

Rotary



Rotaract  
RI DISTRICT 3011



RTN. | RTR. SARTHAK BANSAL  
DISTRICT ROTARACT REPRESENTATIVE  
R.I. District 3011  
2020 - 2021

Rotary Opens  
Opportunities

## Rotary Club of \_\_\_\_\_

Sponsor Rotary Club:

Zone Number:

Date:

Timing:

### Agenda for Installation Ceremony

SNO.	DESCRIPTION	TIME
1	Welcome by Master of Ceremony	
2	Calling Outgoing Secretary, Outgoing President, Incoming Secretary and Incoming President to the dais	
3	Collaring of Outgoing President by Outgoing Sergeant at Arms	
4	Meeting Call to Order by Outgoing President	
5	National Anthem/Rotaract Song	
6	Four Way Test	
7	Welcome of Chief Guest, Guest of Honour and Dignitaries to the dais	
8	Annual Secretarial Report by Outgoing Secretary	
9	Annual Report of Financial Status by Outgoing Treasurer	
10	Closing Address by Outgoing President	
11	Installation of Incoming President (Hand over of the Charter and Gravel followed by Collaring)	
12	Hand over of collar and lapel pin to Incoming Secretary by Outgoing Secretary	
13	Hand over of club's financial statement to Incoming Treasurer by Outgoing Treasurer	
14	Exchange of Seats between Incoming & Outgoing President and Secretary	
15	Address by Elected President	
16	Installation of Board of Directors	
17	Introduction of new members if any	
18	Release of Club Bulletin if published	
19	Introduction of Guest of Honour	
20	Address by Guest of Honour	
21	Introduction of Chief Guest	
22	Address by Chief Guest	
23	Presenting mementos to the Dignitaries	
24	Other Announcements if any	
25	Open Floor for Audience remark	
26	Vote of Thanks by Elected Secretary	
27	Meeting Adjourned by Elected President	
	Total Time	