

International Reunion Day Planning Guide

WHEN TO HOLD IRD

Traditionally, International Reunion Day is held the third Saturday in April. This date may conflict with religious holidays or significant local or campus events; therefore, it is permissible to select an alternate date to allow the maximum number of alumnae and collegians to attend. Confer with the Chapter Advisor to determine the best date for the collegians. Speak with the Regional Alumnae Coordinator or Fraternity Programs Specialist–Celebrations if there are any questions regarding a selected date.

PLANNING IRD

While maintaining the spirit of IRD, the event should reflect the style and personality of the group. A clear understanding of what is within a member's available time and budget will allow for enjoyment of celebration of sisterhood without causing unnecessary stress. IRD should be budgeted to be self-supporting. In other words, the attendance fee should cover the cost of the meal, speaker, decorations and all other expenses related to the occasion. IRD should not be used to generate revenue or as a fundraising event.

Appointing a committee of women who can share the workload in preparation for IRD is also a key to success. Tap into sisters' individual talents. Know a local sister who works for an event venue? Or an alumna who would be the perfect keynote speaker? Reach out to these women and ask them to be involved with the planning process. They will likely be honored to be considered and eager to help.

After determining a budget, the venue and date should be selected. See the Meeting/Event Planning Procedures in the *Alumnae Leadership Manual* for more information on venue contracts. When selecting a venue, consider a space that allows for reasonable privacy, as well as any issues related to travel, such as a central location, adequate parking, etc.

THEME

International Council announces the chosen theme through the *Alumnae Announcements* and *E.C. Essentials* e-newsletters. Branded templates and other themed resources are made available in an [online toolkit](#) soon thereafter.

INVITATIONS

Once the date and venue are decided, invitations should be sent as early as possible to all alumnae within the area. Invitation and postcard templates are available in the [online toolkit](#). In addition to the date, time and venue location, the invitation should include how to RSVP, cost of attendance, method for payment and an method for attendees to report any dietary restrictions. Information should be published on the groups' website(s) and via Facebook event, as well as submitted to International Headquarters through the form located in the [online toolkit](#) for inclusion on the Fraternity website. Use of email and online event systems, such as evite.com, are other ways to minimize costs. Not everyone frequently uses email or social media, so mail a printed invitation or post card to ensure older or non-tech savvy alumnae aren't left out.

Alumnae Presidents and Permanent Secretaries are encouraged to request regular updates for membership lists from IHQ. Refer to the Permanent Secretary section of the *Alumnae Leadership Manual* for requesting electronic membership lists.

Responses should be tallied from all methods by which sisters can RSVP. It is recommended to use a shared email account to track RSVPs rather than a personal account.

EVENT PROGRAM

While not required, a printed program serves as a nice memento of the day while informing attendees of scheduled activities. The [online toolkit](#) contains logos and other graphics that may be used.

SEATING PLAN

People are what make IRD special and meaningful. Special seating and introductions should be considered for the following attendees:

- International Reunion Day Chair
- Keynote speaker
- Mistress of Ceremonies
- Alumnae and Collegiate Presidents
- Special dignitaries (International Council, IHQ Staff, Volunteer Service Team members)
- Wearers of Honors of Epsilon Pi
- 25-, 50-, 60- and/or 70-year members; recipients of Alumnae Recognition Awards
- Song leader

THANK YOUR PRESENTERS & ATTENDEES

Always express your appreciation for the people who helped make the event a success. Handwritten notes are a great way to do so and will go a long way in letting sisters know you value their contributions. Additionally, most IRDs are held during the month of April, which is Advisor Appreciation Month. Consider setting aside time in the day's schedule to thank them for their continued support and guidance.

CHAPTER ROLL CALL

An attractive [presentation of the Chapter Roll Call](#) is provided in the online toolkit. The Chapter Roll may be read aloud without the presentation, but all chapters—including those that are inactive—should be read. Each sister should stand, if able, when her initiating chapter is read.

IRD SPEECH

Every year, a member of the Fraternity is selected to write an inspiring speech to embrace the IRD theme. A copy of this year's speech, written by *Quarterly* Editor Jennifer Freeman Thompson–Upsilon, University of Oklahoma, may be requested by emailing alamb@alphagammadelta.org.

IRD SPEAKER

The IRD Speaker is not to be confused with the IRD Speech. The IRD Speaker is a sister or invited guest who will speak to the IRD chosen theme. We encourage choosing a speaker who has impacted the lives of others, contributes to the community or workplace, and is a role model to our sisterhood. If your speaker is not an initiated member, permission must be requested via email from the International Vice President–Alumnae at ivpa@alphagammadelta.org.

SISTERHOOD EVENT

If multiple chapters or alumnae groups will be in attendance, encourage relationship building by mixing up place settings to allow sisters to mingle with others they may not know. IRD is intended to be a time of

connection with sisters from different regions and chapters. The more you can provide an opportunity for meaningful conversation, the more value your attendees will gain from the day.

AWARDS

Sister recognition should play a pivotal role in your celebration. Early in the new year, start thinking about your local and international awards. The *Alumnae Leadership Manual* provides additional information regarding awards that should be presented at IRD.

REPORT & PHOTOS

Completing the IRD Report is not mandatory but it is extremely helpful in letting us know how you celebrated together in sisterhood. IRD is the largest Fraternity-wide event—and generally includes sisters from the newest collegiate member to the most senior alumna. Your chapter could even earn the Best Use of Theme Award receive recognition in the *Quarterly!* The [link to the report](#) is found on the Fraternity's IRD [webpage](#).

We greatly appreciate it when your report includes high-quality photos of:

- Group photo of attendees
- Decorations, centre pieces, favors, program, menus and other materials
- Sisterhood action shots/mingling/networking/philanthropic event (if applicable)