

ANNUAL INSPECTION CHECK LIST

COMMANDER:

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|---|--|
| <input type="checkbox"/> Review Inspection Report from | <input type="checkbox"/> Candidate |
| <input type="checkbox"/> Last year with Officers | <input type="checkbox"/> Uniform for Candidate |
| <input type="checkbox"/> Assign Hermits | <input type="checkbox"/> Sword and Belt |
| <input type="checkbox"/> Triangle for Order of The Temple | <input type="checkbox"/> Gloves & Chapeau |
| <input type="checkbox"/> Stage Crew Assigned | <input type="checkbox"/> Black Tie for Candidate |
| <input type="checkbox"/> Prompter Assigned | <input type="checkbox"/> Candidate |
| <input type="checkbox"/> Projector/Music Equip Functions Properly | <input type="checkbox"/> (Black shoes and socks) |
| <input type="checkbox"/> Ode Lecture Assigned | <input type="checkbox"/> Review Asylum, Triangle |
| <input type="checkbox"/> Chapuea Lecture Assigned | <input type="checkbox"/> and Chamber |
| <input type="checkbox"/> Sword Lecture Assigned | <input type="checkbox"/> Holy Day Observances |
| <input type="checkbox"/> Remaining Attributes Assigned | <input type="checkbox"/> Perform all 5 Libations |
| <input type="checkbox"/> Banner/Beauceant Lecture Assigned | <input type="checkbox"/> Refreshment Table |
| <input type="checkbox"/> Flag Lecture Assigned | <input type="checkbox"/> Ladies Program |
| <input type="checkbox"/> Review Announcements | |

GENERALISSIMO:

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| <input type="checkbox"/> Inspect Triangle | <input type="checkbox"/> Check Relics |
| <input type="checkbox"/> Check Pilgrims Garb | <input type="checkbox"/> Check Hermits Hut |
| <input type="checkbox"/> Check on Bread | <input type="checkbox"/> Check on Water |
| <input type="checkbox"/> Check on Candle | <input type="checkbox"/> Check on Hermits Parts |
| <input type="checkbox"/> Check Pilgrim Penitent Robe | <input type="checkbox"/> Check Pilgrim Penitent Candle |
| <input type="checkbox"/> Need Quorum (9) at Inspection | |

CAPTAIN GENERAL:

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|--|---|
| <input type="checkbox"/> Inspect Triangle | <input type="checkbox"/> Check Wine or Grape Juice |
| <input type="checkbox"/> Check Pilgrim Warrior Helmet | <input type="checkbox"/> Check Pilgrim Warrior Sword |
| <input type="checkbox"/> Instruct Pilgrim Penitent on use of Sword | <input type="checkbox"/> Check SW on use of Sword |
| <input type="checkbox"/> Check PW Buckler | <input type="checkbox"/> Check on Relics for Ode to The Skull |
| <input type="checkbox"/> Check SW on Pilgrim Warrior Word | <input type="checkbox"/> Check on Troops for Full Form |
| <input type="checkbox"/> Make sure Charter is Displayed in Asylum | <input type="checkbox"/> Opening & Review |

ANNUAL INSPECTION CHECK LIST

RECORDER:

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|--|---|
| <input type="checkbox"/> Annual Inspection Form | <input type="checkbox"/> Cash Book |
| <input type="checkbox"/> Minute Book | <input type="checkbox"/> By-Laws |
| <input type="checkbox"/> Annual Returns (Last 2 Years) | <input type="checkbox"/> Ritual Receipt Record |
| <input type="checkbox"/> Audit Report | <input type="checkbox"/> Up to Date Inventory |
| <input type="checkbox"/> All Rituals and Tactics | <input type="checkbox"/> List of Life Sponsors |
| <input type="checkbox"/> Record and Date of Jr. Wardens | <input type="checkbox"/> Officers Attendance Record |
| <input type="checkbox"/> Chamber Lecture | <input type="checkbox"/> List of Petitions & First Line Signers |
| <input type="checkbox"/> Membership Record | <input type="checkbox"/> List of Public and Masonic Appearances |
| <input type="checkbox"/> List of contributions to Charity (Masonic Youth Organizations & Church) | <input type="checkbox"/> Record of Deposits |
| <input type="checkbox"/> Masonic Histories of Past Commanders | <input type="checkbox"/> Record of Past Commanders |
| <input type="checkbox"/> Commander | <input type="checkbox"/> List of Petitions for Restoration |
| <input type="checkbox"/> Eye Foundation Forms | <input type="checkbox"/> Life Sponsor Certificate Forms |
| <input type="checkbox"/> K.T. Cross of Honour Forms | <input type="checkbox"/> Education Loan Forms |
| <input type="checkbox"/> Commandery Publications | <input type="checkbox"/> Budget for Year |
| <input type="checkbox"/> Recorders Report | <input type="checkbox"/> Treasurers Report |
| <input type="checkbox"/> Trustees Report | <input type="checkbox"/> Welfare Report |
| <input type="checkbox"/> Proof of Insurance | <input type="checkbox"/> Grievance Report |
| <input type="checkbox"/> Monthly Reports | <input type="checkbox"/> Hard Copy of Computer Records |
| | <input type="checkbox"/> Compliance (207-208 GEC) |

TREASURER:

- | | |
|---|--|
| <input type="checkbox"/> Check Book | <input type="checkbox"/> Receipt Record Book |
| <input type="checkbox"/> Financial Report | <input type="checkbox"/> Bank and Deposit Record |

ANNUAL INSPECTION CHECK LIST

PRELATE:

_____ Check on Lectern
_____ Check on Holy Bible
_____ Check on Triangle Cover
_____ Check on Relics Cover

_____ Check on Wooden Cross
_____ Check on Swords for Altar
_____ Check Lectern Light

SENIOR WARDEN:

_____ Check Preparation Room
_____ Check Candidates Sandals
_____ Review P.W.W with Capt. General
_____ Assist with Preparation

_____ Check Candidates Uniform
_____ Review Use of Sword
_____ Inspect Chamber with Jr. Warden

JUNIOR WARDEN:

_____ Check Chamber of Reflection
_____ Check on Candle
_____ Check on Bible
_____ Check on Hour Glass
_____ Check on Pencil (**No Pen**)
_____ Check on Hoodwink
_____ Check on Table
_____ Check on Kneeling pad
or Cushion at Altar
_____ Review Assignments

_____ Check on Water
_____ Check on Towel
_____ Check on Relics
_____ Check on Matches
_____ Check on Questions
_____ Check on Basin
_____ Check on Chair
_____ Check Pilgrims Garb,
Staff Sandals. Scrip
_____ Assist Sr. Warden and Other Officers

GUARD:

_____ Check on Register Book
_____ Assist in Preparation Room
_____ Check to see that everyone signs Register

_____ Check on Matches for Triangle
_____ Assist Acting Grand Warden