

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	
Marshal	
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	
Marshal	
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	
Marshal	
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		