Initiation Checklist

Early in the Semester

___ Eligibility list requested?
___ Eligibility list received?
___ Report of Eligibility submitted online to HQ?
___ Report of Eligibility acknowledgment received from HQ?
___ Informational meeting planned for eligible candidates? Where? When? What to present?
___ Eligible candidates notified of eligibility and the info meeting?
___ Current members and TBP faculty notified of the info meeting for eligible candidates?
___ Formal election of members meeting planned? Where? When?
___ Understand how to elect per your chapter bylaws?
http://www.tbp.org/off/chapterBylaws.cfm
___ Current members and TBP faculty notified of election of members meeting?

___ Date and time for initiation decided?
___ Room reserved for initiation?
   ___ Do the room lights work like they should?
   ___ Can they be operated by you and not controlled by someone else outside the initiation?
   ___ Are you using the light box or projecting the Bent? Is there a projector?
   ___ How many doors are accessible to enter the room? How many people will you need to
   ___ guard the doors?
   ___ When is the room available for set up?
___ Room reserved for initiates to gather in before ceremony?
___ Room reserved for guests during ceremony?
___ Banquet / refreshments following initiation set? (see section below)
___ Need new chapter roll book? Current one full? (order from HQ)
___ Need creed cards to hand out to new initiates? (order from HQ)
___ Need a new rituals reading packet? All pages present? Using current version? (request from HQ)
___ Need white and brown ribbon? (order from HQ) Need pins to pin ribbon on?
___ Need to fix lights or anything else with initiation kit?

A Month (or more) before Initiation

___ Report of Election and catalog cards submitted online to HQ?
___ Who will greet initiates and guests? What time?
___ Who will present / attend to guests during ceremony in separate room?
___ Guest presentation/activities prepared?
___ What time should ceremony participants (readers, etc.) be there to set up?
___ Banquet / refreshments following initiation planned? (see section below)
___ Faculty Tau Bates, Dean (if Tau Bate), and Alumni invited?
___ Chapter members and advisors invited?
___ District Directors invited?
A Week before Initiation

___ Initiation approval received from HQ?
___ Have initiation kit?
___ Have chapter roll book?
___ Initiation kit lights work?
___ Light bulbs purchased and readily available should lighting kit go out?
___ Practice set up of light kit and arrangements in room?
    ___ If you are projecting the image
    ___ Projector accessible?
    ___ Computer available?
    ___ Password protected?
    ___ Podium locked?
___ Ritual pages in order?
___ Who is reading which parts?
___ Know how to pronounce all words in your reading part? (it’s okay to ask)
___ History portion that changes each semester updated?
   http://www.tbp.org/about/generalFacts.cfm has current member and chapter counts
___ Reading parts practiced with group? Can they hear you in the back row?
___ Certificates received?
___ Certificates signed by president and corresponding secretary?
___ Keys received?
___ Ribbon cut and attached to keys to pin on initiates?
___ Group photo arranged? Where? Who to take? When?
___ Banquet / refreshments following initiation confirmed? (see section below)
___ All TBP faculty, members, and electees reminded of initiation time, location, and dress code?

Right before Initiation

___ Initiation fees collected if not already?
___ Have initiation kit? Set up correctly according to instructions?
___ Have chapter roll book?
___ Have pen for roll book?
___ Have keys and certificates?
___ Have creed cards to hand out?
___ Have flashlights for Gamma and in case lights go out?
___ Undergraduate initiates in alphabetical order?
___ Graduate student initiates in alphabetical order?
___ Initiates lined up in order? Eminent engineers, Sigma Tau, Alumni, undergrad and grad students
___ Alpha knows pronunciation of each initiate’s name?
___ Alpha knows who is not there? (should be removed from list in initiation room)
___ Remind everyone to silence their cell phones!
___ Door watchers reminded to not let anyone enter once ceremony begins?
After Initiation

___ Status determined for anyone who missed initiation? Makeup? Initiate elsewhere? Postpone?
___ HQ contacted before holding a make-up initiation or going to another chapter?
___ Report of Final Action submitted online to HQ?
___ Postponement paperwork submitted to HQ if postponing anyone to next semester?
___ Copy of roll book signatures sent to HQ?
___ Initiation fees sent to HQ?
___ Names of new members published in campus newspaper, home newspaper, bulletin board, etc?

Banquet / Refreshments

Where?
What time?
How many?
Reservations made?
Carpooling arranged?
Food allergies / special dietary requirements?