

PROCEDURE FOR THE CELEBRATION OF A 150TH ANNIVERSARY

- 1 The Lodge Secretary must make any necessary enquiry of the Lodge records to confirm that, on the day of the celebration, the Lodge will have completed 150 years of **uninterrupted existence from its Consecration.**
- 2 Written confirmation of the date and continuity must be sent to the Provincial Grand Secretary.
- 3 Approximately 12 months before the date of the Celebration, the Lodge is invited to suggest a date to the Provincial Grand Secretary, who will ascertain if this is convenient for the Deputy Provincial Grand Master.
- 4 Approximately 9 months before the Ceremony, the Provincial Grand Secretary will arrange to meet the Lodge Secretary and Director of Ceremonies, together with the Provincial Grand Director of Ceremonies to discuss all aspects of the meeting.
- 5 Two copies of any History of the Lodge (to be circulated at the Social Board) and any other useful information concerning the Lodge should be sent as early as possible and in any event no later than three months before the event, to the Provincial Grand Secretary, who will send a copy to the Deputy Provincial Grand Master and a further copy to the Provincial Grand Chaplain. These can be draft copies and do not need to be “bound” copies.
- 6 The Agenda should be printed on the Summons in conformity with the template given in Appendix GB.
- 7 The Business at the Meeting will include:-
 - [a] an address to the Lodge by the VW Deputy Provincial Grand Master.
 - [b] an Oration by the Provincial Grand Chaplain.
 - [c] a précis of the 150 years of the Lodge by the member who has written the history.
- 8 The Summons, after approval by the Provincial Grand Secretary, should be printed and dispatched at least four weeks before the meeting.
- 9 **IT IS IMPORTANT THAT THE PRINTER’S “GALLEY PROOF” OF THE SUMMONS AND ANY TOAST LIST BE SUBMITTED TO THE PROVINCIAL GRAND SECRETARY FOR APPROVAL, BEFORE PRINTING COMMENCES.**
[At least ten working days is required before approval can be given or comments made].
- 10 The Provincial Grand Secretary will arrange the Deputation and provide names and addresses to the Lodge Secretary for the Summons and the invitations to be sent by the Lodge.
The Deputation will include:
 - The Deputy Provincial Grand Master
 - The Assistant Provincial Grand Master [patch]

continued

The Assistant to the Provincial Grand Principals [patch]
District Chairman
Provincial Senior Grand Warden
Provincial Junior Grand Warden
Provincial Grand Chaplain
Provincial Grand Secretary
Provincial Grand Director of Ceremonies
Provincial Deputy Grand Director of Ceremonies
Provincial Grand Organist

- 11 The Provincial Grand Secretary will provide any seating cards required for the Lodge Room. It is the responsibility of the Lodge to provide place cards for the Social Board.
- 12 Brief personal details of the WM, SW, JW, the Senior PM, the most recent member, the youngest member and the Brother who is to response for the Toast, should be sent to the Provincial Grand Secretary no later than four weeks before the meeting [see Appendix GE].
- 13 Copies of all speeches and responses must be sent to the Provincial Grand Secretary at least two weeks before the event.
- 14 One hour and fifteen minutes before the Lodge is due to open, the Provincial Grand Director of Ceremonies will have a rehearsal for the following Officers:-
The Provincial Deputation
Lodge Officers [WM, SW, JW, SD, JD, IG]
[Please note that the ProvGDC or one of his deputies will also attend your Lodge rehearsal prior to the meeting – nearer the celebration, the ProvGDC will arrange this direct with you].
- 15 On the day, the procession will include the Provincial Deputation together with any Past Provincial Grand Masters / Past Deputy Provincial Grand Masters, Past Assistant Provincial Grand Masters who are present. *[These will not be invited via the Secretariat, but as direct invitees from the members of the Lodge].* Salutations will be given to the DPGM, who will then respond.
If there are two or more processions, the highest-ranking officer in the other procession[s] will take the salutations.
- 16 The Deputy Provincial Grand Master will occupy the chair of the Lodge.
- 17 If it is the intention of the Lodge for photographs to be taken, please advise the Provincial Grand Secretary. In order to ensure the smooth running of any formal photographs being taken, the Provincial Grand Director of Ceremonies will conduct the proceedings at the Lodge meeting.
Photographs are usually restricted to three in number, namely;-
 - the Deputy Provincial Grand Master, Lodge Members and the Provincial Team,
 - the Deputy Provincial Grand Master and the Lodge Members and
 - the Deputy Provincial Grand Master and the Worshipful Master.

Informal photographs can be taken during the Social Board.

[It is the Lodge's responsibility to obtain the services of a photographer].

- 18 Any printed or photocopy history of the Lodge should be circulated at the Social Board after the meeting.
- 19 The Provincial Grand Secretary **must approve** the seating positions on the Top Table. A list of Grand Officers who will be attending must be sent to the Provincial Grand Secretary by the Lodge Secretary.
- 20 The Provincial Grand Director of Ceremonies will conduct the proceedings at the Social Board.
- 21 At the Banquet, the speeches will be confined to the occasion and, consequently, should, be few in number.
The Provincial Grand Secretary will gladly advise and help in this matter when the detailed arrangements are in hand.
The Toast List is shown in Appendix GD.
- 22 If entertainment is desired at the Social Board, this should take place after the Provincial Deputation has retired.

September 2006