



## Reimagining Founders Day

### Helpful Links

- [Founders Day Toolkit](#)
- [Founders Day Planning Guide](#)
- [Founders Day Recognition](#)
- [Founders Day Sample Budget](#)
- [Founders Day Chapter List in Order of Founding](#)
- [Rituals Handbook](#)

### Model Timeline

- **April/May (the year prior)**
  - Establish a Founders Day planning committee with representatives from any collegiate chapters and alumnae groups that will be attending the celebration. In larger metropolitan areas, consider inviting nearby alumnae groups and collegiate chapters for a combined celebration.
  - Determine the budget, working within the established collegiate budget for the next fiscal year and at a reasonable cost per person.
  - Select tentative dates that work for the collegiate chapters and alumnae groups.
  - Begin reviewing possible venues.
- **June/July**
  - Finalize the date and venue and add the event to chapter/group calendars.
  - Brainstorm theme, speakers and entertainment.
- **August/September/October**
  - Send "Save the Date" to alumnae.
  - Divide specific tasks among committee members. See planning details below.

- **November/December/January**
  - Send invitations.
  - Continue to work on details and finalize plans.
  - Verify Founders Day is correctly listed on the collegiate spring calendar.
- **February/March (Before Founders Day)**
  - Finalize all plans.
  - Verify food/beverage selection, noting any special dietary requests.
  - Collect the cost per attendee and verify who will be attending Founders Day
  - Ensure the Founders Day committee knows when set-up begins. Bring all necessary supplies and decorations and get ready for your event. Today is the day!
  - Verify volunteers at registration have name tags and a list of anyone who still needs to pay for admission. Registration volunteers should encourage (and take payment) for local and Per Capita dues for alumnae who have not yet paid. Volunteers should greet and assist older alumnae who may need help finding their seats (especially if steps are involved).
- **After Founders Day**
  - Retain records of budget, attendees, venue, entertainment, etc., to reference for planning the next Founders Day.
  - Consider sending out a survey to those that attended.
  - Regroup with the committee to discuss what went well and areas for improvement.
  - Start planning the next one!

### **Modifications a Group may Consider - Let's Reimagine!**

- Remote vs. Local Collumnae Support
- In-Person, Virtual, or Combination
- Fundraising Opportunities
  - Group
  - Foundation
- Service Opportunities
- Optional Costs (Extras)
  - Printed Programs
  - Invitations
  - Favors
  - Tiered Tickets

- Location, Location, Location
  - Indoor vs. Outdoor
  - Plated vs. Buffet vs. Potluck
  - Formal vs. Informal
- Rituals
  - Formal
  - Informal
- Guest Speaker
  - Cost Concerns
  - Fraternity vs. Foundation

## Q&A

- **Can my group serve alcohol?**
  - Delta Gamma policy states that alcohol should not be served at rituals, including Founders Day. Out of respect for our Founders and ritual, pre- and post-events should not serve alcohol, even if the events are only for alumnae.
- **Do we have to read the entire chapter roll call?**
  - It is appropriate to read all chapters in founding order, even if there are no members in attendance that day or the chapters no longer exist. This tradition provides a broad scope of the Fraternity to members, as well as offers a history of the Fraternity. A current Chapter Roll call can be found in the Delta Gamma library.
- **Do we really need a separate Founders Day budget?**
  - Yes. There are many expenses (optional and required) that are easy to lose track of, especially when budgeting for such a large event.
- **Who pays for Founders Day?**
  - Collegiate chapters pay the cost for their members to attend, and alumnae pay individually. Typically, tickets range from \$30-\$60.
- **How do we increase the “Fun Level?”**
  - There are SO many ways to increase the fun level! Informal rituals, door prizes, raffled baskets, social hour, conversation starters, table trivia, networking board, service crafts, in-person contests and recognition... the list goes on!