



Department of Massachusetts

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Boston, MA 02133-1042
Phone: 617-727-2974
www.davma.org

Please fill out this installation request form for your chapter installation and return it to Department Headquarters.

CHAPTER NAME _____ NUMBER: _____

DEPARTMENT CONVENTION:

OR

LOCATION OF INSTALLATION: _____

ADDRESS OF INSTALLATION: _____

TIME: _____ AM _____ PM

CLOSED (for chapter or department representatives) _____ **OR** OPEN: (Anyone may attend) _____

DAY OF WEEK: _____

DATE: _____

Installations MUST take place prior to 5/31/2026

Signature & Title of Chapter Officer submitting form:

NOTE: The Department Commander will be assigning one of the following individuals to install your new officers:

- DEPARTMENT COMMANDER
- DEPARTMENT SENIOR VICE COMMANDER
- DEPARTMENT JUNIOR VICE COMMANDER
- PAST DEPARTMENT COMMANDER
- DEPARTMENT ADJUTANT
- PAST CHAPTER COMMANDERS

Upon receipt of your completed form in our office The Department Commander will inform you in writing whom he/she has selected for your installation.

Please send in your installation request as soon as possible, at least one month before the date of the Installation. Your Installing Officer will carry the original warrant with them to your installation and you will be mailed a copy.