

**DISTRICT DEPUTY GRAND MASTER'S
OFFICIAL VISIT CHECK-LIST**

_____ Lodge No. _____ Date _____

1. ___ Secretaries Records
 Minutes signed? ___ By-Laws Date _____
 Dues Accounts in Order? ___ Petition File Current? ___
 Annual Audit Report Available and Signed? ___
 "List of Lodges" Current Issue? ___
 Delinquent Dues List Updated? ___
 Annual Secretary's Report Available? ___
2. ___ Treasurer's Records Current? ___
3. ___ Annual Trustees Report Available and Signed? ___
4. ___ Ritual Proficiency of Officers good? ___
5. ___ Masonic Education Programs? ___ How Often? _____
6. ___ Candidate Booklets being utilized? ___
7. ___ Lodge Education Officer appointed? ___
 Name: _____
8. ___ Lodge Instructor of Work appointed? ___
 Name: _____
9. ___ Lodge Ritual Schools held? ___ How often? _____
 Does Lodge have an adequate Coaching Staff? ___
10. ___ Three Members on Investigation Committees Assigned? ___
11. ___ Will Lodge compete and apply for J. N. Hillman Award? ___
12. ___ Will Lodge apply for S. J. Levy Blood Award? ___
13. ___ Lodge aware of Area Leadership Conference date? ___
14. ___ Lodge aware of Area Masonic School of Instruction? ___
 Lodge involved in District School of Instruction? ___
15. ___ Senior Warden have Certificate of Qualification? ___
 If so, No. ___ Date issued: _____
16. ___ Junior Warden have Certificate of Qualification? ___
 If so, No. ___ Date issued: _____
17. ___ Copy of Methodical Digest Available? ___
 Copy of Last Year's Cumulative Supplement Available? ___
18. ___ Grand Master's Proclamations/Executive Orders being complied with? ___
19. ___ Physical condition of Lodge Building (exterior) good? ___
 Social Hall? ___ Lodge Room? ___
20. ___ Does Lodge have Family Involvement Programs? ___
21. ___ Did Worshipful Master last attend Grand Lodge Session? ___
22. ___ Attendance at Lodge meetings? Good ___ Fair ___
23. ___ Was Data provided for D.D.G.M. Confidential Report? ___
24. ___ Did Lodge provide D.D.G.M. a copy of (1) Current By-laws,
 (2) Last Annual Audit Report and (3) Last Annual Trustees Report?