



FOUNDERS DAY CHECKLIST

Whether an alumni club or a chapter, Founders Day is the highlight of the Fraternity calendar of events, and this checklist should assist you in your planning and participation.

FOR CLUBS AND CHAPTERS

Set a date for Founders Day (note: date does not have to be March 15)

- Appoint a Founders Day Committee
- Secure a location for event and catering service, if necessary
- Secure a speaker for the event (Fraternity, academic, civic leaders, etc.)
- Set aside funds for potential cost of speaker lodging and meals, as well as for the printing/mailing of invitations, the program and other miscellaneous costs
- If speaker engagement requires overnight stay, secure lodging at a nearby hotel
- Request vita for guest speaker for introductory and promotional purposes
- Contact GHQ for member information for chapter/locality
- Inform other area chapters/clubs with advance invitation; consider requesting participation
- Request Legionnaire and Palladian information for chapter/locality from GHQ
- Personally contact each Legionnaire by phone to extend invitation; follow-up again before the event
- Send out Save the Date announcements two months in advance
- Post on chapter/club/university website, [submit event information](#) for posting on phideltatheta.org calendar of events, and include event information in newsletters
- Send out invitations with RSVP request six weeks in advance; provide mailing address, email address, and phone number for event contact; include location of event and brief schedule
- For Save the Date and Invitations, utilize available email addresses for initial contact and for reminders as the event date approaches
- Utilize the [PhiDeltStore](#) to order Legionnaire or Palladian pins
- Download [Ceremonies](#) from the Phi Delta Theta website
- If event is in a chapter house, the chapter should submit an [Event Planning Form](#) to GHQ
- Connect with guest speaker at least one month out about travel plans, if any
- Provide speaker with agenda and details on any expectations/requests (speaker topic suggestions, ceremony emcee, alumni or undergraduate awards presentation, etc.)
- Submit write-up and photographs from event to local paper, student paper, and *The Scroll* using the [Submit News](#) feature
- Send out thank you notes to all those who made the event possible

FOR GUEST SPEAKERS

- Submit updated vita
- Review Founders Day Speaker facts and other material provided by GHQ
- Review/request event schedule of events, including understanding all those who will be in attendance (alumni, undergraduates, parents, university officials, etc.)
- Secure travel arrangements, if applicable, and provide details to host club/chapter
- If traveling by air, review airport pick-up/drop-off requirements with host club/chapter
- For General Officers, travel costs within reason will be reimbursed by General Fraternity. For air travel, please utilize Phi Delta Theta's official travel agent

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- ❑ If engagement requires overnight stay, review lodging information provided by host chapter/club.
Reminder: the host is responsible for these costs
 - ❑ Review with host chapter/club speaker expectations, including suggested topics and other potential duties during event (Founders or Golden Legion ceremony, awards presentation, etc.)
 - ❑ Submit report and voucher to GHQ
 - ❑ Inform Foundation of contact with current/potential donors

REMINDERS:

The Phi Delta Theta True Blue Society sponsors the Golden Legion program and eligible honorees qualifying this year (initiated between 7/1/1969 and 6/30/1970) received their certificates in December and were encouraged to find a celebration being hosted by a chapter or club geographically near them.

Phi Delta Theta Headquarters contact person for Founders Days:

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