

# 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?