**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.