

Degree Planning Checklist

Opening/Closing

| | | | |
|-------------------|--|---------------|--|
| Date | | Time to Start | |
| Time for Practice | | Location | |

| | |
|------------------|--|
| Master Councilor | |
| Senior Councilor | |
| Junior Councilor | |
| Senior Deacon | |
| Junior Deacon | |
| Senior Steward | |
| Junior Steward | |
| Marshall | |
| Chaplain | |
| Standard Bearer | |
| Sentinel | |
| Prompter | |

Required Paraphernalia

Yes No

| | | |
|------------------------|--|--|
| Altar | | |
| Bible | | |
| School Books | | |
| 7 Candles | | |
| National Banner | | |
| Master Councilor Gavel | | |
| Senior Councilor Gavel | | |

Initiatory Degree

| | | | |
|-------------------|--|---------------|--|
| Date | | Time to Start | |
| Time for Practice | | Location | |

| | |
|--|--|
| Master Councilor | |
| Senior Councilor | |
| Junior Councilor | |
| Senior Deacon | |
| Junior Deacon | |
| Senior Steward | |
| Junior Steward | |
| Marshall | |
| Chaplain | |
| Scribe | |
| 1st Preceptor | |
| 2nd Preceptor | |
| 3rd Preceptor | |
| 4th Preceptor | |
| 5th Preceptor | |
| 6th Preceptor | |
| 7th Preceptor | |
| Prompter | |
| Candidate Officer (Stays with Candidates to ensure they are in the right place for Initiatory and DeMolay Degrees, answers any questions, and makes sure they feel comfortable.) | |

Backup Initiatory Degree Team

| | |
|------------------|--|
| Master Councilor | |
| Senior Councilor | |
| Junior Councilor | |
| Senior Deacon | |
| Junior Deacon | |
| Senior Steward | |
| Junior Steward | |
| Marshall | |
| Chaplin | |
| Scribe | |
| 1st Preceptor | |
| 2nd Preceptor | |
| 3rd Preceptor | |
| 4th Preceptor | |
| 5th Preceptor | |
| 6th Preceptor | |
| 7th Preceptor | |

Required Paraphernalia and Seats Yes No

| | | |
|---------------------------------|--|--|
| Altar | | |
| Bible | | |
| School Books | | |
| 7 Candles | | |
| National Banner | | |
| Master Councilor Gavel | | |
| Senior Councilor Gavel | | |
| Crown of Youth | | |
| 7 Preceptor Jewels | | |
| Reserved Seats for New Brothers | | |

Optional Paraphernalia/Duties Yes No

| | | |
|-----------------------------------|--|--|
| Senior Councilor Bell/Gong | | |
| Altar Light Director | | |
| Demonstrator of Raps and Kneeling | | |

DeMolay Degree

| | | | |
|-------------------|--|---------------|--|
| Date | | Time to Start | |
| Time for Practice | | Location | |

| | |
|---------------------------|--|
| Master Inquisitor | |
| Senior Inquisitor | |
| Junior Inquisitor | |
| Jacques DeMolay | |
| Geoffrey de Charney | |
| Godfrey de Goneville | |
| Hughes de Peralde | |
| Marshal of the Commission | |
| Senior Guard | |
| Lord Constable | |
| Guard 1 | |
| Guard 2 | |
| Orator | |
| Prompter | |

Backup DeMolay Degree Team

| | |
|---------------------------|--|
| Master Inquisitor | |
| Senior Inquisitor | |
| Junior Inquisitor | |
| Jacques DeMolay | |
| Geoffrey de Charney | |
| Godfrey de Goneville | |
| Hughes de Peralde | |
| Marshal of the Commission | |
| Senior Guard | |
| Lord Constable | |
| Guard 1 | |
| Guard 2 | |
| Orator | |

Optional Parts/Stations

| | |
|----------------|--|
| Hunchback | |
| Scribe | |
| Royal Guard 1 | |
| Royal Guard 2 | |
| Royal Guard 3 | |
| Royal Guard 4 | |
| Herald | |
| Music Director | |
| Light Director | |

Required Paraphernalia and Seats Yes No

| | | |
|---------------------------------------|--|--|
| Inquisitor Scrolls | | |
| Coin/Money Bag | | |
| Honors | | |
| Row of Chairs for Brothers (close up) | | |
| Prisoner Chains | | |
| 3 Inquisitor Robes | | |
| 4 Prisoner Robes | | |
| Marshal Robes or Armor | | |
| Senior Guard Robes | | |
| 2 Guard Robes | | |
| 3 Guard Weapons | | |
| Lord Constable Robes | | |
| 3-4 Candles | | |

Optional Paraphernalia/Stations Yes No

| | | |
|--|--|--|
| Burning Stake | | |
| Scribes Desk | | |
| Speaker to update audience while changing sets | | |
| Stage Hands to setup and Tear Down | | |

Installation Service

| | | | |
|-------------------|--|---------------|--|
| Date | | Time to Start | |
| Time for Practice | | Location | |

| | |
|-----------------------------|--|
| Installing Officer | |
| Installing Senior Councilor | |
| Installing Junior Councilor | |
| Installing Senior Deacon | |
| Installing Marshal | |
| Installing Chaplin | |
| Prompter | |

Backup Installing Team

| | |
|-----------------------------|--|
| Installing Officer | |
| Installing Senior Councilor | |
| Installing Junior Councilor | |
| Installing Senior Deacon | |
| Installing Marshal | |
| Installing Chaplin | |

Required Paraphernalia and Seats Yes No

| | | |
|--|--|--|
| Bible | | |
| School Books | | |
| National Banner | | |
| Altar | | |
| Installing Officer Gavel | | |
| MC Buddy | | |
| Seats for Installing Team | | |
| Master of Ceremonies Introduce Dignitaries (see Protocol) | | |

Optional Paraphernalia/Stations Yes No

| | | |
|----------------------------------|--|--|
| Installation of Advisory Council | | |
| Knighthood Drill Team | | |
| Sponsoring Body Honor Guard | | |
| OES Bible Presentation | | |
| Gavel Talk | | |
| Ceremony of Light | | |
| Flower Talk | | |
| Altar Light Director | | |