

An everyday Guide for the Lodge Director of Ceremonies

Before The Meeting

If your lodge has a separate Preceptor, you will have spoken to him about the strengths and weaknesses of your Brethren. This is very valuable information for the actual meeting. At the rehearsal you will have seen areas which could potentially cause difficulties at the meeting. Your pre-meeting knowledge is being formed.

Do ensure that the Brethren of the lodge at the rehearsal know that there is only one prompter – the IPM and if he fails, it's the DC.

At the rehearsal you will have ensured for instance that the Deacons know how to conduct ballots – don't forget a separate bag for the discarded balls etc.

I would recommend that during the week leading up to the meeting you speak to your Secretary in more detail – remember it's a team effort and the Secretary and DC have to work together closely. You should discuss, these are just a few suggestions, I am sure that you will have others:

1. Are there any additions to the agenda
2. Are all the Lodge Officers going to attend the meeting
3. Has the Candidate been contacted and know he is attending (initiation) or are they happy with the questions (2 & 3 Degrees)
4. What Dignitaries are attending (what are their Ranks) – you will be required to give the correct salutation.
5. If there are to be reports (Almoner etc)– are those presenting attending the meeting.
6. Who is proposing & Seconding the minutes etc
7. At Installation meetings, who is the Dignitary attending, if a 'Chain' who is attending upon him and who is the Provincial DC. Remember you will be working closely with the Provincial DC or his Deputy at the meeting.
8. Have you practiced the Deputation to meet the dignitary at Installation meetings? Remember, leaving the lodge: Senior Past Masters at the front on re-entry: Seniors at the rear. And no applause from the Deputation on re-entering.
9. If there is to be a presentation of a Past Masters Jewel, who is presenting it? Will the jewel be at the Secretaries Desk for collection?
10. Have you practiced entering / leaving the lodge with the officers?
11. If there is a lecture make sure a Lectern is available. Water?
12. Is there a Grand Lodge Certificate to be presented and that person know he is presenting it.
13. Which room is the festive board to be held and at what time has the meal been booked.

The catch word to a successful Director of Ceremonies is PREPARATION.