



Gamma Phi Beta

TRUE AND CONSTANT

2026 How-To Guide: Hosting A
Gamma Phi Get-Together

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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 participate in Gamma Phi Get-Together from Thursday, September 17 through Sunday, September 27, 2026.

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.

Gamma Phi Get-Together Host Roadmap

Step 1 – Select your event type and format

→ **Step 2** – Register your event

→ **Step 3** – Create your event plan and RSVP process

→ **Step 4** – Promote your event

→ **Step 5** – Host, collect attendance and follow up

Helpful planning resources, communication templates, event ideas, and checklists are available in the [Appendix Library](#) at the end of this guide.

Expectations of Hosts

Hosts will be asked to:

- Register their event
- Promote the event
- Welcome attendees
- Collect attendance
- Submit attendance information
- Complete the host assessment
- Encourage attendees to complete the attendee assessment.



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 2026

Thursday, September 17-Sunday, September 27, 2026.

While September 24 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 for your Gamma Phi Get-Together, consider your intended invitees.

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

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

2026 – September 11-13
2027 – October 1-3
2028 – September 20-22
2029 – September 9-11

Yom Kippur

2026 – September 20-21
2027 – October 10-11
2028 – September 29-30
2029 – September 18-19

Gamma Phi
Get-Together



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 best enjoy the outdoor environment.

Come and Go Time Format

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



Remember: Gamma Phi Get-Together is intentionally flexible. Whether two sisters gather for coffee or fifty sisters attend a reunion weekend, every event strengthens our sisterhood. Focus on creating opportunities for connection — not perfection.



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 is a list of event types with additional examples available in [Appendix A: Event Inspiration Guide](#). While this listing is not comprehensive, it should provide a general overview of the events alumnae 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 connect with all the members you'd like to invite personally, make it a public event. You'll be able to use IH communication support to help spread the word!



Private Events

If you do not want your event published via email, social media or 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 registration.



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 for bringing members face-to-face to create new relationships and strengthen pre-existing ones.





Virtual

Virtual events are a great way to bring alumnae together, regardless of geographic distance. Most individuals have become familiar 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 intentional time to connect with sisters you don't often see in person!



Hybrid

Hybrid events combine the best of both worlds for those who may not be able to accommodate a single 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, identify opportunities to engage those unable to attend virtually for part of the event.



Event Inspiration

Looking for event inspiration? Review [Appendix A: Event Inspiration Guide](#) for dozens of event ideas and [Appendix B: Sample Event Agendas](#) for examples of how your event could be structured.



Registering 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 for 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 agreed to host a Gamma Phi Get-Together!

If you are still determining your event concept, review **Appendix A: Event Inspiration Guide** and **Appendix B: Sample Event Agendas** before completing registration.



Planning Your Gamma Phi Get-Together



Creating a Detailed Event Plan

If you have not determined your event style and format, review [Appendix A: Event Inspiration Guide](#) and [Appendix B: Sample Event Agendas](#) for ideas and planning inspiration.

The appendix section will serve as a resource library and will be referenced throughout this guide when relevant. Remember, no event is too big or too small for Gamma Phi Get-Together! We want to hear about the various ways members are honoring the Founders and celebrating cohesively around the world.

When you've finished creating your event plan, let IH know the details by [completing the registration process](#). [Please complete the form](#) by Sunday, September 13, 2026, to share your event details with IH.



Creating an RSVP Platform

Public events should include specific instructions for alumnae members to RSVP for your event. This provides you, as the host, with a preview of the members who plan to attend.

We ask that you be prepared to provide specific information about your event's RSVP process when you complete the event registration form.

RSVP confirmation and reminder communication examples are available in [Appendix C: Host Communication Templates](#).

Creating an Accessible Experience

Accessibility considerations should include:

- Accessible parking
- Accessible entrance
- Elevator access
- Seating availability
- Restroom accessibility
- Captioning options for virtual events
- Audio quality for hybrid events

Consider including an optional question on your RSVP form asking attendees whether accommodations would help them fully participate. Accessibility details should be included in attendee communications. See [Appendix C: Host Communication Templates](#) for examples of pre-event communication.

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](#)



Promoting Your Gamma Phi Get-Together



How to Create a Digital Invitation

You are encouraged to create a quick-to-read, visually catchy invitation that can be utilized in various ways throughout the promotion stage of your Gamma Phi Get-Together event. Include only the most important information about your event in 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 an RSVP page image, a website image, a social media post, a text image or an email invitation.

Sample invitation language can be found in [Appendix C: Host Communication Templates](#).



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.

Additional downloadable promotional resources are available in [Appendix E: Marketing and Communication Resources](#).

Helpful Websites

- [Getting Started with Canva](#)
- [Designing with Canva](#)
- [A Step-by-Step Guide to Designing From Scratch](#)
- [How to Use Canva: A Beginner's 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 be public as well so members can share it with their networks.

Facebook also offers a simple way to collect RSVPs, but remember that not all members use 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? IH has prepared numerous digital templates to promote your individual Gamma Phi Get-Together event. View and download the resources in [Appendix E: Marketing and Communication Resources](#).



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.

A suggested communication timeline and sample messaging are available in [Appendix C: Host Communication Templates](#).



Using Email to Promote

Email remains one of the most effective ways to invite alumnae to your event personally. Consider combining a digital invitation with RSVP information. Sample email templates can be found in [Appendix C: Host Communication Templates](#).

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

Consider using text messages as a quick and personal way to promote your event and encourage RSVPs. Sample communication templates can be found in [Appendix C: Host Communication Templates](#).



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 it can also help you 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 by 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 a dedicated events section that members and potential members can review regularly is a great way to encourage them 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)

Additional promotional resources can be found in **Appendix E: Marketing and Communication Resources**.



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 from IH

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 it for 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 IH's social media posts with their personal Gamma Phi Beta network.



Send Event Details to Registered Attendees

Communicating event details before your event helps attendees feel prepared and increases attendance. Consider sending confirmation and reminder communications that include event logistics, accessibility information, parking instructions, attire expectations and items attendees should bring.

Sample communication templates can be found in **Appendix B: Sample Event Agendas**.



During Your Gamma Phi Get-Together



Create Meaningful Connections

One of the primary goals of Gamma Phi Get-Together is fostering meaningful connections among sisters. Consider how you will welcome attendees, facilitate conversation and help members build relationships throughout your event.

For conversation starters, facilitation ideas and connection activities, see [Appendix F: Connection Ideas and Conversation Starters](#).



Collect Attendee Information

Attendance collection is a required component of hosting and helps IH evaluate participation, maintain member records and communicate with attendees following the event.

Create a quick opportunity for attendees to provide their information upon arrival. Obtaining attendee information is extremely helpful for the yearly program evaluation conducted 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 names, initiating chapter/year and email addresses. 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. Those completing the electronic attendance collection form do not need to email their attendance, as it can be accessed by IH staff.



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. IH will also request photos from hosts and attendees for use 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. Examples of follow-up communication can be found in [Appendix C: Host Communication Templates](#).



After Your Gamma Phi Get-Together



Continue the Connection

Consider the following opportunities:

- Scheduling next year's Get-Together
- Creating a group text thread
- Starting a Facebook group
- Planning quarterly gatherings
- Introducing attendees to local alumnae chapters
- Sharing volunteer opportunities



Thank Attendees

Ensuring that proper contact information is collected before your event concludes will make 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 up-to-date contact information for members, designate their participation in their official member record, and provide an official count of members who participated in the Gamma Phi Get-Together event to add to our worldwide total!

The preferred method for collecting attendance is the electronic attendance 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 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 at future Gamma Phi Get-Togethers and other alumnae engagement initiatives. We ask that attendees' assessments be completed within three weeks of the event date.





Submit Event Photos and Quotes

Hosts and attendees are encouraged to send photos and 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 includes 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?

Gamma Phi Get-Together 2026

Add your files
Choose the files you want to submit.

Fill in details
Provide the optional fields for all files or set them individually.

Send your files
Gamma Phi Beta will receive your files and be notified after you press submit.

By using this form, you agree to Air's [Terms of Service](#) and [Privacy Policy](#)

+ Add files

Gamma Phi Get-Together 2026

Fill out the fields below:

Apply these to all files

ON

Name

None

Name of content owner

Email

None

Email of content owner

Favorite part of Gamma Phi Get-Together?

None

What was your favorite part of attending Gamma Phi Get-Together this year?

1 FILE

You're ready to send your files!
1 item added

Submit 1 file



Appendix Library

Appendix A – Event Inspiration Guide

Appendix B – Sample event agendas

Appendix C – Host communication templates

Appendix D – Host planning and event checklist

Appendix E – Marketing and promotional resources

Appendix F – Connection Ideas and Conversation Starters



Appendix A: Event Inspiration Guide

Purpose

Gamma Phi Get-Together is designed to be flexible and customizable. Whether you are gathering with one sister or fifty, hosting in person or virtually, there are countless ways to celebrate sisterhood and connection.

The ideas below are intended to inspire your planning. Hosts are encouraged to adapt these concepts based on their interests, location, audience and available resources.

Simple Gatherings

These events typically require minimal planning and are ideal for first-time hosts.

- Coffee Meet-Up
- Ice Cream Social
- Lunch Gathering
- Happy Hour
- Brunch Event
- Walk and Talk
- Picnic in the Park
- Come-and-Go Open House

Activity Based Event

These events provide a shared experience while encouraging conversation.

- Paint and Sip
- Pottery Class
- Cooking Class
- Floral Arrangement Workshop
- Craft Night
- Candle Making Workshop
- Bookstore Browse and Coffee
- Escape Room
- Trivia Night
- Mini Golf
- Bowling
- Pickleball Social
- Yoga in the Park
- Hiking Adventure
- Bike Ride
- Wine Tasting
- Tea Party
- Farmers Market Outing
- Museum Visit
- Botanical Garden Visit

Service and Philanthropy Events

These events connect sisters while supporting the community.

- Volunteer at a Local Food Bank
- Community Beautification Project
- School Supply Collection Drive
- Book Drive
- Animal Shelter Volunteer Day
- Volunteer with Girls on the Run
- Fundraising Event for a Local Cause
- Care Package Assembly Event
- Holiday Giving Project
- Community Service Day

Gamma Phi Beta Focused Events

These events center around Gamma Phi Beta experiences and traditions.

- Collegiate Chapter Reunion
- Initiating Class Reunion
- Decade Reunion Gathering
- Alumnae Chapter Open House
- New Alumnae Welcome Event
- Volunteer Team Reunion
- Convention Watch Party
- Gamma Phi Getaway Reunion
- Collegiate and Alumnae Chapter Gathering



Family Friendly Events

These events welcome children, spouses, partners and families when appropriate.

- Family Picnic
- Zoo Visit
- Community Festival Outing
- Holiday Lights Event
- Pumpkin Patch Visit
- Family Game Day
- Outdoor Movie Night
- Beach Day
- Pool Party
- Ice Skating Event

Professional and Networking Events

These events focus on personal and professional development.

- Career Networking Event
- Resume Review Session
- Leadership Roundtable
- Professional Development Workshop
- Entrepreneur Spotlight Event
- Industry Networking Meet-Up
- Mentorship Mixer
- Graduate School Discussion Panel
- Career Transition Discussion
- Women in Leadership Conversation

Larger Scale Events

These events may require additional planning and coordination.

- Weekend Retreat
- Reunion Weekend
- Multi-Chapter Gathering
- Destination Getaway
- Campus Reunion Event
- Sisterhood Conference Day
- Regional Alumnae Gathering
- City Exploration Weekend
- Sporting Event Outing
- Theater or Performing Arts Event

Virtual Event Ideas

Perfect for sisters separated by geography.

- Virtual Coffee Chat
- Virtual Happy Hour
- Virtual Book Club
- Virtual Trivia Night
- Virtual Bingo
- Virtual Cooking Demonstration
- Virtual Craft Night
- Virtual Game Night
- Virtual Sisterhood Discussion
- Virtual Professional Networking Event
- Virtual Volunteer Team Reunion
- Virtual Chapter Reunion

Remember

The best Gamma Phi Get-Togethers are not determined by budget, attendance or complexity. Whether you gather for coffee with one sister or host a weekend reunion for dozens of members, meaningful connection is the measure of success.



Appendix B: Sample Event Agendas

Purpose

Gamma Phi Get-Together events are intentionally flexible and can be customized to fit the host's interests, available time, budget and attendees.

The sample agendas below are designed to provide inspiration and demonstrate how a variety of event types can create meaningful opportunities for connection.

Hosts are encouraged to modify these examples to fit their specific event goals and audience.

Sample Agenda 1 – Casual Coffee Meet-Up

In-Person | 60-90 minutes

Ideal for:

- First-time hosts
- Small groups
- Public or private events
- Minimal planning required

Event Flow

- **Arrival and Welcome**
 - Greet attendees
 - Encourage attendees to order refreshments
 - Make introductions as members arrive
- **Opening Conversation**

Host welcomes attendees and shares:

 - Why she chose to host
 - Brief overview of Gamma Phi Get-Together
 - Invitation for attendees to introduce themselves
- **Open Conversation**

Suggested prompts:

 - Favorite Gamma Phi Beta memory
 - Current hobbies and interests
 - What brought you to today's event
- **Closing and Future Connection**
 - Exchange contact information
 - Share upcoming opportunities
 - Take a group photo

Sample Agenda 2 – Restaurant Gathering

In-Person | 120 minutes

Ideal for:

- Alumnae chapters
- Alumnae of the same collegiate chapter
- Public event open to area alumnae



Event Flow

- **Arrival and Social Time**
 - Welcome attendees
 - Assist with seating
 - Introduce members who may not know one another
- **Host Welcome**
 - Introductions
 - Gamma Phi Get-Together purpose
 - Recognition of first-time attendees
- **Meal and Conversation**
 - Favorite collegiate memories
 - Professional journeys
 - Travel experiences
 - Volunteer experiences
- **Large Group Conversation**

Questions may include:

 - What does sisterhood mean to you today?
- **Group Photo and Closing**

Sample Agenda 3 – Virtual Sisterhood Social

Virtual | 60 minutes

Ideal for:

- Members across multiple geographic locations
- Collegiate chapter reunions
- Volunteer teams

Event Flow

- **Welcome and Technology Check**
 - Confirm audio and video functionality
 - Review meeting expectations
 - Welcome attendees
- **Introductions**

Invite attendees to share:

 - Name
 - Chapter
 - Geographic location
 - One fun fact
- **Facilitated Discussion**

Possible prompts:

 - What has Gamma Phi Beta meant in your life?
 - What are you most excited about right now?
 - What is your favorite Gamma Phi Beta memory?

Optional:

 - Use breakout rooms for smaller conversations.



- **Group Reflection**
Invite attendees to share:
 - Something they learned
 - A meaningful takeaway
 - Someone they enjoyed meeting
- **Closing Remarks**

Sample Agenda 4 – Intergenerational Sisterhood Event

In-Person | 2-3 hours

Ideal for:

- Alumnae chapters
- Collegiate and alumnae partnerships
- Public events

Event Flow

- **Arrival and Networking**
Encourage attendees to meet someone from a different initiation decade.
- **Welcome and Introductions**
 - Introduce attendees
 - Explain the purpose of the gathering
- **Facilitated Small Group Conversations**
Suggested topics:
 - Collegiate experiences
 - Leadership lessons
 - Career journeys
 - Sisterhood through different life stages

Rotate groups every 15-20 minutes.
- **Food and Informal Networking**
- **Closing Reflection**
Invite attendees to share:
 - One thing they learned
 - One connection they made



Appendix C: Host Communication Templates

Purpose

Consistent communication helps attendees feel informed, welcomed and excited about participating in Gamma Phi Get-Together. The templates below are designed to serve as a starting point for hosts and can be customized based on event type, audience and communication method.

Suggested Communication Timeline

Timing	Communication
4-6 weeks before	Initial Invitation
2-3 weeks before	RSVP Follow-Up
1 week before	Reminder Email
2 days before	Reminder Text
Day of	Reminder Text
Within 48 hours	Thank-You
Within 1 week	Assessment
Within 2 weeks	Future Connection

Template 1: Initial Invitation

Subject: Join [Me/Us] for Gamma Phi Get-Together!

Hello Sister,

I hope you're doing well! I'm excited to share that [I/we/chapter name/etc.] will be hosting a Gamma Phi Get-Together this September and would love for you to join me.

Gamma Phi Get-Together celebrates the sisterhood that began with our Founders' first meeting and provides an opportunity for alumnae to reconnect, meet new sisters and create meaningful memories together.

Event Details

Date:

Time:

Location:

RSVP Information:

Whether you've stayed closely connected to Gamma Phi Beta or haven't attended an event in years, I hope you'll consider joining us.

Please feel free to invite other Gamma Phi Beta sisters who may be interested.

I hope to see you there!

In IIKE,

[Host Name]

Template 2: RSVP Confirmation

Subject: We're Excited to See You at Gamma Phi Get-Together!

Hello Sister,

Thank you for registering for Gamma Phi Get-Together! We're excited that you'll be joining us.

Event Details

Date:

Time:

Location:

Parking Information:

Suggested Attire:

What to Bring (if applicable):

If your plans change, please let us know.

We look forward to spending time together and celebrating sisterhood.

In IIKE,

[Host Name]

Template 3: One Week Reminder

Subject: One Week Until Gamma Phi Get-Together

Hello Sister,

Gamma Phi Get-Together is just one week away!

We're looking forward to gathering with sisters and celebrating connection, friendship and Gamma Phi Beta.

Event Reminder

Date:

Time:

Location:

Parking Information:

Suggested Attire:

What to Bring (if applicable):

If you have any questions before the event, please don't hesitate to reach out.

See you soon!

In IIKE,

[Host Name]



Template 4: Two Day Reminder Text Message

Hi Sister! Gamma Phi Get-Together is almost here.

Date:

Time:

Location:

We're excited to spend time together and celebrate sisterhood. Reply if you have any questions. Safe travels and see you soon!

Template 5: Day-Of Reminder Text Message

Today's the day!

We're excited to welcome you to Gamma Phi Get-Together.

Location:

Time:

Please reach out if you need assistance finding the venue or have any last-minute questions. See you soon!

Template 6: Thank You Message

Subject: Thank You for Attending Gamma Phi Get-Together

Hello Sister,

Thank you for joining us for Gamma Phi Get-Together.

It was wonderful to spend time together and celebrate the connections that make Gamma Phi Beta so meaningful. Your participation helped make the event special.

Attached are event photos and information about upcoming opportunities to connect with sisters.

We hope to see you again soon!

In LIKE,

[Host Name]

Template 7: Attendee Assessment Follow-Up

Subject: Share Your Gamma Phi Get-Together Feedback

Hello Sister,

Thank you again for attending Gamma Phi Get-Together.

To help Gamma Phi Beta continue improving alumnae engagement opportunities, we invite you to complete a brief attendee assessment.

Assessment Link [[Insert Link](#)]

Your feedback is greatly appreciated and will help shape future programming.

Thank you for taking a few moments to share your thoughts.



In IIKE,
[Host Name]

Template 8: Future Connection Invitation

Subject: Let's Stay Connected

Hello Sister,

One of the best parts of Gamma Phi Get-Together is the opportunity to create new friendships and strengthen existing connections.

If you enjoyed connecting with sisters during the event, consider staying involved through future alumnae activities, volunteer opportunities, local gatherings or informal meet-ups.

Upcoming opportunities include:

- [Opportunity]
- [Opportunity]
- [Opportunity]

We hope to continue building connections with you in the future.

In IIKE,
[Host Name]



Appendix D: Host Planning and Event Checklist

Purpose

This checklist is designed to help hosts stay organized throughout the planning and execution of their Gamma Phi Get-Together.

Not every item will apply to every event. Use the checklist as a planning tool and customize it to fit your event type, format and goals.

Event Planning Checklist

As Soon as You Decide to Host

- ☐ Select your event type (public or private)
- ☐ Select your event format (in-person, virtual or hybrid)
- ☐ Determine the purpose of your event
- ☐ Select an event date and time
- ☐ Identify your intended audience
- ☐ Determine whether attendees will need to RSVP
- ☐ Review the Host How-To Guide

Event Logistics

In-Person Events

- ☐ Select and confirm venue
- ☐ Verify venue accessibility
- ☐ Confirm parking availability
- ☐ Determine food and beverage plans
- ☐ Confirm any venue reservations
- ☐ Develop a weather contingency plan if applicable
- ☐ Create event agenda or flow

Virtual Events

- ☐ Select virtual platform
- ☐ Create meeting link
- ☐ Test audio and video settings
- ☐ Confirm captioning options if available
- ☐ Develop event agenda or flow

Hybrid Events

- ☐ Confirm in-person venue
- ☐ Create virtual meeting link
- ☐ Test technology setup
- ☐ Verify virtual attendees can hear and participate
- ☐ Assign a volunteer to support virtual attendees if possible



Registration and Promotion

- ☐ **Submit official Gamma Phi Get-Together registration**
- ☐ Create RSVP process
- ☐ Create event graphic (optional)
- ☐ Create Facebook event (optional)
- ☐ Send initial invitation
- ☐ Promote through email, text, social media or personal outreach
- ☐ Personally invite sisters who may enjoy attending
- ☐ Track RSVPs
- ☐ Respond to attendee questions

One Week Before the Event

- ☐ Send reminder communication
- ☐ Confirm venue reservation
- ☐ Confirm food and beverage arrangements
- ☐ Review attendee list
- ☐ Prepare attendee sign-in process
- ☐ Prepare name tags if using
- ☐ Review event agenda
- ☐ Charge devices needed for the event
- ☐ Confirm photography plan

One to Two Days Before the Event

- ☐ Send final reminder
- ☐ Confirm weather forecast
- ☐ Confirm meeting link and technology
- ☐ Print materials if needed
- ☐ Prepare supplies
- ☐ Review accessibility information
- ☐ Confirm directions and parking instructions are available for attendees

Day of Event

Before Attendees Arrive

- ☐ Arrive early
- ☐ Set up event space
- ☐ Test technology
- ☐ Place signage if needed
- ☐ Prepare attendee sign-in process
- ☐ Prepare name tags
- ☐ Review welcome remarks
- ☐ Take a moment to enjoy the experience!



During the Event

- ☐ Welcome attendees
- ☐ Introduce attendees to one another
- ☐ Encourage conversation and connection
- ☐ Collect attendee information
- ☐ Share photos and stories when appropriate
- ☐ Take photos throughout the event
- ☐ Thank attendees for attending
- ☐ Share future engagement opportunities

Within One Week After the Event

- ☐ Submit attendance information to IH
- ☐ Submit event photos and quotes
- ☐ Send thank-you communication to attendees
- ☐ Share attendee assessment information
- ☐ Share future engagement opportunities
- ☐ Save photos and event materials for future use

Within Three Week After the Event

- ☐ Complete Host Assessment
- ☐ Reflect on successes and lessons learned
- ☐ Consider hosting again next year
- ☐ Share ideas for future Gamma Phi Get-Together improvements

Event Success Reflection

After your event, take a few moments to reflect:

What went well?

What would I do differently next time?

What connections were created or strengthened?

What future opportunities emerged from this event?



Appendix E: Marketing and Communication Resources

Resource Title and Link	Resource Use	Resource Image
Fillable Invitation	Event Promotion – General	 A fillable invitation card for Gamma Phi Get Together. It features a light beige background with a subtle floral pattern. The text 'Gamma Phi Get Together' is at the top in a red serif font. Below it are several blue horizontal bars for filling in details like 'Where', 'When', 'What', 'Guests', 'Hosted By', and 'Fund your hosting! Gamma Phi Get Together because...'. The bottom has a blue bar for the date.
Website Slider/Header	Event Promotion – General	 A website slider or header image for Gamma Phi Get Together. It has a light beige background with the text 'Gamma Phi Get Together' in a red serif font.
Facebook event header	Event Promotion – Social Media	 A Facebook event header image for Gamma Phi Get Together. It has a light beige background with the text 'Gamma Phi Get Together' in a red serif font.
Instagram Post	Event Promotion – Social Media	 An Instagram post image for Gamma Phi Get Together. It has a light beige background with the text 'Gamma Phi Get Together' in a red serif font.
Instagram Post- Save the Date	Event Promotion – Social Media	 An Instagram post image for Gamma Phi Get Together, specifically a 'Save the Date' post. It has a light beige background with the text 'Save the Date!' in a red script font and 'Gamma Phi Get Together' in a red serif font.
LinkedIn Save the Date	Event Promotion – Social Media	 A LinkedIn 'Save the Date' image for Gamma Phi Get Together. It has a light beige background with the text 'Save the Date!' in a red script font and 'Gamma Phi Get Together' in a red serif font.
I'm Hosting GPGT – Social Feed (1)	Event Promotion – "I'm Hosting"	 A social feed image for Gamma Phi Get Together, specifically for 'I'm Hosting'. It has a dark grey background with the text 'I'm hosting!' in a red script font and 'Gamma Phi Get Together' in a red serif font.



I'm Hosting GPGT – Social Feed (2)	Event Promotion – "I'm Hosting"		
I'm Hosting GPGT – Social Feed (3)	Event Promotion – "I'm Hosting"		
I'm Hosting GPGT – Social Feed (4)	Event Promotion – "I'm Hosting"		
Submit photos QR code printable 8.5"x11"	Day of Event Resources		
Attendance tracking	Day of Event Resources		
Zoom background - Pearl	Virtual Event Resources		
Zoom background - A-la-Mode	Virtual Event Resources		



Appendix F: Connection Ideas and Conversation Starters

Purpose

Gamma Phi Get-Together is designed to create meaningful opportunities for alumnae members to connect, whether they are lifelong friends, sisters meeting for the first time or members from different generations and chapters.

Use the ideas and questions below to help attendees engage in conversation and build relationships throughout your event.

Remember: meaningful connection does not require a formal agenda. Sometimes the most memorable conversations happen naturally when attendees are provided a welcoming environment and a few thoughtful prompts.

Getting to Know One Another

These questions work well at the beginning of an event or when introducing attendees.

Quick Connection Questions

- What chapter initiated you?
- What year were you initiated?
- What brought you to today's event?
- How long have you lived in this area?
- Have you attended a Gamma Phi Get-Together before?
- What is one thing you'd like other attendees to know about you?

Fun Questions

- What is your favorite way to spend a weekend?
- If you could travel anywhere tomorrow, where would you go?
- What is a hobby you enjoy?
- What book, podcast, or television show are you currently enjoying?
- What is something people are often surprised to learn about you?

Gamma Phi Beta Memories

Collegiate Experience

- How has Gamma Phi Beta remained part of your life after graduation?
- What is your favorite alumnae memory?
- How have your friendships changed over the years?
- What opportunities helped you stay connected as an alumna?

Alumnae Experience

- How has Gamma Phi Beta remained part of your life after graduation?
- What is your favorite alumnae memory?
- How have your friendships changed over the years?
- What opportunities helped you stay connected as an alumna?



Intergenerational Conversations

These prompts work especially well when attendees represent multiple decades of initiation.

Learning from One Another

- What was your collegiate chapter experience like?
- What traditions existed when you were a collegiate member?
- What advice would you give younger sisters?
- What life lesson has been most valuable to you?
- How has Gamma Phi Beta changed since your initiation?
- What has remained the same?

Shared Experiences

- What values of Gamma Phi Beta have stayed with you throughout your life?
- How has sisterhood shown up during important moments in your life?
- What does lifelong membership mean to you?

Career and Personal Growth

These prompts are especially helpful when connecting members who may not know one another.

- What field do you work in or have you retired from?
- What accomplishment are you most proud of?
- What professional advice would you share with others?
- What is something you learned outside of college that changed your perspective?
- What are you currently working toward or excited about?

Building Future Connections

Use these questions toward the end of the event.

- What type of future Gamma Phi Beta gathering would interest you?
- How would you like to stay connected with sisters?
- What talents, skills, or interests would you enjoy sharing with other members?
- What would encourage you to attend another event?
- Is there someone you met today that you would like to connect with again?

Conversation Activities

1. Find someone who...

Invite attendees to find another attendee who:

- Has volunteered with Gamma Phi Beta
- Has attended Convention
- Has lived in another country
- Has served as a collegiate officer
- Has attended a Gamma Phi Getaway
- Was initiated more than 25 years ago
- Was initiated within the last five years



2. Memory Sharing Circle

Invite attendees to share:

- A favorite Gamma Phi Beta memory
- A sister who influenced their life
- A lesson learned through membership
- A moment when sisterhood made a difference

3. Common Connections

Pair attendees and ask them to discover three things they have in common outside of Gamma Phi Beta.





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