Rotation and Initiation Activity Registration
California Institute of Technology

Guidelines:

☐ **Rotation and Initiation Proposal** must be approved by both House RAs and your RLC, and submitted to Sue Chiarchiaro by **12pm on Monday, September 8th**.

Plan must include, but is not restricted to: dinner themes, after-dinner activities, any initiation planned for first term; and plans or diagrams for any construction or alteration to the physical plant. **Anything NOT submitted at this time cannot happen.**

Each and every activity must be discussed during the event registration process.

RA 1: ______________ RA 2: ______________ Date: ____________
RLC: ______________ Date: ____________
Sue Chiarchiaro: ______________ Date: ____________

☐ **House videos** must be submitted and approved by Tom Mannion and the relevant RLC by **9pm Sunday, September 21**.

Tom Mannion: ______________ Date: ____________
RLC: ______________ Date: ____________

Checklist:

☐ **Before June 15th**: Identify Rotation Activity Coordinator/s and construction manager, if relevant.

☐ **By Monday, September 8th at noon**: Discuss proposal with RLC and RAs, obtain their signatures, and submit proposal with construction plans attached.

☐ **By Friday, September 12 at 5pm**: You should have had an appointment to discuss the proposal and next steps with Sue C.

☐ **The week of September 15th**: Schedule and attend any required construction or other meetings (as designated by Sue C.)

☐ Either Sue C. or Tom M. must give final approval by **4pm the day of an event**, or order for that event to occur. There will be NO exceptions.

Event Description and Contact Information:

House: ______________

Date: ______________ Time: ______________ to ______________
Description of Event: This plan should include, but is not restricted to: dinner themes, after-dinner activities, any initiation planned for first term; and plans or diagrams for any construction or alteration to the physical plant. Please attach list activities planned for each day.

Location: _____________________________________________________________________
Anticipated attendance: _____________________________________________________________________

Rotation Activity Coordinator: _____________________________________________________________________
E-mail: __________ Phone: __________
Rotation Activity Coordinator: _____________________________________________________________________
E-mail: __________ Phone: __________

Construction Manager (if applicable): _____________________________________________________________________
E-mail: __________ Phone: __________

Security:
________ # of Security officers assigned.

______________________________    ______________________________
Gregg Henderson/Designee    Account # to be charged

Construction Approvals/Signatures:
Construction deadlines:
One week before the event any approved construction should have begun.
Arrange a day/time for the final walkthrough and approval for no later than 4pm on the day on which it is to be used. Anything not approved at this meeting may not be used.

______________________________    ______________________________
Institute Housing Office Approval    Facilities Management
Mike Raven    Dave Eggleston

______________________________    ______________________________
Safety Office    Facilities Management
Larry Martinez    Delmy Emerson

Event clean-up deadline:
Clean up must be completed within 24 hours of the event unless there are dangerous materials, in that case cleanup must occur by 11pm day of the event.

Acct. number to use if cleanup not completed by deadline: ____________________
In signing this, we agree to abide by the event guidelines, the arrangements agreed upon above, and all Caltech policies, applicable Pasadena City Codes and California State Law. The Rotation Activity Coordinators and the construction manager (if applicable) will be present throughout the entire event.

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<th>Rotation Activity Coordinator</th>
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<tr>
<th>Construction Manager (if applicable)</th>
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**Final Approval: Dean of Students**

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<tr>
<td>Distribution:</td>
<td>Security</td>
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<td>Event Hosts</td>
<td>RLC</td>
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<td>Deans’ office</td>
<td>RA</td>
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<td>Safety</td>
<td>Mike Raven</td>
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<td>Tom Mannion</td>
<td>Facilities Management/Grounds</td>
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Notes:

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