

Rotaract Club Installation Ceremony

Disclaimer: The agenda and seating arrangements presented in this document are purely recommendatory in nature and do not constitute a mandatory or binding framework. They are shared as best practice references to assist Rotaract Club Presidents and Secretaries in planning and conducting their meetings and ceremonies effectively. Individual clubs retain full discretion to modify, reorder or adapt any element as deemed appropriate by their leadership.

Meeting Agenda

1. Calling of Dignitaries to the Dais
2. Adorning Collar to the President by Sergeant-at-Arms
3. Rotaract Prayer
4. Welcome Address by Outgoing President
5. Annual Club Secretary's Report
6. Induction of New Members (if applicable)
7. Farewell Address & Introduction of Incoming President by Outgoing President
8. Installation of Incoming President — Collar & Gavel Exchange by Outgoing President
9. Oath-Taking by Incoming President
10. Acceptance Speech by Incoming President
11. Introduction of New Board of Office-Bearers by Incoming President
12. Oath-Taking by Office-Bearers
13. Exchange of Club Charter — Outgoing Secretary to Incoming Secretary
14. Exchange of Sergeant-at-Arms Band & Staff
15. Release of Club Bulletin (if published)
16. First Project / Project Implementation (if planned)
17. Introduction of Guest of Honour
18. Address by Guest of Honour
19. Introduction of Chief Guest
20. Address by Chief Guest
21. Felicitations & Announcements
22. Pleasantries / Informal Interactions
23. Vote of Thanks by Incoming Secretary
24. National Anthem
25. Adjournment of Meeting by Incoming President

Dais Seating Arrangement

Dignitaries are to be invited to the dais in the calling order indicated below:

