



# Installation Protocols

Updated As of July 2022



## Who should I invite?

1. District Governor (DG)
2. District Rotaract Representative (DRR)
3. District Rotaract Committee Rotarian Co-Chair (DRCRC)
4. District Rotaract Representative Elect
5. District Rotaract Representative Nominee (if elected)
6. Rotaract and Rotarian Regional Chairs
7. Sponsoring Rotary/Rotaract Club President
8. Sponsoring Rotary/Rotaract Club Youth Service Director
9. Student and Staff Advisors (where applicable)

Free of Charge

1. Rotaract Clubs
2. Rotaract District Officers
3. Rotarians
4. Members and Guests

To Charge  
(Applicable to Clubs that  
have Registration Fees)

### Who should be my GOH?

**Priority of the order is as follows:**

DG > DRR > DRC Rotarian Co-Chair > DRRE > DRRN >  
Rotaractor Regional Chair > Rotarian Regional Chair

***If you like to have any other person as the GOH, do  
contact the DRR for advice***



## Whose messages are to be included?

1. Rotary International President\*
2. District Governor (DG)\*
3. District Rotaract Representative (DRR)\*
4. District Rotaract Committee Rotarian Co-Chair (DRCRC)\*
5. Outgoing President
6. Incoming President
7. Organising Chairperson (where applicable)

\*Installation Messages are available at  
[https://www.rotaractdistrict3310.org/  
district-3310-resource-page](https://www.rotaractdistrict3310.org/district-3310-resource-page)



## What needs to be in the Programme Timeline?

1. Registration
2. Arrival of Guest of Honour
3. Toast **(If it is an online event, it is optional)**
4. Roll Call
5. Opening Address by Organising Chairperson (if applicable)
6. Speech by Outgoing President
7. Installation of Incoming President
8. Installation of Board of Directors
9. Speech by Incoming President
10. Speech by Guest of Honour

**You may add any other programmes in between if needed for your installation eg. Performances/Games.**



# Toast

## Singapore Version

1st Toast : **To the President of the Republic of Singapore**  
*(Must be a Singaporean)*

2nd Toast: **To Rotary International**

3rd Toast: **To the Guests**

## Malaysia Version

1st Toast: **Sultan/Head of State**  
*(Must be a Malaysian)*

2nd Toast: **To Rotary International**

3rd Toast: **To the Guests**

- Toast should be led by seniority eg. PP,IPP,PE
- Toast to Guests should be done by Organising Chairperson
- Before Toast, ensure everyone has a drink ready



# Roll Call

1. Guest of Honour's Rotary/Rotaract Club
2. Rotary Clubs furthest from our District
3. Rotary Clubs within our District (in Alphabetical Order)
4. Rotaract Clubs furthest from our District
5. Rotaract Clubs within the District (in Alphabetical Order)
6. Your own Rotaract Club

**Note:**

- Before announcing your club, the emcee must ask if any clubs have been missed out
- If yes, please apologize and acknowledge the clubs before you announce your club



# Salutations

1. Guest of Honour
2. Past District Governors (According to Seniority)
3. District Governor Elect
4. District Rotaract Committee Rotarian Co-Chair
5. Rotarian Regional Chairs
6. Rotary District Officers
7. District Rotaract Representative
8. District Rotaract Representative Elect
9. District Rotaract Representative Nominee
10. Rotaract Regional Chairs
11. Sponsoring Rotary Club President
12. Sponsoring Rotary Club Youth Service Director
13. Staff/Student Advisors
14. Rotarians
15. Rotaractors & Interactors
16. Guests



## Induction of Members

- Should be done before Installation (best not to include in Installation Ceremony)
- Past Presidents, Outgoing President, DRR or Rotaractor Regional Chairs can induct members
- Use the Official Certificates that can be found here.

<https://www.rotaractdistrict3310.org/district-3310-resource-page>



# WANT TO FIND OUT MORE ABOUT ROTARACT D3310?



[www.rotaractdistrict3310.org](http://www.rotaractdistrict3310.org)



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