



## Planning A Virtual Founders Day Event

Founders Day, one of the most honored Delta Gamma traditions, provides an opportunity for alumnae and collegians to join virtually or in person. Adding a virtual component to a traditionally scheduled Founders Day event can be a great way to involve members that cannot attend in person or would not otherwise have thought to participate.

**A virtual Founders Day is a wonderful way to model inclusivity across generations, celebrate our sisterhood and spend time together.**

Please use this resource as a supplement to the [Founders Day Planning Guide](#) located in the library. A [local events toolkit](#) is also available for planning sesquicentennial celebrations.

When planning Founders Day, please keep the following points in mind:

- If your alumnae group plans an event with a collegiate chapter or another alumnae group, remember to communicate early and often. A Founders Day planning committee with representatives from each chapter or group is recommended to keep all groups on the same page during the planning process. This committee can meet virtually or in person. Consider options to protect the health and safety of participants and ensure everyone is comfortable.
- Reference the [Founders Day Planning Guide](#) for ideas and resources. This resource also covers budgeting, planning timelines and tips for programming.
  - Keep in mind that this resource was developed assuming in-person events; work with the planning committee to consider how ideas can be transitioned into a virtual space.
- Due to budget limitations, many collegiate chapters may not have an adequate budget for in-person events. Consider budget-friendly options for venues, food, etc. if your event is not taking place virtually. Please work with all involved groups on setting budgets *before* event planning begins.

*Note: Collegiate budgets are set to a particular amount for each academic year and cannot be changed. If an event is more expensive than the available budget, a collegiate chapter cannot be charged by an alumnae group beyond what is available in their budget. **Collegiate chapters cannot be charged without their prior consent and within their approved budget amount.** Refer to the [Founders Day Planning Guide](#) for more information on budgeting and cost responsibilities for alumnae groups and collegiate chapters.*

Regardless of how your collegiate chapter or alumnae group celebrates Founders Day this year, take photos and share them on social media or via email afterward with members!

**Don't forget to tag the Fraternity in your social media images** or email photos to [photos@deltagamma.org](mailto:photos@deltagamma.org) so we can highlight your group in the future.



## Planning an In-Person Event:

If your group/chapter is planning an in-person event, review and understand your contracts for location, food, etc. Be sure to review the cancelation policies should the in-person event need to be canceled or postponed. If an alumnae group is partnering with a collegiate chapter for a Founders Day celebration, **all university restrictions must be followed**, even if the event is taking place off-campus. Keep in mind that university guidelines around events may be different and more stringent than those of the surrounding area.

Consider offering a virtual option for those that cannot attend in person. Some members may not be comfortable or able to attend an in-person event. A virtual format will allow the maximum number of members to connect, feel a sense of belonging and participate in a Delta Gamma event. **Remember to be flexible.** Those planning Founders Day celebrations should always show grace and be willing to flex plans to be as accommodating as possible.

## Tips for Planning Virtual Founders Day Celebrations:

Consider which platform would be best to host your virtual event. If you are using Zoom and are unfamiliar with its capabilities, check out [Zoom Meeting Basics](#) or watch this [Intro to Zoom](#) recording, hosted by the Delta Gamma events team. Consider using a special branded [virtual background](#). Remember to share these resources with members prior to the event. Other options may be Google Meet, WebEx, etc.

It is recommended that the program or schedule of events be distributed via email and/or shared in your alumnae group/collegiate chapter Facebook group before the event, along with a reminder of how to access the virtual event.

**Keep the total program limited to one and a half hours or less**, though the ideal time is one hour. It is challenging for participants to remain engaged in virtual formats for the same length as they would during an in-person event. Utilize social media channels like your private alumnae group or collegiate chapter Facebook groups or the public group pages to engage members before the event. Some ideas of what to share in these spaces include:

- Highlight speakers with a photo and bio.
- Poll members on their favorite Founders Day traditions.
- Poll members on their chapter of Initiation on social media instead of doing roll call during your event to save time.
- Recognize milestone members on social media (25-, 50-, 60-, 70-, 75- year members) with a bio and picture.
- Highlight graduating seniors with a photo and brief bio before the event.



- Highlight members who returned from a study abroad program with a brief description of their journey and a photo.
- Highlight any recent alumnae group or collegiate chapter accomplishments of significance.
- Share quotes from our founders, which can be found in the [Think Anchor Deep](#) handbook in the library.

### Programming Ideas for Virtual Founders Day Celebrations:

Since the event's virtual format may reduce the time of your group's Founders Day celebration, be flexible with the program. It is okay to change the program that has been used in the past or standard sequence of events, as well as to eliminate portions of the program that are too lengthy or difficult to conduct virtually. Here are some examples of how to embrace technology in different ways for your event:

- Conduct chapter roll call on social media beforehand to save time during the event.
- Consider skipping songs/toasts. Singing in unison online can be a challenge and members may feel uncomfortable participating depending on their at-home surroundings and circumstances.
- Utilize social media beforehand to highlight speakers, honorees, milestone members, graduating seniors, etc.
- Hold chapter or alumnae group business to be conducted at another event or through email. If business must be conducted, use breakout rooms for each chapter or group in attendance.
- If you will have a guest speaker, schedule time accordingly. It is recommended that virtual speakers be limited to 15-20 minutes maximum.
- If you have planned time for members to socialize, **consider using small breakout rooms** to allow for more intimate connection.
- Recognize award recipients. Highlight award recipients with brief comments and photo. A unique way to visually recognize these women is to ask everyone to turn off their cameras prior to announcing any winners. As each award is presented, ask the winner to turn her camera back on so everyone can see her.
  - Send award certificates, congratulatory cards and recognition pins via mail or deliver to the member's home with a personalized note and a cream rose.
- Honor Memorial members with a brief slideshow of list of names, followed by a moment of silence.
- Connect with the Foundation through fundraising efforts. Check out the [virtual fundraising resource](#) available in the library for ideas.
- **When possible, pre-record videos** for speeches, announcements, and presentations. This can help keep your event on track given a more condensed time allotment and will help the virtual experience look professional. It also helps prevent unexpected technical difficulties during the event. The annual Founders Day speech, which the Fraternity Council has recorded to be used by any and all chapters/groups, may be used.