

AGENDA - INSTALLATION CEREMONY

1. Escorting the dignitaries to the dais
2. Offering the collar to club president By Outgoing Secretary
3. Meeting called to order By Outgoing President
4. Lighting of Lamp &
Tribute to **Margarette Oliver Golding**
5. Inner wheel prayer By Outgoing Secretary
6. Welcome speech By Outgoing President
7. Floral welcome of Guest By any member
8. Activity report for the year 2023-24 By outgoing Secretary
9. Felicitation to Club Members By Outgoing President
10. Introduction of Chief Guest By any member
11. Introduction of President 2024-25 By Outgoing President
12. Change of Guard/ Installation of President
and her Team
13. Acceptance speech By Incoming President
14. Action Plan for the Year
15. Induction of new members, felicitations,
greetings, help to the needy By Incoming President
16. Release of club bulletin
17. Speech by Chief Guest
18. Presentation of memento By Incoming President
19. Vote of thanks By Incoming Vice President
20. National Anthem
21. Meeting adjourned By President