introduction should be “And now, the individual who will serve as our new President...the Director of Sales of the Abercrombie Inn...from Old Town...ladies and gentlemen...Marley Maplecorn!” It is obvious and natural, the name elicits the audience response, the moment is more electric, and that is what installation ceremonies should achieve.
9. Installations may be performed at any appropriate Chapter event. However, with all Chapters operating on a January 1 to December 31 administrative year, installations should take place in November or at least as early as possible in December.
10. A sample bio form is located behind this section to help you create a fun and informative recognition of the member being installed.

## HSMIAI INSTALLATION QUESTIONNAIRE

Chapter installations should be informative, interesting and they can be also be fun! Please fill out the following questionnaire to assist in your introduction as a member of the chapter board. Thank you.

NAME: \_\_\_\_\_

POSITION ON BOARD: \_\_\_\_\_

WHERE YOU WORK: \_\_\_\_\_

JOB TITLE: \_\_\_\_\_

HOW LONG HAVE YOU BEEN A MEMBER OF HSMIAI? \_\_\_\_\_

WHY ARE YOU A MEMBER OF HSMIAI? \_\_\_\_\_

\_\_\_\_\_

MARITAL STATUS: SINGLE \_\_\_\_ MARRIED \_\_\_\_ HOPEFUL \_\_\_\_

CHILDREN: # \_\_\_\_ GENDER('s) \_\_\_\_\_ AGE('S) \_\_\_\_\_

HOBBIES: \_\_\_\_\_

SPECIAL INTERESTS: \_\_\_\_\_

EDUCATIONAL BACKGROUND : \_\_\_\_\_

\_\_\_\_\_

TELL US SOMETHING UNIQUE ABOUT YOURSELF: \_\_\_\_\_

\_\_\_\_\_