On a large table, place a white tablecloth and the official red scarf with the gold letters. If using a Bible, place on the red scarf. The presider stands at the center of the table facing the inductees. The presider may be the chapter president, visiting state or international officer or another designated person. On the presenter's right is the chairman of the induction and on the left other speakers in the ceremony.

To the presider's right, nearer the back of the table or on an easel may be placed a picture or other representation of the Society's Key and/or Crest.

To the presider's right, near the front of the table, are three tall candles in candleholders. Beside the three large candleholders place the small candles for the inductees to light during the induction ceremony or one large candle if this is to be used for all inductees.

On the table, at the presider's left, is the Official Inductees Register for each inductee's signature, a pen for this purpose, the membership certificates, song cards, and an arrangement of red roses. Each officer should have an induction script.