

Candidate and Ceremonial Process

Petition Received by Recorder:

1. Recorder verify Blue Lodge Status and Payment Received
2. Vote on the Candidates at Stated Meeting
3. Notify Office Manager of Acceptance of Petition and Turn Over the Paperwork

Petition Received by Office Manager:

1. Send the following letters (Paper or Email?)
 - a. "Congratulations on Your Election to Become a Shriner"
 - b. 60 days out if possible – Send "Notification of Ceremonial Date"
 - c. 30 days out if possible – Send "What to Expect"
 - d. 15 days out if possible – Send "Ceremonial Reminder"
 - e. 7 days out if possible – Send "Welcome to the Shrine"
2. Assign New Noble membership number
3. Enter the Candidate into the Web Fez System
4. Prepare Candidate Package Including:
 - a. Fez
 - b. Potentates Pin
 - c. Shrine Information
 - d. "Dues Card"
 - e. Anything else approved by the Potentate
5. "Create" Noble in Web Fez following Ceremonial

Ceremonial Planning:

1. Notify Nobility of Ceremonial Date
2. Notify Ceremonial Divan and Request # of Candidates Needed for Actors
3. Plan Catering for Breakfast and Lunch
4. Plan and Book Ladies Program

30 Days Prior to Ceremonial:

1. Contact Unit and Club Presidents to request their estimated attendance from their Unit/Club
2. Order Catering
3. Order Ladies Gift
4. Send Reminder Email to Nobility

15 Days Prior to Ceremonial:

1. Contact 1st Line Signor to verify attendance
2. Give Director's Staff/Potentates Aides set up diagram
3. Request A/V Equipment from the Office
4. Verify Ceremonial Divan Needs (if any)
5. Verify Ladies Program Needs (if any)

1 Day Prior to Ceremonial:

1. Verify Ceremonial Room Set up and A/V is ready
2. Gather Candidate Packages from Office
3. Verify Ladies Program Room Set up

Day of Ceremonial:

1. Arrive 2 hours early for last minute items
2. Pick up food or show Caterer where to set up
3. Set up Registration Desk in Lobby
4. Divan arrives 1 hour early to greet Nobles and Candidates
5. Potentate's Aides arrive 1 hour early to escort Candidates to Breakfast
6. Recorder handles Candidate Packages at Registration Desk

7. Candidates arrive 30 minutes early:
 - a. Register with Recorder and pick up package
 - b. Aides escort to breakfast
 - c. Following breakfast, Aides escort to Ceremonial Divan changing area for preparation
8. Nobles and Guests eat Breakfast
9. Ceremonial Divan is fitted with A/V as necessary
10. Ceremonial 1st Section begins on time
11. Unit/Club Tables are open between sections
12. Ceremonial 2nd Section begins on time (Ritual & Unit/Club Discussion)
13. Ladies Program begins on time
14. Nobles and Guests eat Lunch
15. "The Old Red Fez" is performed
16. The Fezzing Ceremony
17. The Potentate greets the new Nobles and offers for each new Noble to give a few words
18. The Ceremonial is closed and the Member Lounge is Open for Fellowship

1 Day Following Ceremonial:

1. Send Potentate's personal "Welcome" letter
2. Send List of Units/Clubs w/meeting times as Enclosure
3. Send "Congratulation" letter to 1st Line Signor with List of Units/Clubs
4. Send New Noble list to Units/Clubs

7 Days Following Ceremonial:

1. Send Invitation to Stated Meeting w/Complimentary Dinner for 2
2. Send Temple Calendar of Events
3. Send "Shrine terminology and protocol" letter

15 Days Following Ceremonial:

1. Send "Tips and Tricks for Temple Communications and Events" letter
2. Send New Noble Questionnaire
3. Send 1st Line Signor Questionnaire

30 Days Following Ceremonial:

1. Potentate makes "Welcome and Check In" phone call
2. Send "Key Contacts within the Shrine" letter
3. Send "Welcome to our Hospital System" letter

90 Days Following Ceremonial:

1. Retention Committee makes "Any Questions or Comments" phone call
2. Send "How to Create a new Unit" letter
3. Retention Committee follows up with 1st Line Signor

180 Days Following Ceremonial:

1. Retention Committee follows up with New Noble
2. Send "Glad to have you" letter