



Founders Day Checklist

Phi Delta Theta Fraternity

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 2 months in advance
- Post on chapter/club/university website, [submit event information](#) for posting on www.phideltatheta.org calendar of events and include event information in newsletters
- Send out invitations with RSVP request six weeks in advance; provide mailing address, e-mail address and phone # for event contact; include location of event and brief schedule
- For “Save the Date” and Invitations, utilize available e-mail 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

Founders Day Checklist, page 2

Phi Delta Theta Fraternity

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
- 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, if applicable, from event
- 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 7/1/1967 and 6/30/1968) will soon receive their certificates from GHQ and have been encouraged to attend an event at their chapter or geographically near them.

Phi Delta Theta Headquarters contact person for Founders Days:
Kelly Derickson, 513-280-6806 or kderickson@phideltatheta.org