

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 21st**.

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
Mike Raven

Facilities Management
Dave Eggleston

Safety Office
Larry Martinez

Facilities Management
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.

Rotation Activity Coordinator Date

Rotation Activity Coordinator Date

Construction Manager (if applicable)

Date

Final Approval: Dean of Students

_____ Date: _____

Distribution:
Event Hosts
Deans' office
Safety
Tom Mannion

Security
RLC
RA
Mike Raven
Facilities Management/Grounds

Notes: _____
