



Induction Run Sheet

Plan the ceremony minute-by-minute

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Use this run sheet to make induction feel polished, warm and purposeful. Assign names before the meeting and check the room before members arrive.

Time	Item	Lead	Notes
-20 min	Room, banners, certificate, pin and badge ready		
-10 min	Sponsor welcomes candidate and guests		
0 min	President opens meeting and explains induction moment		
5 min	Sponsor introduces candidate		
8 min	President reads induction wording and Four-Way Test		
12 min	Pin, badge, certificate and welcome pack presented		
15 min	Mentor introduced and first 90 days pathway explained		
18 min	Club applause, photo and informal welcomes		