

INSTALLATION SERVICE

We are gathered here this evening to install the newly elected officers for the _____ Chapter of Sweet Adelines International. The membership has shown their faith in you by electing you to these offices, and now the time has come for you to assume your duties and obligations.

Imagine a beautiful garden scene before you. Sweet Adelines International members throughout the world have sown seeds which have flourished into a realistic and bountiful garden. The care of _____'s small garden is now in your hands. Some seeds are unwelcome to this garden, and it is your responsibility to eliminate them. Weed out doubt, envy, petty jealousy, selfishness, and any other seed that can harm any individual.

The time has come for you to plant your seed in _____'s garden. As president, _____, you should plant the seed of fidelity--that faithfulness in the discharge of duty and the hearty allegiance to those to whom one is bound in affection, honor, loyalty and devotion. Your seed should grow very tall in your garden. If you are willing to plant this seed and assume the duties of the office of president, light your candle. Tonight comes to you a high honor and a great responsibility. Are you willing to imbue your office with dignity and to the best of your ability serve this chapter from an impartial and impersonal viewpoint? Answer: "I am."

As vice president, _____, you should plant the seed of ambition—that eagerness to achieve something great and good. Without ambition our garden would cease to grow. If you are willing to plant your seed and accept your office, light your candle. You, too, have been honored by this membership. In you, they have placed their faith, believing that to the best of your ability you will support their president. Standing ever at her side may you be ready to share the work and help fulfill the plans of this chapter. Are you willing to accept the duties and responsibilities of this office? Answer: "I am."

As recording secretary, _____, and as corresponding secretary, _____, you should plant the seeds of incentive--that state which stimulates or tends to instigate action. Your seeds, incentive, will help motivate this chapter toward further musical achievements. If you are willing to plant your seeds and accept your offices, please light your candles. It shall be your duty to keep true and accurate records and help your president with correspondence. Will you assume these responsibilities? Answer: "I will."

As treasurer, _____, you should plant the seed of trust--that confident reliance in the integrity, veracity, or justice of another. Your seed is the basic foundation of our garden. If you are willing to sow your seed and accept your office, light your candle. Your office is one of dignity and seriousness. It is your responsibility to keep accurate financial records and report to the members. Are you willing to assume this responsibility? Answer: "I am."

I declare you duly installed officers of _____. In closing, may I leave this thought with you: "Yesterday is but a dream, tomorrow is only a vision. But today well lived makes every yesterday a dream of happiness and every tomorrow is a vision of hope."

MARITIME INSTALLATION CEREMONY

_____ Chorus owes its name to our location which is historically maritime. So it is fitting that our 200__-200__ slate of officers be installed according to that tradition.

Imagine, if you will, that Sweet Adelines represents a vast waterway; our region is only one of the tributaries. There are big ships, like S.S. Gem City and S.S. Rich-Tone. But maneuvering through them is a trim little yacht, the S.S. _____, complete with officers, crew, cruise director, and passengers.

In keeping, may we have the officers come aft?

(Six candles in position)

May we have _____ come forward? As past captain, will you light the first candle to represent the continuing light of leadership?

(One candle lit. Each officer, as installed, will light a candle, each from the previous.)

_____, you, as corresponding secretary, are the semaphore sender. You must:

1. communicate with the crew and passengers.
2. communicate with other ships.
3. communicate with traveling entertainers from other ships.
4. communicate with the flagship of the fleet - Sweet Adelines International.
5. be sure communications are concise, thorough, and timely.

Phrases you will hear:

"Yours in harmony."

"Yes, I mailed it already."

"Yes, that's what I spent on postage."

"No, I didn't get an answer yet."

You are the communicator. Light your signal lamp.

(Light candle.)

_____, you, as recording secretary, are the keeper of the ship's log. You must:

1. record all meetings.
2. record all attendance.
3. make all records available.
4. be sure all records are accurate, complete, legible and timely.

Phrases you will hear:

"I'm sure I was there!"

"You misspelled my name."

"Are you sure that was the motion passed?"

"Didn't we discuss that?"

You are the recorder. Light your signal lamp.

(Light candle.)

_____, you, as treasurer, are the chief purser. You must:

1. pay all bills.
2. receive all payments.
3. keep records of each passenger's financial status.
4. keep records of the financial status of the ship.
5. project financial needs so that the crew can prepare.
6. make records available.
7. keep accounts accurate and audited.
8. keep S.S. _____ in safe financial waters with international.

Phrases you will hear:

"Are you sure I owe you money?"

"What receipt?"

"Did you bring the checkbook?"

"Can I postdate this check?"

"Just give me a blank check for it...NO?"

You are the banker. Light your signal lamp.

(Lights candle.)

_____, you, as vice president, are the chief executive officer. You must:

1. watch for sharks.
2. be a liaison between the captain and crew; captain and cruise director, captain and passengers.
3. assume duties assigned by the captain.
4. assume command of the ship should the situation arise.
5. be a sounding board for ideas.

Phrases you will hear:

"Please, there's no one else to do it."

"So, what exactly do you do?"

You are the guard. Light your signal lamp.

(Light candle.)

_____, you, as president, are the captain. You must:

1. guide the ship through waters calm and rough.
2. hold you own against bigger ships, realizing that competition and cooperation can coexist.
3. trust your officers and crew to do their jobs.
4. be available to work with your officers and crew.
5. balance the needs of the ship and the needs of your passengers.
6. keep your door open to all.

Phrases you will hear:

"I hate to bother you, but..."

"I'm sorry, but I can't do _____ (fill in according to job)."

"Please talk to her. You're the president."

You are the guide. Light your signal lamp.

(Lights candle.)

May we have the crew stand? (Board members stand.)

You are the crew. You must:

1. assume responsibilities for your jobs.
2. support and advise your officers.
3. attend all meetings possible.
4. listen to the passengers.
5. allow the cruise director to do her job.
6. permit only constructive criticism.
7. remember you must help keep the ship afloat and seaworthy!

Let me pipe you aboard! (Sound boat blast with pitch pipe.)

PLANET INSTALLATION CEREMONY

Suitable for four officers only

Props: None required.

We see two kinds of starlike objects in the sky. One is the stars themselves. The other is the sun's "family" of planets that circle the sun as the earth does.

The stars have always been used as guiding beacons in the sky. Since earliest times the North Star has helped sailors find their way across the seas. Desert travelers have used stars to guide them. Even today, we use the stars to help guide our ships and airplanes.

To man, the stars have always been a symbol of high ideals and great hopes. They are often used in mottos and expressions of hope, in poetry, and in emblems and flags. "Hitch your wagon to a star" is an often used expression that means a person should set high ideals and work to reach them. Poetry and music show how the mystery and beauty of the stars have influenced literature. The Bible speaks of Christ as "the bright and morning star."

_____, as President you will be our Sun...the symbol of authority that coordinates all activities...leading us in the performance of our tasks. May your mind be clear and clean as the white light which embraces the colors of the spectrum. Are you willing to be the best of your ability to serve this chapter from an impartial and impersonal viewpoint? Answer, "I am."

In astrology we learn that Mars is the active force that embraces many activities, and delegates authority to others. So you, _____, as Vice President will accept many duties. You will stand at the side of your president ready to share the work and willing to fulfill her plans. Are you willing to assume the responsibilities of the duties of this office? Answer, "I am."

Mercury is the sign that deals in letters, papers, reports, and is the messenger of the group. So, _____, take this star to represent your office of secretary to the chapter. It shall be your duty as secretary to keep and report a true and accurate record of all your meetings. Will you keep a complete history of the activities of the chapter and dispatch such correspondence as your office entails? Answer, "I will."

_____, as Treasurer, you will represent the star Venus...who handles money and sees to it that value is received for every dollar spent, and keep accurate accounts and records. In your keeping is placed the financial welfare of this chapter. Will you guard your office as a trust, dispensing the funds as directed for the good of the chapter? Answer, "I will".

To the members of _____ Chapter, you will take Neptune as your star. Neptune is the star of inspiration. It is hoped that as you, our leaders, encourage and stimulate the efforts of the chapter, that you will receive, in return, inspiration from the chapter.

I now declare the officers of _____ Chapter duly installed.

BELL INSTALLATION CEREMONY

Props: None necessary. May use poster board or paper bells as specified below.

Bells have been intimately associated with the cultural development of man since his earliest history. They have been used to awaken him from sleep and to call him forth to battle, as a signal warning of danger, or as a means to announce some sad or joyous occasion. They have been used as a symbol of service and as a call to prayer. So closely have bells been associated with religious and social life of mankind that they have come to symbolize certain characteristics which you as officers should manifest if you desire that your work should ring true.

_____, as President, the herdsman's bell is your symbol of leadership. Capability is an indispensable quality of leadership. Your chief capability as a leader is your ability to recognize ability in others. The test of your success will not depend so much work you are able to do as an individual, but on how much work you can get other people to do, with the least effort and with the greatest degree of efficiency. The lead horse of a train does not get the horses in the train to follow him by ringing his bell clamorously; he just starts in the direction indicated by the train master and the other horses follow instinctively. There is a hint in that technique for you; know where you are going and start moving in that direction. You can demonstrate worthy qualities of leadership in the same measure that you are able to recognize ability in others, and to exploit that ability. If you are willing to the best of your ability to serve from an impartial and impersonal viewpoint, answer "I am."

_____, as Vice President, the hostess bell is your symbol of fellowship. You must be as concerned about the welfare of the chapter as the President herself. You must become familiar with the affairs of the chapter and the duties of the President so that you may take her place in her absence. If you develop the habit of working as if it were play and playing as if it were work, the warmth of your attitude will be reflected through all of your efforts. If you are willing to accept the responsibilities of this office, answer "I am."

_____, as Recording Secretary, the school bell is your symbol of truth. And truth is necessary in the performance of your duty, as you keep and report a true and accurate record of all chapter meetings. If you are willing to assume the duties of this office, answer "I am."

_____, as Corresponding Secretary, the wedding bell is a symbol of happiness. In your office, you are spreading happiness. Your duties are among the most important, as you take care of all correspondence of the chapter in a prompt, thorough and friendly manner. If you are willing to accept the responsibilities of your office, please answer "I am."

_____, as Treasurer, the fire bell is your symbol of alertness. As treasurer you must be ever alert to the financial condition of your chapter. You must be constantly on the alert to your opportunities for service. If you accept this office and promise to guard it, as a sacred trust, dispensing the funds as directed, please answer "I will."

I now declare the officers of _____ Chapter duly installed.

ORCHESTRA INSTALLATION CEREMONY

Props: None necessary. Can use small instruments and baton as specified below.

Life is music! Music is life! Every phase of life can be idealized in music. God's music can be heard in the swishing sound of pine trees, in the lapping of the ocean waves, in the rustling of leaves, in the songs of birds and the laughter of children. For the ensuing year you should play melodies that will vibrate all over your city, touching the lives of those around you. Tonight let us organize for this purpose a great symphony orchestra.

The orchestra will be led by you as president. You are the conductor. We depend upon the conductor to carry the weight of the orchestra. We look to you for leadership as you select the music you will play this year. May you always be fair in action, and honest and faithful to the concepts of this office. Are you willing to the best of your ability to serve your chapter? Answer "I am."

As Vice President your place in our symphony is the first violin. The instruction of the violin as a solo instrument gave it real importance. Composers depend upon the violin to carry the weight of the message of the symphony. We know that you will be a true artist of your instrument as you stand ever at your president's side. If you are ready to share the work and willing to fulfill her plans, please answer "I am."

In every orchestra there are instruments which form one background of timing and rhythm for the other instruments. So our drums will be played by our Recording Secretary. With regular, forceful and accurate time-keeping, you will give background on which all the melodies of this orchestra will be played. Will you regard your office as a duty to be faithfully performed in keeping all records of the proceedings of the chapter? Answer "I will."

As Corresponding Secretary, you will be our bugler. As you have been chosen to play this instrument, you must give all the signals, give out all information to those who will be listening for the bugle call. If you are willing to dispatch such correspondence as your office entails, answer "I am."

As Treasurer, you will play saxophone. We ask that you use the rich tones of this instrument to play tunes that make for joyous fun. We will share our gold and silver that our music may be enjoyed by those around us. In your keeping is placed the financial welfare of this chapter. Will you guard your office, dispensing the funds as directed for the good of the chapter? Answer "I will."

There are many other instruments...the flutes, the harps, the tubas, the cello...and we would not forget the brass section. I ask each of you to choose an instrument so that all may have a part in the music. Let's cooperate with our conductor and try never to sound a sour note.

I now declare the officers of _____ Chapter duly installed.

FLOWER INSTALLATION CEREMONY

Props: Flowers as specified below. Substitutions may be necessary according to season.

In the loveliest of gardens all the flowers do not bloom in the same season. They are wisely chosen so that there are flowers the year around. You who have been chosen to flower into service and hold office this season may be sure you are necessary to our plans at this particular time and place. You who are not chosen for special service are called upon to continue to grow and develop until the season comes for you to bloom in your garden as officers.

I present to you an aster (purple), for they speak of aspiration. They seem to be saying to everything and everybody "Heads up, eyes to the skies. You are made for something better." This flower was not grown in one day. The sun, rains, winds have come to prepare them for the day when they unfold into full bloom. So you, _____, as president of _____ Chapter are ready to bloom into service attaining new beauty and usefulness. You will be filled with aspiration to make your chapter better than it has ever been. When your aspiration put determination and if necessary perspiration, and you will see progress. If you are willing to the best of your ability to serve the chapter from an impartial and impersonal viewpoint, answer "I will."

I present to you a red rose. Let us think of it as a climbing rose. As it climbs it spreads its beauty. To be a good Vice President you must be concerned about the welfare of the chapter as the President herself. You must become familiar with the affairs of the chapter and the duties of the President that you may take her place in her absence. As we expand under your leadership, we will reach out and touch new places and new people. If you are willing to assume the duties and responsibilities of this office, answer "I am."

I present to you a daisy. We are reminded of the old saying "Daisies won't tell," but when we have an important question on our minds such as "Does he love me or love me not" to which flower do we go? The daisy, of course, and the daisy always gives us the information we want even if we have to pull off two petals at one time to make it accurate. So, as your records are examined, we will know they reveal accurate answers to any question. Just as we could not get along without the daisy to encourage us, so we could not get along without you and your records. Will you regard your office as a duty to be faithfully performed in keeping all records of the proceedings of this chapter? Answer "I will."

Like your duties, the white aster is not so easily noticed as those of brighter colors. Yet, it is one of the most beautiful of flowers. The Corresponding Secretary's duties are among the most important. You will take care of all correspondence of this chapter in a prompt, thorough and friendly manner. Will you accept the responsibilities of your office and to the best of your ability carry them through. Answer "I will."

I present to you a pink carnation. Carnation means courage. As treasurer you will need courage. A carnation endures a long time. It stands proud and fragrant for several days. So we know you, too, will stand firm until the end of the year. Your office is a sacred trust. In it is placed the financial welfare of this chapter. Will you guard your office as a sacred trust, dispensing the funds as directed for the good of your chapter? Answer "I will."

(Have one member stand with officers.) I present you with a piece of fern. No bouquet or garden is complete without fern in it. You, as one of the members representing the entire chapter, make our flower garden complete and more beautiful. The faithfulness of each and every member is necessary to make our year complete and pleasing to everyone. Each member of the chapter has an individual contribution she can make. It may not be the same as the president's or treasurer's, but if each contributes her individual talent, your chapter can be a thing of beauty like one of the great gardens that people come for miles to see.

I now declare the officers of _____ Chapter duly installed.

COLOR INSTALLATION CEREMONY

Props: One small birthday cake candle for each member and one large candle for table (optional).

It takes many talents working together for a successful chapter. There are many different talents, just as there are many different colors, but each one has its place.

*As I call your office, please step forward, pick up the designated candle, and light it.

_____, as President, purple will designate your office. Purple is a royal color. You have received an honor, having been chosen for this office, and you are entrusted with the responsibility of this chapter. May you be strengthened for the work that is yours. May you always be fair in action, and honest and faithful to the concepts of this office. If you are willing to assume these responsibilities answer "I am."

_____, as Vice President, yellow signifies your office. Yellow stands for loyalty. You will be standing at your president's side ready to share the work. You must become familiar with the affairs of the chapter and the duties of the president. If you are willing to accept the duties of this office answer "I will."

_____, as Recording Secretary, the color for your office will be red. Red is a true, clear color in keeping with the manner in which your records should be kept. Do not look on your task as a drudgery. It is an opportunity. Your records will present the story of the work of _____ Chapter. If you are willing to assume these responsibilities answer "I am."

_____, as Corresponding Secretary, pink signifies your office. Pink stands for interest. You have been chosen for your interest in the chapter. Your job can be an important one. You will take care of all correspondence of the chapter. A few minutes of your time may add joy, lighten a load, or brighten the way to better communications. If you are willing to undertake these duties, answer "I am."

_____, as Treasurer, your color will be green. This color surely designates the office to which you are elected (the color of U.S. money is green). To no office comes a more tangible and definite duty than to the office of treasurer. Guard your office as a trust, for in your hands lies the financial welfare of your chapter. If you are ready to undertake these responsibilities, please answer "I am."

*Will the members please light their candles

*Delete if candles are not used.

All of the colors must be accepted by you. Your officers for the new year will need your loyalty and support. They can lead only as far as you will follow. It takes many talents working together for a successful chapter. Combine your talents and your time with your officers' efforts and you shall surely have a most successful year.

I now declare the officers of _____ Chapter duly installed.

This ceremony may also be used with a Maypole for a centerpiece with colored ribbons. Introduction for this ceremony is given below.

A change of seasons and with it comes a change in the leadership of _____ Chapter. It has long been a custom to usher in spring, a time of green things growing in great profusion, with some type of celebration. In some countries the Maypole dance is included in the celebration. Connected to this Maypole are ties of service in the various colored ribbons extending from the top. As I call your office, please step forward and pick up the designated color.