



Leo Club Installation Organization Guide

Congratulations

Congratulations! You are receiving this because you are a club officer. This kit will contain some resources which will be useful in organizing your club installation. If you have any comments / suggestions / concerns, please do not hesitate to contact any district council member.

Best Wishes to your club for a wonderful Leoistic year ahead.

Begin with a to-do list

To start planning the installation, please get-together with your club members first and agree on a date, time and a venue. Club installations do not requires to be hosted in an expensive way; just a simple arrangement would be enough. Here is a sample to-do list.

BEFORE THREE/TWO WEEKS

- › Confirm the venue and the time
- › Choose a Chief Guest/GOH and invite them (do this early as possible)
- › Make a list of invitees
- › Send invitations to all invitees
- › Send an email flyer / create a Facebook event / publish in the website etc.

ONE WEEK BEFORE THE EVENT

- › Finalize the Agenda
- › Distribute each role among Leos (who is going to read the Pledge of allegiance/Leo Pledge, Welcome address, Introduction of CG/GOH etc.)
- › Finalize the decorations/sounds/refreshments at the venue
- › Get bio-data of chief guest and guest of honor

2-3 DAYS BEFORE THE EVENT

- › Remind the invitees about the event including CG & GOH. SMS would be very effective there.
- › Do a rehearsal of the meeting per the Agenda

Below is a list of things you will need for the installation.

- › National flag / Club banner
- › Gong and Gavel
- › Oil Lamp
- › Printed copies of Agenda
- › Head table list
- › List for oil lamp
- › Officers Installation text

Be Aligned with the Correct Protocol

Leo Protocol is an adapted one from Lions Protocol. Installation is a major event of a club, so it is important to adhere to the correct protocol. Below is a sample head table list you can use. Remember, when inviting guests to the head table, you need to invite least important one first and the most important one last. When introducing the head table, it goes vice-versa, the most important one to be introduced first.

When inviting to the head table, please ensure that you (chairman) call dignitaries by the name only (Do not call by designation). All the dignitaries of the head table should be addressed with their respective designations in introduction to the head table and welcome speech. In speeches, thereafter, it is not need to call each dignitary by names (Just say “dignitaries of the head table”)

SAMPLE HEAD TABLE INVITEES LIST

Here is a sample list ordered by the correct protocol. It is not required every people in the following list be invited to head table. Depends on your hall arrangement, invite most required ones to the head table.

- › Club President / Chairman of the Meeting
- › Chief Guest
- › Guest of Honor
- › Lions District Governor
- › Leo District President
- › Leo Multiple District President
- › Leo District Presidents from Other Districts
- › Leo Multiple District Vice President
- › Leo District Vice President
- › Past District Governors
- › District Chairman for Leos
- › Past District Presidents
- › Club Vice President
- › Members of Leo District Council
- › Lions Cabinet Officers
- › Parent Lions Club President
- › Club Secretary
- › Club Treasurer
- › Leo Advisor

SAMPLE OIL LAMP INVITEES LIST

Again this is a sample. In essence, for lighting of oil lamps, all dignitaries at the head table shall participate. In case you do not invite all officers to the head table, you may call them for lighting of oil lamps as appropriate. As a custom, a visiting Leo is invited to represent all Leos.

- > Club President / Chairman of the Meeting
- > Chief Guest
- > Guest of Honor
- > Lions District Governor
- > Leo District President
- > Leo Multiple District President
- > Leo District Presidents from Other Districts
- > Leo Multiple District Vice President
- > Leo District Vice President
- > Past District Governors
- > District Chairman for Leos
- > Past District Presidents
- > Club Vice President
- > Members of Leo District Council
- > Lions Cabinet Officers
- > Parent Lions Club President
- > Club Secretary
- > Club Treasurer
- > Leo Advisor
- > A visiting Leo

Here is a Sample Agenda

A correct agenda will lead a smooth flow for your installation. Brief the agenda to all the organizing committee members before the functions.

Keep speeches short and sweet, ideally no more than 10 minutes.

Please make sure that you inform the chief guest and guest of honor on their speech durations well in advance.

Calling Dignitaries to the Head table	1 min
Meeting Call to order	1 min
National Anthem	2 mins
Pledge of Allegiance	1 min
Leo Pledge	1 min
Introduction of Head table	2 mins
Self-Introduction by Leos	2 mins
Welcome Address	2 mins
Minutes of the previous general meeting	2 mins
Treasure Report	2 mins
Outgoing President's Address	10 mins
Induction of new club officers	5 mins
Lighting of the Oil Lamp	2 mins
Inviting newly inducted key officers to the head table	1 min
Handing over proceedings to the new president	1 min
Incoming President's Address	10 mins
Introduction to Guest of Honor	2 mins
Guest of Honors' Address	10 mins
Introduction to Chief Guest	2 mins
Chief Guest's Address	10 mins
Presentations to Chief Guest and Guest of Honor	1 min
Open Forum & Felicitations	5 mins
Closing Remarks by Leo Advisor	2 mins
Vote of thanks	2 mins
Termination of the meeting	1 min

After the installation

It would be nice to have a small fellowship time after the installation especially with your club members. Discuss and celebrate last year's victories, and motivate them to do better in the incoming year.

Please make sure that you send a thank you note / SMS / email to all the Leos / Lions who participated in the installation.

If you need any clarification / assistance, do not hesitate to contact your respective District President or District Council.