Installation Ceremony Responsibilities

* Advance and / or Post the Colors. These should include the American Flag and the District Auxiliary Banner. The flags should be placed in the following order:
  + District Legion, Auxiliary, SAL, and Riders Flags
  + If the Post wishes to utilize their Flags as well, they should be placed in the same order after the District Flags.
* Collect the Auxiliary Officers pins from the President. These will be passed out to the incoming Officers during the ceremony.
* Line up the Auxiliary Officers-Elect and explain the ceremony procedures. The line-up order is:
  + Outgoing President
  + Incoming President
  + 1st Vice President
  + 2nd Vice President
  + Secretary
  + Treasurer
  + Historian
  + Chaplain
  + Sergeant-at-Arms
  + Asst. Sergeant-at-Arms
  + Executive Committee Members at Large
* At the call of the District President or Installing Officer, escort the Officers-Elect to the podium. The District Sergeant-at-Arms leads the Officers-Elect so that they file in heading to the American Flag side and eventually the Asst. Sergeant-at-Arms will end up on the Banner side.
* Once all the Officers-Elect are in place, ask them to hand salute the American Flag. Then state the following: “Madam President or Madam Installing Officer, I present to you the Officers-Elect of this Unit.”
* The District President or Installing Officer will then begin her portion of the ceremony by asking each of the Officers Elect to raise their right hand and take the oath.
* Each individual Officer will be asked to step forward so that the District President or Installing Officer can recite their job responsibilities. Once completed, the individual will take one step backward and then you or the Asst. Sergeant-at-Arms will place the corresponding Auxiliary Officers pin in their hand.
* After each individual Officer has been recognized by the District President or Installing Officer, they will be asked to turn and face the audience for recognition. Once completed, they will be asked to turn back around.
* At the call of the District President or Installing Officer, escort the newly elected Unit President and Outgoing (Past Junior) President to the podium as the Asst. Sergeant-at-Arms escorts the remaining Officers to their seats.
* Once the remaining Officers have returned to their seats, both the Assistant and Sergeant-at-Arms should be positioned on the Banner side so they can escort the Unit Incoming and Outgoing President back to their seats when they have finished speaking .
* At the call of the District President or Installing Officer, escort the next Installation team (usually the Riders Commander and Chaplain) to the podium.
* Once the Installation of Officers is over, retire the Colors. Properly fold and put away the colors. **Do not wrap** the flags around the flag staff, but fold them against the staff and then use the chord to tie to the staff.

**When having a joint function, such as installation, the person speaking from the podium addresses his or her Sergeant-at-Arms. Unit Presidents rely on their Unit Sergeant-at-Arms, District Presidents on the District Sergeant-at-Arms. The same applies for Department, Legion, S.A.L. and Riders.**

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