



CLUB PROPERTIES CHECK-LIST FOR INSTALLATIONS

Properties Checklist:

- President's Collar
- Gavel
- Gong
- Club Charter
- Sgt-at-arms Band
- Attendance Book
- Visiting Rotaractors Card
- Installation Backdrop (Banner)

Documents Check-list:

- Installation Agenda
- Installation Invitation
- Rotaract Prayer
- Rotaract Oath- Board Members Oath and Members Oath
- Chief Guest Profile for Introduction
- Guest of Honour Profile for Introduction (if required)
- Special Invitee Profile for Introduction (if required)

Releases Checklist:

- Club Logo & Theme
- Club Banner
- Club Letterhead
- Club Magazine
- Club banner or standee
- Club Flag (if planned)
- Flagship projects (if planned)