



Gamma Phi Beta

TRUE AND CONSTANT

How-To Guide: Hosting A
Gamma Phi Get-Together

Table Of Contents

Table Of Contents	2
Introduction	3
What is a Gamma Phi Get-Together?	4
Determining Your Gamma Phi Get-Together Event Structure	6
Register Your Gamma Phi Get-Together.....	11
Planning Your Gamma Phi Get-Together	12
Promoting Your Gamma Phi Get-Together.....	13
During Your Gamma Phi Get-Together	17
After Your Gamma Phi Get-Together.....	19
Marketing and Communication Resources.....	21
Host Planning Guide – Public Event.....	23
Host Planning Guide – Private Event	25



Introduction

Thank you for your commitment to building alumnae engagement in Gamma Phi Beta! We are beyond grateful for your partnership and dedication to this experience and look forward to hearing about your time with other sisters.

On September 24, 1875, Gamma Phi Beta's four Founders first met "in the room kindly furnished by Professor Brown," whose namesake we draw our colors of brown and light brown (mode). To honor the sisterhood experienced that day that has continued for over 150 years, we invite you to Gamma Phi Get-Together from Friday, September 19 through Sunday, September 28, 2025.

We are excited to learn about how you will get together with sisters this September!

In this guide, you will learn how to:

- Plan a Gamma Phi Get-Together event specific to your desired event type.
- Execute the roles and responsibilities of a Gamma Phi Get-Together host before, during and after your event.
- Utilize various communication methods to promote your Gamma Phi Get-Together event.



What is a Gamma Phi Get-Together?

Program Overview

As Gamma Phi Beta continues to prioritize the growth and evolution of relevant member programs, Gamma Phi Get-Together aims to create a program that all alumnae members can participate in. Participation may occur in person, virtually or in a hybrid format.

The event structure is up to the host, making this program a customizable experience. In-person events may be "come and go," last a couple of hours, span a weekend or might even include an extended trip with sisters by your side! Another great aspect of the program is that International Headquarters (IH) will assist in promoting all "Public" Gamma Phi Get-Together events through email, social media and website.

As Gamma Phi Get-Together grows as an alumnae program, we look forward to witnessing the beauty of sisterhood through connection while also honoring our beloved Founders' first meeting.

Program Dates 2025

Friday, September 19-Sunday, September 28, 2025.

While September 24th is the specific day on which the Founders first met, today, we choose to honor and celebrate the occasion for a period of time each September. By expanding program dates, more alumnae can participate in ways that are meaningful to them!

Date Considerations

When selecting a date to host your Gamma Phi Get-Together, think of your intended invitees.

If you are planning a public event, it's important to look at the calendar to determine what might be going on at the same time that would hinder members from attending. While finding a day that works for each person won't always be possible, being cognizant of potential overlapping occasions is a great best practice to incorporate into your event planning. Considerations include but are not limited to religious observances, holiday observances, college/university events, community events, etc.

If you are planning a private event, feel free to ask those you plan to invite what day would work best for them to accommodate the group.

Days of Observance

Rosh Hashanah

2025 – September 22-24

2026 – September 11-13

2027 – October 1-3

2028 – September 20-22

Yom Kippur

2025 – October 1-2



2026 – September 20-21
2027 – October 10-11
2028 – September 29-30

Program Times

When selecting a program time for your Gamma Phi Get-Together, think of your intended invitees.

You should consider the following questions for your intended invitees when determining the best time for your event.

- Are your attendees likely to attend a morning event?
- Are your attendees able to transport themselves to the event? Does that change if the event is at a different time?
- Is your event going to be outdoors? Think about the ideal time of day for members to enjoy the outdoor environment best.

Come and Go Time Format

Consider creating an event that allows members to come and go as they please. Creating an event that is longer in duration and allows members to "drop in" based on their personal availability can increase a member's likelihood of saying yes to attending.



Determining Your Gamma Phi Get-Together Event Structure

Before registering, hosts should first consider the various event structures available for Gamma Phi Get-Together. Below you will find a listing of event types with examples. While this listing is not comprehensive, it should provide a general understanding of the various events that alumnae members have hosted in the past!

Event Types



Public Events

If you want your event to be open to all Gamma Phi Beta alumnae, please select "public" when designating your event type. Public events are traditionally hosted by those looking to engage with members they haven't yet met or to grow attendance in pre-existing groups, such as alumnae chapters.

The significant difference between hosting a public event and a private event is that all public events will receive promotion from IH. Promotional support includes email communication, social media and the website.

If you don't know how to personally connect with all members you'd like to invite, make it a public event. You'll be able to connect with those you can and can use the support of IH communication to assist in reaching the rest!



Private Events

If you do not want your event published via email communication, social media and the website, please select "private" when designating your event type. Private events are traditionally hosted by those looking to connect with those they already have a formed relationship with. This could be a Zoom call with members from your initiating class, a weekend getaway with your volunteer team or a trip abroad with your lifelong sisters!

While private events aren't promoted, they are extremely important in tracking the program's success, as both event types are tracked, and attendee data is gathered.

Event Formats

Now that you've decided which event type would be best for you to host (public or private), it's time to start thinking about what your event will look like. Three main event formats are outlined below, and you will be asked to designate one during the registration process.



In Person

In-person events are ideal for those in a particular geographic area. In addition, in-person events could include longer-duration events such as a weekend getaway or extended vacation! In-person events are great to bring members face-to-face to create new relationships and strengthen those pre-existing ones.





Virtual

Virtual events are a great way to bring alumnae members together no matter the geographic distance from one another. Most individuals have frequented themselves with a video platform and understand the basics of joining a virtual call to connect with others.

Don't let distance come between connections. Create an intentional time to connect with sisters you don't often get to see in person!



Hybrid

Hybrid events mix the best of both worlds for those who may not accommodate one specific event format. In-person attendees can enjoy the experience, while virtual attendees can engage from a location that fits their needs.

Since it may not be possible to create a virtual environment for all aspects of the in-person event, specify opportunities to engage those unable to attend in a virtual manner for a portion of the event.

Event Type and Format Examples

Public, In Person

- **Alumnae chapter hosted Gamma Phi Get-Together**
Alumnae chapter hosts a picnic at a local park and invites their current members. Leadership encourages each current member to bring along one Gamma Phi Beta friend or prospective alumna initiate to the event. In addition to promotion by IH, the alumnae chapter communicates on their various platforms via email, social media and word of mouth.
- **Collegiate advisory board hosted Gamma Phi Get-Together**
The chapter advisor of a collegiate chapter plans a public Gamma Phi Get-Together and ensures the entire advisory board can be present. Since there are three open positions on the advisory board, the chapter advisor is hopeful that those interested in attending Gamma Phi Get-Together may be interested in an opportunity to engage with the local collegiate chapter. The chapter advisor encourages each advisory board member to invite three alumnae members each. In addition to promotion by IH, advisory board communicates on their various platforms via email, social media and word of mouth.
- **General alumnae member hosted Gamma Phi Get-Together**
Suzy recently moved to a new city with no collegiate or alumnae chapter in proximity. Suzy is interested in connecting with other sisters in the area but hasn't been sure how to effectively do this with such a large number of members to reach out to. She registers a public Gamma Phi Get-Together to receive communication assistance from IH and utilizes other resources such as "[Find a Member](#)" to communicate directly with potential attendees.

Public, Virtual

- **Alumnae chapter hosted Gamma Phi Get-Together**
Alumnae chapter hosts a virtual bingo event for all members. After the event the alumnae chapter provides a quick "Upcoming Events" announcement for future in person and virtual meeting opportunities. For those that would like to continue in the event, breakout rooms can



be created for members to be able to have small group or partner conversations to catch up and/or get to know one another beyond the bingo activity! In addition to promotion by IH, the alumnae chapter communicates on their various platforms via email, social media and word of mouth.

- **Area of interest, general member hosted Gamma Phi Get-Together**

Sally is a teacher and would love to connect with other sisters who are in the same profession. Sally registered for a public event that will be hosted virtually to accommodate the most members for this area of interest. She registers a public Gamma Phi Get-Together to receive communication assistance from IH and searches the official [Gamma Phi Beta LinkedIn page](#) to complete personal outreach to those members who have designated themselves as an educator on LinkedIn.

- **Collegiate chapter-specific, general member hosted Gamma Phi Get-Together**

Sharron enjoyed connecting with her collegiate chapter sisters during the pandemic and would love to create an annual opportunity to gather members of all generations together for large and small group conversation. In addition to promotion by IH, Sharron utilizes the collegiate chapter alumnae member Facebook page to communicate the opportunity and request others share to their networks and RSVP. During the virtual event, members are randomly placed in breakout rooms and provided a “get to know you” style question. Ten rounds of questions, five minutes each, are asked as an opportunity for everyone to have time briefly connecting with one another. Following the 10 questions, various breakdown rooms are available for members to go into based on their interests for connecting. Breakout rooms include rooms designated by decade of Initiation, officer position held as a collegiate member, current geographic area, etc.

Public, Hybrid

- **Alumnae chapter hosted Gamma Phi Get-Together**

Alumnae chapters have a wide range of members and prospective members. Meeting the needs of all alumnae can be difficult but incorporating a hybrid structure will allow greater accessibility to attendees. While members may not have the same experience depending on environment, it’s important to keep this segment of alumnae in mind when creating in-person event opportunities to ensure they remain connected.

Opportunities to create a hybrid event include game night, pet party, potluck, book club, mixology class, painting class, and physical breakout rooms with virtual technology. [Find more examples here!](#)

- **Collegiate chapter alumnae hosted weekend reunion Gamma Phi Get-Together**

Stacy is spearheading the yearly weekend reunion for her collegiate chapter. While the reunion will take place largely in person and include activities such as a facility reception, campus tour, football game and an awards luncheon, opportunities to engage virtually will be available for members who cannot make it in person.

Opportunities to create a hybrid event throughout the weekend event include live stream of the luncheon award ceremony, collegiate chapter and alumnae updates. If there is a chapter facility, don’t forget to show it off! Take your virtual attendees on a facility tour to show alumnae the facility and any new renovations that have been made since they may have been to the facility last.



- **General alumnae member hosted hybrid Gamma Phi Get-Together**

Sabrina lives near her college town with several collegiate chapter sisters. Sabrina registers a private, hybrid event where those local to the area can come to her house for a wine and cheese evening. Those unable to attend in person can register to attend virtually and will be connected through the host's TV in the main entertainment area to allow for intentional connection for those in person and virtual. Sabrina encourages those who cannot attend in person to create their own wine and cheese platter for the evening!

Private, In Person

- **Collegiate chapter advisor hosted Gamma Phi Get-Together**

Chapter Advisor Charlene wants to create a fun opportunity to bring the collegiate chapter advisory board together outside their normal meetings where the collegiate members are the focus of the conversation. Hosting a private Gamma Phi Get-Together for the advisory board each September is a fantastic way to reconnect and strengthen the board's relationship beyond the traditional advisor-to-advisor contact.

- **General member hosted private Gamma Phi Get-Together**

Sarah plans a Gamma Phi Get-Together with some of her closest sisters from over the years. Some sisters are from her collegiate chapter and other relationships formed as an alumna through her various volunteer roles locally and internationally. Sarah has invited her guests privately and plans to host the group at her cabin for a weekend girls' trip!

Private, Virtual

- **Volunteer team leader hosted Gamma Phi Get-Together**

Vicki is a volunteer team leader with members across the U.S. and Canada. Vicki plans a virtual painting night for the volunteer team she supervises. Members were given a list of five items to purchase at their local dollar store or find in their personal craft supplies. A skilled artist who serves on the volunteer team offers to facilitate the painting event. Fun "get to know you" style questions were sporadically asked throughout the event as an opportunity for the team to bond outside their normal conversations around their volunteer roles.

- **Collegiate chapters initiating class hosted Gamma Phi Get-Together**

The 1965 initiating class of a collegiate chapter utilizes Gamma Phi Get-Together as an opportunity to catch up annually. During the pandemic, a group of members started meeting. While they don't meet as often as they once did, Gamma Phi Get-Together provides an intentional opportunity for the group to catch up each fall and make our ever-so-important Founders Day plans for November!

Private, Hybrid

- **Collegiate chapter initiating class hosted Gamma Phi Get-Together**

The 1972 initiating class of a collegiate chapter utilizes Gamma Phi Get-Together as an opportunity to catch up annually. During the pandemic, a group of members started meeting virtually and now they are ready to switch to a hybrid format. Members who can gather are doing so in town, which is ideal for most members. Those unable to join in person will intentionally be connected when the group gathers for coffee and dessert at a sister's house following a luncheon at a local restaurant.



Other opportunities to create a hybrid event include game night, pet party, potluck, book club, mixology class, painting class and physical breakout rooms with virtual technology. [Find more examples here!](#)



Register Your Gamma Phi Get-Together



After determining your Gamma Phi Get-Together event type and format, it's time to register! Registration opens in July on the official [Gamma Phi Get-Together website](#). When registering you will be asked the following information:

- Basic contact information
- Basic membership information
- Event format
- Event type
- Event date and time
- Event description
- Attendance estimate
- Event registration process for attendees
- Why you said “Yes” to hosting a Gamma Phi Get-Together!



Planning Your Gamma Phi Get-Together



Creating a detailed event plan

If you have not determined your event style and format, review page 7. While the listing is not comprehensive, it provides a wide variety of ways members can participate in Gamma Phi Get-Together!

On page 22 you will find planning guides that can serve as a resource of areas to consider as you plan your event. Complete this form by Sunday, September 14, 2025, to share the details of your event with IH.

Remember, no event is too big or too small for Gamma Phi Get-Together! We want to hear about all the various ways members are honoring the Founders and celebrating in a cohesive manner around the world.



Creating a RSVP Platform

Public events should include specific instructions for alumnae members to RSVP for your event. This provides you as the host a preview of those members that plan to attend. We ask that you be prepared with specific information regarding your events' RSVP process when you complete the event registration form.

Suggested Platforms

Numerous RSVP platforms are available with free and paid subscription options. Please feel free to complete your own research and review the provided suggestions to determine what is right for your Gamma Phi Get-Together.

- [Sign Up Genius](#)
- [Evite](#)
- [Jotform](#)
- [freeRSVP](#)

Tip: Find an RSVP platform that allows other invitees to see who has responded yes to attending. Having your attending list public allows people to see who they may have the opportunity to connect with in advance.

Tip: Before sending your evite, ask a few members who are already planning to RSVP —seeing a handful of names can encourage others to attend! This will also allow for proper troubleshooting of the RSVP platform before official event promotion.



Promoting Your Gamma Phi Get-Together



How to create a digital invitation

Creating a quick-to-read, visually catchy invitation will be utilized in various ways throughout the promotion stage of your Gamma Phi Get-Together event. Only put the most important information regarding your event on the digital invitation. Additional details can be added to your RSVP platform (see the above section for more information). This one image can be used in various ways to promote your event, many of which are listed below in more detail, such as RSVP page image, website image, social media post, text image and email invitation.



How to make a digital graphic

Numerous easy-to-use tools are available to create visually appealing graphics. While not required, the tool linked below, Canva, offers many free templates for event graphics.

- [Getting Started with Canva](#)
- [Designing with Canva](#)
- [A Step-by-Step Guide to Designing From Scratch](#)
- [How to Use Canva: A Beginners Guide](#)

Example:





How to create a Facebook Event

Learn more about creating a [Facebook event here!](#) Remember, if your event is public, your Facebook event should also be public so members can share it with their networks.

Facebook also allows for a simple way to collect RSVPs but remember that not all members utilize Facebook and will be unable to RSVP through the platform for your event.



Using social media to promote

Is there a social media page where you can share information regarding your event?

International Headquarters has prepared numerous digital templates that can be used to promote your individual Gamma Phi Get-Together event. [Click here](#) to view and download these materials.



Promotion Strategies

There are several opportunities to promote your event using a variety of communication methods. Read the plan below to consider how you might promote your event.

Using email to promote

Send a warm invitation directly to alumnae via email! Email communication from the host is strongly suggested, as this personal outreach is sometimes more likely to be opened by alumnae. Don't feel like you need to write a complex email. An image that resembles a physical invitation that is linked to a RSVP page is perfect for initial communication of your Gamma Phi Get-Together.

Unsure of your intended attendees' email contacts? Please email alumnae@gammaphibeta.org to request an official list with contact information of alumnae to invite



Using text message to promote

A significant portion of alumnae prefer text communication to other forms of outreach.

Texting is a great way to quickly capture RSVPs while also giving members a direct line to a chapter leader should additional questions arise.

Tip: Insert an intentional action item in your text by asking members to respond back with a specific emoji to continue the conversation with little effort on their part.

Example:

"Gamma Phi Get-Together is happening on September 26 at Lake Eola Park from 6-9 p.m.! Bring a blanket/chair to our casual come-and-go event. Orlando Alumnae Chapter will provide lite bites and beverages.

Can we count you in for Gamma Phi Get-Together on September 26? Respond with a [Crescent Moon Emoji] for YES, [question mark] if you want more information about the event or a [Pink Heart] to let us know you can't make it but would love to know about the next gathering!



Do you know other sisters in the area? Text them now and invite them to share in sisterhood and celebrate our Founders first meeting over 150 years ago! We hope we'll see you soon [Crescent Moon Emoji]



Using phone calls to promote

If you have a personal connection with those alumnae who are intended participants for your Gamma Phi Get-Together event, give them a call! Not only is a phone call a great opportunity to catch up, but you can potentially also gather accurate contact information for other alumnae you would like to extend a personal invitation to.

Don't forget to leave a voicemail with your event information and how to get ahold of you to RSVP if you aren't able to connect successfully over the phone.



Using a website to promote

If you are part of a group, such as an alumnae chapter that has a website, make sure to promote the event opportunity on an appropriate area of your personal website.

Creating an area of the website specifically for events that members and potential members can review regularly is a great way for members to visit the website more often.



Receive event resources and support from IH

IH has prepared numerous resources for hosts to utilize in planning and executing their event.

- [Gamma Phi Get-Together Host Resources](#)
- [Gamma Phi Get-Together Host How-To Guide \(This resource\)](#)



GammaPhiBeta.Org Website

Events registered as "public" will be included on the official Gamma Phi Get-Together website. General event details, including day, time, location and how to RSVP, will be included and publicly visible.



Email

Alumnae members within a specific geographic region (in-person events) and/or the intended audience for virtual events (alumnae of a specific collegiate chapter) will receive an email from IH promoting the event in their area.

Emails will be sent to those alumnae with valid email addresses who have not opted out of communication with IH.

Hosts are strongly advised to forward the IH email to their network in case members do not receive the communication due to the previously mentioned reasons.



Social Media

Gamma Phi Get-Together and its individually registered public events will be promoted on Gamma Phi Beta's official social media platforms. All members are strongly encouraged to share social media posts from IH to their personal Gamma Phi Beta network.





Send event details to registered attendees

As members RSVP through your chosen method, ensure you plan to communicate with them shortly after RSVPing and the critical points leading up to the event. Review the suggested communication timeline in the event planning guide located on page 23.

Communicating event details effectively prior to your event will help yield a higher show rate. Items to include in pre-event communication include reminders for the following:

- Event address
- Event start time
 - Is the event come and go?
- Event parking instructions
- Provide venue accessibility information
 - Will there be steps to navigate? If yes, how many?
 - Is there an elevator available for use?
 - Is there accessible parking near the entrance?
- If food/drink is offered during the event, ensure that you collect members dietary restrictions to provide alternative options.
- Suggested attire
- Are you asking attendees to bring anything?



During Your Gamma Phi Get-Together



Collect attendee information

No matter your selected event format (in person, virtual, hybrid) it is important to provide a warm welcome as the event host. Have a welcome plan in mind and grab another sister for additional support if you are hosting a larger-scale event.

Create a quick opportunity for attendees to provide their information as they arrive. Obtaining attendee information is extremely helpful in program evaluation conducted yearly by IH. We appreciate hosts taking a moment during their event to collect attendee information through our **electronic attendance collection form**.

Following your event, you will receive communication from IH staff requesting attendee information. If you do not use the electronic attendance collection form linked above, we ask that hosts collect attendees full name, initiating chapter/year and email address. This allows for proper follow-up communication and assessment to be conducted with all Gamma Phi Get-Together attendees.

A form fillable PDF for attendance collection can be **found here**.

Attendance should be sent to **alumnae@gammaphibeta.org** following the conclusion of your Gamma Phi Get-Together event.



Infuse get-to-know-you opportunities throughout the event

Asking questions to the group can be an easy way to start conversations and ensure that everyone has a chance to contribute to the event and feel a sense of connection. Two popular get-to-know-you activities are outlined below.

“I Want to Know”

Ask each attendee to write two to three questions that they would like someone else to answer. The host collects the responses and puts them in a container and/or numbered list. In-person attendees will draw a question from the container, answer and pass the container to the next guest. Repeat this until all questions have been read and answered.

Virtual modification: Ask attendees to submit their questions directly to the online administrator. Attendees can select a number based on the total number of virtual submissions received.

Hybrid modification: Utilizing the method above, virtual submissions can be written down and added to the in-person written question. The host can select a question for virtual attendees and read out loud. The virtual attendee can provide a voice or chat response.

Example questions:

- What is your best Gamma Phi Beta memory?
- Who is someone you look up to and why?
- What is a hobby you are passionate about and why?



“Get to Know Us”

This will function more like a lightning round of questions. The activity is best facilitated with groups of five to 10 people. Create multiple groups if your event size requires.

The first member of the small group will ask a question to others in the group. The person next to her will answer the question and continue to go around until finally the person who asked the question answers. The person who first answered the question the previous round will then think of a question to ask to the group. Repeat this until everyone has asked a question to the group.

Virtual modification: Utilizing the method above, the host should create a breakout room to facilitate small group questions and answers. Ask members to come back from their breakout room when all members have asked a question to their group.

Example questions:

- What is a superpower you wish you had?
- What encouraged you to attend this event?
- If you won the lottery tomorrow, what would you do?



Document your gathering

In addition to collecting attendee information, we ask hosts to photograph your event to document the occasion! Event photos are great to include in follow-up communication with attendees.

Please **submit your post-event photos** along with a descriptive caption. International Headquarters will also request photos from hosts/attendees to be used in future promotion of alumnae engagement initiatives and events.



Create a warm send-off

At the conclusion of your event, be sure to thank everyone for their participation in the program! This is a great opportunity to gather any outstanding contact information, swap social media information and provide details on future opportunities to connect.



After Your Gamma Phi Get-Together



Thank attendees

Ensuring proper contact information is collected before the conclusion of your event will make the process of thanking attendees simple! We suggest incorporating a form of call, text, email or mail to thank your attendees for participating in your Gamma Phi Get-Together event.

Take this opportunity to mention a personal connection, share attendee contact information for future connection, attach photos, and link opportunities to gather in the future.



Submit attendee information to IH

All hosts are asked to submit post-event attendance to IH. This information enables IH to ensure they have updated contact information on members, designate their participation on their official member record, and we will have an official count of members who participated in Gamma Phi Get-Together event to add to our worldwide total!

The preferred method for attendee collection is through the [electronic attendance collection form](#), which attendees should complete during the event. If this method is used, hosts do not need to send attendee information to IH.

If you can't electronically collect information during your event, please [download an attendance sheet here](#). The sheet can be filled out electronically or printed for attendees to write in their information. Whichever method you choose, please send the completed sheet to alumnae@gammaphibeta.org.



Submit event photos and quotes

Hosts and attendees are encouraged to send photos as well as short quotes to IH for future use in promoting Gamma Phi Get-Together and other alumnae programming. As the host, we ask that part of your post-event communication include a reminder for them to share their photos!

Photos and quotes can be [submitted here](#)! Members will be prompted to provide their name and email, attach event photos and answer the prompt: What was your favorite part of Gamma Phi Get-Together?





Submit host and attendee assessments

We appreciate your taking the time to share insights on how we can continually improve these events. Both hosts and attendees will have the opportunity to share feedback.

Host Assessment: Following the event, all hosts will receive an assessment via email to complete. We ask that assessments from hosts are completed within three weeks of the event date.

Attendee Assessment: After the event, all attendees reported by hosts will receive an assessment via email to complete. We encourage hosts to remind attendees of this assessment and its impact in future Gamma Phi Get-Togethers as well as other alumnae engagement initiatives. We ask that assessments from attendees be completed within three weeks of the event date.



Marketing and Communication Resources

Resource Title and Link	Resource Use	Resource Image
Fillable Invitation	Event Promotion - General	
Website Slider/Header	Event Promotion - General	
Facebook event header	Event Promotion - Social Media	
Instagram Post	Event Promotion - Social Media	
Instagram Post- Save the Date	Event Promotion - Social Media	
LinkedIn Save the Date	Event Promotion - Social Media	
I'm Hosting GPGT – Social Feed (1)	Event Promotion - "I'm Hosting"	
I'm Hosting GPGT – Social Feed (2)	Event Promotion - "I'm Hosting"	



<p>I'm Hosting GPGT – Social Feed (3)</p>	<p>Event Promotion - "I'm Hosting"</p>	
<p>I'm Hosting GPGT – Social Feed (4)</p>	<p>Event Promotion - "I'm Hosting"</p>	
<p>Submit photos QR code printable 8.5"x11"</p>	<p>Day of Event Resources</p>	
<p>Submit photos QR code printable 5"x7"</p>	<p>Day of Event Resources</p>	
<p>Attendance tracking</p>	<p>Day of Event Resources</p>	
<p>Zoom background- pearl</p>	<p>Virtual Event Resources</p>	
<p>Zoom background- A-la-Mode</p>	<p>Virtual Event Resources</p>	



Host Planning Guide – Public Event

Gamma Phi Get-Together Details

Date:

Start Time:

End Time:

Event Format:

- In Person Address: _____
 Virtual Virtual Meeting Link: _____
 Hybrid

✓	Task	Timeline	Resource
	Select event type (Public, Private)	As soon as possible	How-To Guide
	Select event format (In Person, Virtual, Hybrid)	As soon as possible	How-To Guide
	Select event date	As soon as possible	How-To Guide
	Select event location or create virtual meeting link.	As soon as possible	How-To Guide
	Create RSVP site for attendees to designate that they plan to attend. If meeting virtually, many virtual meeting platforms have a built-in RSVP feature that you can request members complete.	As soon as possible	How-To Guide
	Submit Gamma Phi Get-Together official registration.	No later than September 14. <i>Earlier submissions strongly suggested for public events to take advantage of IH promotional support.</i>	Register Here
	Promote your Gamma Phi Get-Together event utilizing the pre-made graphics via social media, email, call, text, etc.	As soon as you submit your official registration	Electronic Templates
	Communicate with members as they register for your event.	Rolling basis as members RSVP	How-To Guide
	Provide ample reminder communication with attendees leading up to the event.	Two weeks before the event • Date:	How-To Guide



	Reminders via email, social media, text or phone.	<ul style="list-style-type: none"> • Communication Method: <p>One week before the event</p> <ul style="list-style-type: none"> • Date: • Communication Method: <p>One to two days before the event</p> <ul style="list-style-type: none"> • Date: • Communication Method: 	
	Collect attendee contact information.	During event	<p>Electronic Attendance Collection Form</p> <p>Download your form fillable attendance sheet!</p>
	Take photos during your Gamma Phi Get-Together.	During event	
	Submit final event attendance.	Within a week of event	Email us your completed attendance sheet!
	Submit event photos with descriptions.	Within a week of event	Upload your photos here!
	Send post-event communication to attendees, including attendee assessment link , attendee contact information and event photos.	Within a week of event	How-To Guide
	Complete host assessment.	Within three weeks of the event occurring	Host Assessment



Host Planning Guide – Private Event

Gamma Phi Get-Together Details

Date:

Start Time:

End Time:

Event Format:

- In Person Address:
 Virtual Virtual Meeting Link:
 Hybrid

✓	Task	Timeline	Resource
	Select event type (Public or Private).	As soon as possible	How-To Guide
	Select event format (In Person, Virtual, Hybrid).	As soon as possible	How-To Guide
	Select event date, time.	As soon as possible	How-To Guide
	Select event location or create a virtual meeting link.	As soon as possible	How-To Guide
	<p>Create RSVP site for attendees to designate that they plan to attend.</p> <p>If meeting virtually, many virtual meeting platforms have a built-in RSVP feature that you can request members complete.</p> <p><i>Optional task for private events.</i></p>	As soon as possible	How-To Guide
	Submit Gamma Phi Get-Together official registration.	<p>No later than Sunday, September 14.</p> <p><i>Earlier submissions strongly suggested for public events to take advantage of IH promotional support</i></p>	Register Here



	Promote your Gamma Phi Get-Together event utilizing the pre-made graphics via social media, email, call, text, etc.	After submitting the official event registration	Electronic Templates
	Communicate with members as they confirm their attendance at your event	Rolling basis as members confirm attendance	How-To Guide
	Provide ample reminder communication with attendees leading up to the event. Reminders via email, social media, text or phone.	Two weeks before the event <ul style="list-style-type: none"> • Date: • Communication Method: One week before the event <ul style="list-style-type: none"> • Date: • Communication Method: One to two days before the event <ul style="list-style-type: none"> • Date: • Communication Method: 	How-To Guide
	Collect attendee contact information.	During event	Electronic Attendance Collection Form Download your form fillable attendance sheet!
	Take photos during your Gamma Phi Get-Together.	During event	
	Submit final event attendance.	Within a week of event	Email us your completed attendance sheet!
	Submit event photos with descriptions.	Within a week of event	Upload your photos here!
	Send post-event communication to attendees, including attendee assessment link , attendee contact information and event photos.	Within a week of the event	How-To Guide
	Complete host assessment.	Within three weeks of event occurring	Host Assessment



