



EVENT LOGISTICS AND ACTIVITIES

Event Overview:

A Pie Party (otherwise known as a dessert reception) is a casual way to gather with sisters over delicious desserts. It is a perfect option for any chapters who want to celebrate Founders' Day, but are short on time or have a limited budget. Hosting a Founders' Day Pie Party is fun for chapters of any size, but this is an especially great idea for smaller chapters or chapters with limited funds for a Founders' Day celebration.

Event Logistics:

- **Secure a Facility:** Depending on your chapter size, you may be able to host this event in your chapter room or house, or in a small room on campus. Local alumnae members can easily host this event at a sister's home as well.
- **Determine your Menu:** Maximize your budget by asking collegiate or alumnae sisters to bring a pie of their choosing, or consider asking local bakeries about deals on bulk orders. You may even decide to plan a sisterhood event the day of the event or the day prior to bake pies together.
- **Guest List and Invitations:** Because this is a more informal event, you do not necessarily need extravagant invitations. Keep it simple with evites, a private Facebook event page or signs throughout the chapter facility. Use the templates linked below for ideas.
- **Budget:** If your chapter has not budgeted for the event, selling tickets might be needed. This will help to offset costs of desserts.
- **Plan Event Décor:** Use décor that matches the programming. To keep the budget low, use photos in frames from chapter members, sign boards, copies of The Promise, AOII table letters, etc.

Event Activities:

- Print the [Which Founder Are You? Quiz](#) and place one at each seat during the meal.
- [Read](#) or [play the Ruby Fund](#) and [Founders' Day Messages](#). Information on how to donate to the Ruby Fund is [available here](#). Traditionally promoted on this occasion, the Ruby Fund was established in 1946 to assist an AOII Founder in dire need. The fund is the "heart" of AOII and continues today in support of members in need.
- The Service for Candlelighting at Founders' Day is a simple and meaningful service that may include non-AOII guests if present.
- You can also add an interactive activity to this event like a secret sister gift exchange, or you can create your own AOII trivia.

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EVENT LOGISTICS AND ACTIVITIES

Event Overview:

If you're looking for a grand, formal Founders' Day celebration, consider hosting a banquet! Banquets are larger chapter functions that members look forward to as one of their chapter's signature events of the year. Though banquets typically require several months of preparation and a significant budget, there are a variety of ways to host an elegant banquet whether you're inviting 50 or 500 sisters.

Event Logistics:

- **Secure a Facility:** A Founders' Day banquet will require several months of planning, especially if your event is for collegiate and alumnae members from a variety of chapters. Events of this size will require you to reserve a caterer, entertainment and venue well in advance of the event. Consider starting your planning at least three to four months in advance.
- **Determine your Menu:** Bakeries in your town may be able to make custom pastries, cakes, scones and more. A petit four decorated with an infinity rose graphic would be a hit at your tea party.
- **Guest List and Invitations:** An event such as a Founders' Day Banquet needs to start by determining what other nearby chapters will be participating in the planning process or attending. If so, you can delegate tasks among members of each chapter and create your guest list.
- **Budget:** Your chapter may have the budget for an event of this caliber, but you may still need to sell tickets to this event to cover costs. Partnering with nearby chapters is also a great way to split expenses along with inviting parents, moms-only, or guests. Consult local companies, hotels and event sites about available spaces to help build your budget. Take into consideration many elements such as the type of meal you will serve (plated or buffet), the number of tables, chairs, linens and centerpieces you will need, the cost of any entertainment (DJ or live band) you may have, and the cost of the venue.
- **Plan Event Programming:** A formal banquet is a wonderful opportunity to invite AOII Board members, Past International Presidents, Headquarters staff or Network team members to your chapter. Founders' Day banquets are also a great time to recognize exceptional members with awards. Conclude your evening by inviting members to the dance floor if you have a dj or band. If you hired a photographer for the event, be sure to capture a group photo before members begin to depart. A silent auction, photobooth with an AOII backdrop, raffle or door prizes are also fun to incorporate into your event that ensure members attend out of genuine interest rather than obligation.

Event Activities:

- Print the [Which Founder Are You? Quiz](#) and place one at each seat during the meal.
- **Read or play the Ruby Fund** and **Founders' Day Messages**. Information on how to donate to the Ruby Fund is [available here](#). Traditionally promoted on this occasion, the Ruby Fund was established in 1946 to assist an AOII Founder in dire need. The fund is the "heart" of AOII and continues today in support of members in need.
- The Service for Candlelighting at Founders' Day is a simple and meaningful service that may include non-AOII guests if present.
- Programming: Awards and/or Keynote Speakers are great options for the event.

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EVENT LOGISTICS AND ACTIVITIES

Event Overview:

Everyone loves a fun brunch! A Founders' Day brunch is a popular option for a Founders' Day celebration because it can be more cost-effective to implement and as casual or formal as your chapter wishes.

Event Logistics:

- **Secure a Facility:** Secure a space large enough to accommodate all of your guests. Depending on the size of your guest list, you may be able to host your event at a chapter facility or a campus event hall. If you have a larger guest list, consider hotel banquet halls, local convention centers or restaurants with private event rooms. Brunches are great opportunities for collegiate and alumnae chapters to gather together. Consider inviting local chapters to join you in your celebration.
- **Determine your Menu:** If your brunch is a more casual affair, a buffet is a great option. Local caterers will be able to provide quotes so you can choose an option that is best for your chapter and budget. Don't forget that many campus dining departments offer catering services on and sometimes off campus at a very affordable rate.
- **Guest List and Invitations:** Evites are a cost-effective option for invitations, but you may consider having more eloquent invitations printed in the graphics section. You will need to determine a date the caterer needs a final head count of attendees. Be sure to include that date on your invitations as the RSVP date. You may want to add a bit of cushion to account for late RSVPs. If your caterer needs a final headcount by January 9, you may list the RSVP date as January 6.
- **Budget:** Your chapter may have budgeted for this event, but if you did not or if you need additional funds to offset the expenses, selling tickets is a common practice. Because your caterer will need a headcount ahead of time, it is discouraged to sell additional tickets at the door.
- **Plan Event Decor:** Consider purchasing AOII-branded tablecloths, centerpieces and additional decor for your event.

Event Activities:

- Print the [Which Founder Are You? Quiz](#) and place one at each seat during the meal.
- **Read** or **play the Ruby Fund** and **Founders' Day Messages**. Information on how to donate to the Ruby Fund is [available here](#). Traditionally promoted on this occasion, the Ruby Fund was established in 1946 to assist an AOII Founder in dire need. The fund is the "heart" of AOII and continues today in support of members in need.
- The Service for Candlelighting at Founders' Day is a simple and meaningful service that may include non-AOII guests if present.
- Programming: Awards and/or Keynote Speakers are great options for the event.

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EVENT LOGISTICS AND ACTIVITIES

Event Overview:

Who doesn't love a tea party? It is a formal, yet very fun way to celebrate Founders' Day. Similar to a brunch, a tea party requires more planning and funds, but is a special way to spend time with sisters for Founders' Day.

Event Logistics:

- **Secure a Facility:** Start your planning process by securing a great location for your event. A banquet hall, reception center or even campus meeting room are all perfectly fine options. Alumnae members may also volunteer their homes for this event. However, if your town or city has a beautiful event space such as a botanical garden, you may be able to reserve that space. Wherever you decide to host the tea party, ensure there is plenty of space for everyone on your guest list.
- **Determine your Menu:** Bakeries in your town may be able to make custom pastries, cakes, scones and more. A petit four decorated with an infinity rose graphic would be a hit at your tea party.
- **Guest List and Invitations:** An event such as a Founders' Day Tea Party is a fun reason to send decorative invitations using the template provided. Use your local campus printer or an internet printer to save on printing cost.
- **Budget:** Sell tickets for the event, provide an RSVP date that gives you enough time to order all the food and beverages you will need and to secure any additional supplies for the event. Consider inviting members' mothers or grandmothers to attend this event. This is a great opportunity to share the special bond of AOII with close family.
- **Plan Event Decor:** Your chapter likely does not have all the supplies you need for a tea party in your storage room. Consider reaching out to nearby alumnae or friends to borrow supplies for this event such as dessert stands, tea cups, kettles, cloth napkins and other supplies. The AOII infinity rose centerpieces would be the perfect decor for your tea party. Encourage badge attire at this event or request members to wear a festive hat.

Event Activities:

- Print the [Which Founder Are You? Quiz](#) and place one at each seat during the meal.
- **Read or play the Ruby Fund** and **Founders' Day Messages**. Information on how to donate to the Ruby Fund is [available here](#). Traditionally promoted on this occasion, the Ruby Fund was established in 1946 to assist an AOII Founder in dire need. The fund is the "heart" of AOII and continues today in support of members in need.
- The Service for Candlelighting at Founders' Day is a simple and meaningful service that may include non-AOII guests if present.
- Create your chapter's own AOII trivia for the event.
- Have a contest for the most ornate hat at the event.
- Programming: Awards and/or Keynote Speakers are great options for the event.

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EVENT LOGISTICS AND ACTIVITIES

Event Overview:

Warm up your cars, and pile in with all your sisters for an evening of sisterhood and feasting with this progressive potluck! A progressive potluck is a fun sisterhood event any time of year but it is a really wonderful way to celebrate Founders' Day, especially if you do not have a chapter facility, or if you're short on time or funds to plan a larger event. A progressive potluck dinner can be as casual or elegant as you like and is a great option for alumnae chapters or smaller collegiate chapters. Collegiate chapters may consider engaging with local alumnae or alumnae chapters to help host a stop of the progressive potluck dinner.

Event Logistics:

- **Secure a Facility:** You will not need a chapter facility or event hall for a progressive dinner, but you will need homes large enough to accommodate the number of attendees. When asking members if they can host a portion of the evening, be sure to share an estimate number of attendees to ensure there is a comfortable amount of space for everyone.
- **Determine your Menu:** Inquire about allergies or dietary restrictions ahead of time, and plan accordingly.
- **Guest List and Invitations:** Consider creating a Facebook event page for this event, especially if you are seeking volunteers for different courses or if you need to share information as the event nears, such as parking recommendations at each home, needed supplies or any changes in plans. Signupgenius.com is another example of a resource that can help you easily track the number of members attending and what each member is responsible for preparing.
- **Budget:** You may also consider asking multiple sisters to host a course, especially the main course that may require more preparation, funds or supplies. Choose the number of times you rotate based on what works best for your members.
- **Plan Event Decor:** Since the event will be at multiple spaces, this is up to the individual host.
- **Additional Planning:** Start your evening early enough that you have plenty of time at each home and do not feel rushed to move on to the next stop. Encourage members who are unable to be part of the entire evening to join for whichever courses they are able. Because progressive potlucks span several hours, many members may hesitate to RSVP yes if they are not available the whole night.

Event Activities:

- Start the event by [reading](#) or [playing the Ruby Fund](#) and [Founders' Day Messages](#). Traditionally promoted on this occasion, the Ruby Fund was established in 1946 to assist an AOII Founder in dire need. The fund is the "heart" of AOII and continues today in support of members in need. Information on how to donate to the Ruby Fund is [available here](#).
- Print the [Which Founder Are You? Quiz](#) and have at one stop of the Progressive Potluck.
- Create your own AOII trivia to have at one of the stops during the event.

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EVENT LOGISTICS AND ACTIVITIES

Event Overview:

Join us for a memorable and budget-friendly virtual Founders' Day celebration on Zoom! This event is perfect for chapters of any size, especially those with limited time or resources. Here's a guide to help you organize an enjoyable celebration.

Event Logistics:

- **Secure a Virtual Platform:** Zoom is a great option for a virtual platform with easy accessibility. Ensure all participants have the necessary meeting link and password.
- **Guest List and Invitations:** Keep it informal with digital invites using evites, a private Facebook event page, or email. Share the Zoom link and password with attendees. Use templates provided for inspiration.
- **Plan Virtual Event Branding:** Use digital backgrounds or filters that match the theme. Encourage participants to decorate their virtual backgrounds with AOII symbols. Share photos and memories from chapter members during the event.
- **Plan Event Programming:** Elevate your celebration by finding a keynote speaker. Look for inspirational alumnae, prominent members, or industry professionals. Contact potential speakers in advance and confirm their availability. Schedule a dedicated time during the event for the keynote address.

Event Activities:

- Share the [Which Founder Are You? Quiz](#) digitally with participants before the event. Encourage everyone to discover which Founder they are during the celebration.
- **Read or play the Ruby Fund** and **Founders' Day Messages**. Information on how to donate to the Ruby Fund is [available here](#). Traditionally promoted on this occasion, the Ruby Fund was established in 1946 to assist an AOII Founder in dire need. The fund is the “heart” of AOII and continues today in support of members in need.
- The Service for Candlelighting at Founders' Day is a simple and meaningful service that may include non-AOII guests if present. This can be conducted virtually!
- Consider a virtual secret sister gift exchange.
- Host an AOII trivia game with questions related to your chapter and the sorority's history.

[INVITE AND PROGRAM TEMPLATE](#)