INSTALLATION OF OFFICERS

Second New Jersey District | Knights of Columbus Fourth Degree

ASSEMBLY INFORMATION

Assembly Name

Assembly Number

Installation Date

Installation Time

OFFICERS TO BE INSTALLED

Faithful Navigator

Faithful Captain

Faithful Pilot

Faithful Comptroller

Faithful Scribe

Faithful Purser

Faithful Inner Sentinel

Faithful Outer Sentinel

Faithful Admiral

Trustee 1

Trustee 2

Trustee 3

Faithful Friar

Please print or type clearly. Continue to page 2 for location, contacts and installation arrangements.

INSTALLATION DETAILS

Assembly contacts, location and installation protocol

CONTACT INFORMATION

Faithful Navigator Phone

Faithful Navigator Email

Faithful Captain Phone

Faithful Captain Email

Emergency Phone Number

Contact Person (if different)

INSTALLATION LOCATION

Venue / Building Name

Street Address

City

State

ZIP Code

CEREMONY ARRANGEMENTS

Will there be a Mass celebrated? ☐ Yes ☐ No

Will there be a reception following the ceremony? ☐ Yes ☐ No

Additional Information / Special Instructions

INSTALLATION PROTOCOL - PLEASE REVIEW

- Provide the complete list of officers and contact information for FN and FC.
- Invite wives and family members. Have an American flag, officer jewels and gavel.
- Proper uniform: tuxedo and baldric. No shorts or sneakers.
- Dark jacket and tie may be permitted. Improperly dressed officers will not be installed.
- PLAN TO START ON TIME.