**News Release: Installation of Officers**

 **Please retype on your Lodge letterhead.**

**NEWS**

 **(*Mm/day/yr*)**

**For further information, please contact: (*Name of Lodge Secretary and telephone number*.)**

 ***(Full Name of new Master)*** of ***(city of residence)*** has been elected and installed as Master of ***(Name)*** Masonic Lodge No. ***(#)***.

***(Last Name)*** was installed by ***(Full Name of installer and any general information about the installer, such as “past Master of the lodge.”)*** This ***(ex. 158th)*** annual installation of officers was held ***(Month & day)*** at ***(Place of installation.)***

 In his position as Master, ***(Last Name)*** is the presiding officer and head of the Lodge. The title of “Master,” instead of “President,” reflects the Masonic tradition of using ceremonies and titles from the stonemasons of the Middle Ages. When the great cathedrals of Europe were being built, the Mason in charge of a building site was referred to as a “master of the work.”

 Other officers installed during the ceremony were ***(Full Name and position); etc.***

 Freemasonry is the oldest, largest and most widely recognized fraternal organization in the world. Today, there are more than 2 million Freemasons in North America alone.

Charity is an important tenet of the Masonic fraternity. The 90,000 Freemasons in Ohio provide approximately $15 million in charitable giving annually, including college scholarships, support of the Special Olympics Ohio Summer Games, and free training for Ohio school teachers to recognize students at non-academic risk.

General information is available at [www.freemason.com](http://www.freemason.com/). For local information, contact ***(name of Lodge Secretary and telephone number).***

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**NOTE:** It is always better to submit a photo and cutline (caption describing the photo’s content) with the news release. When identifying individuals in the photograph, state clearly their location in the photo, i.e. from left to right, row one, etc. Spell their names and titles in full. Do not write on the back of the photo, rather type it on a piece of paper and attach it to the photo.

**EXAMPLE:** The ***(#, example, 145th)*** annual installation of officers of ***(Name)*** Masonic Lodge No. ***(#)*** was held ***(Mm & day)***. The officers include, first row, from left, ***(Full Name & Title), (Full Name & Title)…***; second row, from left, ***(Full Name & Title), (Full Name & Title)… .***