



ALPHA SIGMA PHI

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INITIATION PLANNING GUIDE

OVERVIEW

This resource is meant to provide you with the most basic information regarding planning our Initiation Ceremony. Anything pertaining to the specific actions or materials needed for Scenes 1-5 of the Initiation Ceremony can be found in the Ritual Book on pages 31-61.

TIMES

Scenes 1 & 2 should be performed within 7 days of a New Member accepting their Bid and/or new member class finalized and orientation process starts. No New Member should be allowed to go through Scenes 1 & 2 unless they have been reported and signed their Membership Agreement.

Scenes 3 & 4 should take place no more than 35 days after your New Members have gone through Scenes 1 & 2.

Scene 5 should take place towards the end of the final term before a brother graduates

LOCATIONS

Scenes 1 & 2 – reserve two rooms, ideally within close proximity to each other. Room #1 should be able to accommodate all men being initiated and will serve as the dining area. The tables will form a square with a small table in the middle. All candidates will sit on the outside of this square, there are no chairs on the inside. Room #2 should serve as the holding room between Scene 1 and Scene 2.

- This space should not be public and should be secluded from all outsiders.
- Minimal or no windows. Windows should only be present if they can be blacked out with cloth.
- There should be an area outside of the dining area to plate food. Food should not be plated in the dining room.
- There should be ample space for people to walk behind the candidates while they are seated.

Scenes 3 & 4 – reserve two or three rooms within close proximity to each other. Room #1 (initiation room) should have 4 tables (3 long tables, 1 small table) and 2 or 3 chairs. Room #2 (holding room) should have chairs for all men being initiated. Room #3 (optional - storage room) may be an area to keep all equipment that is not being used. It is not needed.

- This space cannot be and should not be public and should be secluded from all outsiders.
- Minimal or no windows. Windows should only be present if they can be blacked out with cloth.

Scenes 5 – only one room is needed to successfully perform Scene V. If you are reserving a room on campus, it is preferable to reserve a lecture hall or a room setup in a “classroom” style lay out. You will need one table at the front of the room with room for three people, and chairs for all in attendance.

- This space cannot be and should not be public and should be secluded from all non-initiated members.
- Minimal or now windows. Windows should only be present if they can be blacked out with cloth, shades, or drapes.

GENERAL NOTES

These spaces should have little to no traffic going around them. Frequently traveled hallways immediately outside of the room make for poor locations to perform our ceremonies.

- Libraries are not ideal.
- Classrooms are not ideal.
- Rented, off campus spaces are ideal but not necessary.
- Open spaces do not work, nor do spaces that have an abundance of windows
- Tables should already be in the room before the ceremony and should not be taken from another space.
- Places that allow candles are ideal.

THE MEAL

- Meal should be a three-course meal, served on real plates (not paper) and served with silverware (not plastic).
- The meal is not to be done in a public space (i.e. local or chain restaurants, dining facilities, etc.)
- Catering for the meal is allowed so long as no servers or outside personnel are allowed within the dining area.