**The Installation Committee** makes the arrangements for the Installation Banquet. This typically has been a one or two member committee.

* + Coordinate room reservation, dinner selections, table linen, centerpieces, piano etc. with the Tacoma Country & Golf Club.
  + Create and mail invitations with return envelopes for RSVPs to all members.
  + Encourage members to sign up to attend the event with announcements and emails.
  + Work with President elect on a theme and/or special requests.
  + Order Past President’s pin and plaque.
  + Order gifts for outgoing Board Members at direction of outgoing past president.
  + Prepare the Agenda and fill the positions for the MC and other presenters.
    - Follow up with each person listed on the Agenda to make sure they are prepared.
  + Create and print Programs.
  + Manage RSVPs to create nametags and table placards with dinner selection.
  + Reserve table for incoming President and family.
  + Track payments and receivables.