

Inspection information for Commander and Recorder

To be completed before inspection.

Commander and Recorder please review prior to inspection day (at least a couple times)

Inspection day is a busy, trying day for the Commander and his recorder. The following suggestions are offered in the hopes of helping make the day easier.

Communicate with your inspecting officer at least one week prior to inspection on the following items:

What time will the I/O arrive to meet with Recorder? _____

What time will the Asylum be ready for the I/O to inspect? _____

Will the I/O's lady be attending _____

Inspection day reminders

1. Provide adequate space for visiting S.K.'s to change clothes and check to see that furniture has been dusted off. Black uniforms show dust quickly. Also, be sure your recorder has a supply of registration sheets and has them out so you can obtain an accurate record of visiting S.K.'s.
2. Make an effort to see that the Inspecting Officer's Lady is made to feel at home. Whatever activities are planned it is important the one of the ladies is the hostess and greets the inspecting officer's lady. As a matter of courtesy someone should ask if she would be coming to the temple before dinner or not and plans made accordingly.
3. Dinner Table Setting. Nearly every temple dining room in the State has space enough so that a "head" table can be provided. Sir Knights and their Ladies should be seated at this table and some protocol should apply. Place cards do not have to be expensive to be functional and they are helpful. The Commander should be seated at the center of the head table with his Lady on his left. If the table is large enough and the Commander so desires, his Officers should be seated (in declining rank) to the left of his Lady. Possibly only part of the Officers can be seated at the head table, but at least one other Officer and his Lady should be there and that's the Officer who at that time has charge of the candidate. If the candidate has not been knighted by dinner time, he may be introduced by either the Junior or Senior Warden. The candidate should be at the head table in either case.

On the right of the Commander should be the Inspecting Officer and his Lady on his right. Other Grand Commandery officers should be seated in declining rank to the right of the Inspecting Officer's lady. In all these seating arrangements, we are talking about right and left as they appear to the Commander as he faces the audience from the head table.

4. Do not forget to start the dinner with a blessing from your Prelate.
5. You may do your welcome and begin introductions while people are finishing dinner or having desert. The following pages will help you with Introductions for after dinner. If you have them with you at the head table and follow them, it will make the process go smoothly for you. And will help move the night along.....

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PRE-INSPECTION CHECK LIST

A. Before Opening

1. Remove equipment from storage and set up Asylum

- a. Prelate's Podium in East (Make sure podium light is working)
- b. Hermits Table(s) and two stools in place
- c. Tray with Bread, Filled Water Jug, & Candle (w/match or lighter) on table
- d. Lesson Scrolls on Hermits Table
- e. Clothes in proper places & Asylum ready
- t. Hermits' Robes on hangers.
- ii. Chapeau, Scabbard and Sword, on Treasurer's Desk
- m. Pilgrim Penitents Robe on hanger by Inner Door
- iv. Pilgrim Warriors Coat, Helmet, and Scabbard in preparation room
- v. Templar Uniform sword belt, coat and gloves in preparation room
- vi. Pilgrim undercoat, sandals, cloak, scrip, canteen, hat and staff, in Preparation Room
- f. Curtain hung over Inner Door and to one side so can enter Asylum
- g. Altar with Bible and Square & Compasses and two Swords, and a Kneeler with two swords, ready for Prelates' Apartment
- h. Triangle with Candles, Cups, Water, Wine, Relics, Covers
1. Grand Standard and Beauceant behind chairs in West

J. Three chairs for guards at proper places

k. Projector and slides -test before start of Order to be sure projector is operating properly and slides are in proper order

2. Set up Chamber

- a. Ablution Pan and Towel
- b. Candle and match or lighter
- c. Question Book and Pen
- d. Hour Glass
- e. Stool
- f. Blindfold - to be put on before leading candidate to Chamber

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B. Before Hermits' Scene

1. Junior Warden addresses candidate and returns sword
 - a. Candidate is in pilgrim garb.
 - b. Sandals
 - c. White undercoat - to be left on until uniform coat is put on
 - d. Pilgrim's garb -brown coat and Scrip case, canteen, hat and staff

C. After Hermits-Before Prelates Apartment

1. NO clothing change for Pilgrim
2. Junior Warden gives 10 knocks (***) on door
3. After Prelate's escort arrives, make sure Prelate's Apartment is in place before allowing SW to re-enter

D. After Prelates Apartment-Before Pilgrim Warrior

1. Candidate removes sandals and puts on black shoes
2. Candidate puts on Pilgrim Warrior Coat, Scabbard and Helmet, carries buckler in left hand and sword in right hand
3. Check to see that guards are at their stations and marching
4. Candidate and Senior Warden enter with swords at Carry.

E. After Pilgrim Warrior-Before Pilgrim Penitent

1. NO clothing change
2. Wait for guards to Exit & Re-enter
3. Let Senior Warden know when guards are seated and Asylum is set up
4. Senior Warden & Pilgrim Warrior at door with swords drawn
5. Senior Warden gives 10 knocks (***) on door
6. Pilgrim communicates Pilgrim Warrior's Word to Warden
7. After Warden's Challenge, return swords to scabbards

F. After Libations 1 thru 4 and Before Sepulchers and Ascension Scenes

1. NO clothes change
2. Check to be sure that all inside is ready [slides, lights down and guard kneeling at open door (NO curtain)]
3. Senior and Junior Wardens with Chapeaus on shoulders -Pilgrim with skull and candle

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4. SW Recovers and draws -Gives Pilgrim Penitent Word -Returns Sword and Uncovers

G. After Scenes - Before Fifth Libation

I. Remove Pilgrim Penitent robe and Cross and white undercoat

2. Put on Templar Uniform with coat, gloves, sword belt and Pilgrim Penitent Robe

3. Be certain curtain is across the door and Knights are in place at the Triangle

4. Pilgrim and Wardens approach curtain holding skull and candle

5. Wardens are at Carry Swords

6. After Lord's Prayer, Senior Warden gives alarm with heel of shoe (** * ** * ** * **)

7. Senior Warden communicates Pilgrim Penitent's Word to Warden

When Order is completed, put everything away properly.

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Recorders please complete as much of this as you can prior to meeting with Inspecting Officer, the remainder will be done between you and the I/O

Commandery Name & Number Date of Inspection

Inventory and related information

1. Did recorder provide a copy of material inventory? Yes No

a. Date of inventory _____: Conducted by _____

b. Pictures included as necessary Yes No

c. Other instructions given _____

2. Does the Commandery Own, Rent or share interest in the building?

a. Amount of mortgage or rent monthly _____

3. How many registered members are there as of today _____

4. How many Life members are there? _____ Do they pay per-capita? _____

5. How many Dues paying members are there as of the inspection date? _____

6. What is the annual Dues for this Commandery _____

7. What Commanderies assist you most often? _____

8. Did you participate in the following activities as a host or part of battalion in this or the previous year:

a. Hospitaler Sunday Date _____ Host(Own or Battalion) Attended Battalion Attended other

b. Christmas Observance Date _____ Host(Own or Battalion) Attended Battalion Attended other

c. Easter Sunrise Date _____ Host(Own or Battalion) Attended Battalion Attended other

d. Ascension Sunday _____ Host(Own or Battalion) Attended Battalion Attended other if she wishes to participate,

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