



## International Reunion Day Planning Guide

### WHEN TO HOLD IRD

Traditionally, International Reunion Day (IRD) is held the third Saturday in April. The traditional date may conflict with religious holidays or significant local or campus events; therefore, it is permissible to select a different date to allow the maximum number of alumnae and collegians to attend. Groups are invited to be mindful of this and can shift the date to be earlier or later. Confer with the Chapter Advisor to determine the best date for the collegians. Talk 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. Understanding what is within the budget and available time dedication for members will allow for enjoyment of celebration of sisterhood without unnecessary stress. Budget IRD to be self-supporting. The attendance fee must cover the cost of the meal, speaker, decorations and all other expenses related to the occasion. The fee should not be set for profit or used as a fundraiser.

A committee of women who can share the workload in preparing 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 to get them involved with the planning process. They will likely be honored to be considered and eager to get involved.

After determining a budget and tenor, the venue (virtual if under extraordinary circumstances) and date are the next items to decide. See the Meeting/Event Planning Procedures in the Alumnae Leadership Manual for more information on contracts for venues. When selecting a venue, consider transportation and a space that allows for reasonable privacy.

### THEME

The Alumnae Programs Committee announces the chosen theme through Alumnae Announcements and E.C. Essentials. Branded tailorable materials supporting the theme are posted on Alpha Gamma Delta's website via the International Reunion Day Toolkit page soon thereafter.

### INVITATIONS

Once the date and venue are decided, invitations should be sent as early as possible to all alumnae within the area. Branded, editable invitations and postcards are available in the Toolkit. In addition to date, time, venue, the invitation should include method(s) on how to respond affirmatively, cost of attendance, method for payment and any dietary restrictions. Information should be published on the groups' website(s) and by creating events on social media, both of which are low cost methods of promoting IRD. Use of email and online event systems are other ways to minimize costs. Include older or non-tech savvy alumnae by sending printed invitations or calling them. Additionally, IHQ will publish the event's information by submitting it through the form located on the IRD Toolkit website.

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

One or two members of the committee should collect responses from all methods by which sisters can respond. It is encouraged to use a shared email to track RSVPs rather than a personal email.

### **EVENT PROGRAM**

While not required, a printed program serves as a nice memento of the day while informing attendees of scheduled activities. The Toolkit can be used to easily tailor the branded program.

### **SEATING PLAN**

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

- International Reunion Day Chairman
- Keynote speaker (if a non-member, permission should be requested by contacting the Alumnae Programs Committee Chair at [apcc@alphagammadelta.org](mailto:apcc@alphagammadelta.org))
- Mistress of Ceremonies
- Alumnae and Collegiate Presidents
- Special dignitaries (International Council, Volunteer Service Team members)
- Wearers of Honors of Epsilon Pi
- 25-, 50-, 60- and/or 70-year members, recipients of the 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 this 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 Adobe® presentation of the Chapter Roll Call is provided in the IRD Toolkit. Alternately, the Chapter Roll may be read without the presentation, but all Chapters, both active and inactive, shall be read. Each sister should stand, if able, when her Initiating Chapter is read. All chapters must be read.

### **IRD SPEECH**

Every year, a member of the Fraternity is selected to write an inspiring speech to embrace the IRD theme. The speech is available through the IRD Toolkit and can be read at IRD.

### **IRD SPEAKER & APCC PERMISSION**

The IRD Speaker is not to be confused with the IRD Speech. The IRD Speaker is a sister or invited guest (if not an initiated member, a permission must be requested from the APCC), who will speak to the IRD chosen theme. They can relate an experience and must absolutely bring the concept of sisterhood together. Your speaker should speak to the chosen IRD 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.

### **SISTERHOOD EVENT**

Encourage relationship building. If multiple chapters or alumnae groups will be in attendance, consider 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, so the more you can prompt an opportunity for meaningful conversation, the more value your attendees will gain from the day.

### **AWARDS**

Sister recognition cannot be underestimated. Early in the new year, start thinking about your local, international and membership awards. The Alumnae Leadership Manual provides additional information regarding awards presented at IRD.

### **REPORT & PHOTOS**

IRD reports are not mandatory but they are a superb way of demonstrating how members come together in sisterhood. They also put chapters in the running for the Best Use of Theme Award or Honorable Mention. The IRD report is also an opportunity to send recommendations for future IRD celebrations. IRD is the largest event which generally captures all sisters from the newest collegiate member to the most senior alumna. Reporting IRD could earn a chapter its place in the Quarterly! The link to the Report is found on the Fraternity's IRD website.

*Chapters should attached quality photos to their IRD reports such as:*

- Group photo of participants;
- Decorations, centrepieces, favors, and program (menus and other materials);
- Sisterhood action shots/mingling/networking/philanthropy event if applicable;
- Any other photo that embodies the spirit of the event.