

PIG DINNER PLANNING TIMELINE

8 – 12 months out (DATE: _____)

Select Pig Dinner Chairman –

A good practice is to select a Pig Dinner Chairman before this year's Pig Dinner. That way next year's Chairman can attend this year's Pig Dinner knowing he will be planning the event next year. As Pig Dinner Chairman, your responsibilities are wide ranging. You are the coordinator, organizer, motivator, and overseer. You should recruit competent brothers to help you get the work done. It is highly recommended that you ask a graduate brother to be the cochairman of the Pig Dinner. His role can be invaluable as mentor and liaison with all other graduates. The pig dinner should be organized, driven, as well as someone that communicates well or has had experience in talking to grad brothers.

Select Pig Dinner Committee –

Your team should consist of the key graduate and undergraduate brothers who will assist in the planning and implementation of the Pig Dinner. Competent brothers should be selected to serve on the team. Have at least one other graduate on the team besides the Purple Legionnaire. The more graduates involved in the planning and production of this event, the more other graduates will participate and attend. Also, make certain potential candidates to serve as next year's chairman are on this team. We learn by doing. Include one or two younger members or pledges on the team to begin building experience.

Set Pig Dinner Date –

Set your Pig Dinner date as early as you can. Ideally, the date should be set one year out and announced at the Pig Dinner for the next year. If that is not possible, then you should have confirmation on a date and venue set between seven and nine months out.

Contact Paige Prylinski our Coordinator of Communication Services at pprylinski@phigam.org to order save the date notices.

Confirm Location for Pig Dinner

Add Pig Dinner Date to Chapter calendar

Confirm caterer

Sign Contracts

Contract with Caterer and Banquet Hall or Hotel: Any contracts that will be signed for food and location should be reviewed by the Purple Legionnaire, a House Corporation officer, or a graduate brother who is an attorney. This can protect both you and the chapter from unnecessary cost and from going over budget.

[Inform](#) IHQ of Pig Dinner date and specific details

- **Begin to promote date in all chapter publications / website / social media / correspondence**

7 months out (DATE: _____)

- **Hold a Pig Dinner planning meeting with your team, cabinet and Purple Legionnaire**
- **Request a Silver, Golden, and Diamond Owl report from Headquarters (if applicable) –**
Headquarters staff can provide your chapter with rosters of graduates that were initiated into your chapter 25 and 50 years ago. Contact Jack O’Neill, Assistant Director of Graduate Development at joneill@phigam.org to attain an updated list of chapter and area graduates.
- **Request an updated list of your chapters graduates of all brothers who live in the immediate area, including those from other chapters from IHQ –**
Contact Jack O’Neill, Assistant Director of Graduate Development at joneill@phigam.org to attain an updated list of chapter and area graduates.

6 months out (DATE: _____)

- **Hold a Pig Dinner planning meeting with your team, cabinet and Purple Legionnaire –**
Begin to determine ticket pricing, options for registration and collection.
- **Identify your keynote speaker (if desired) and ask him to speak –**
Although most Pig Dinners include a featured speaker, you do not have to have a featured speaker to have a great Pig Dinner. However, if you want to have a speaker, a good one can be found if you start looking early. Begin by first asking your involved graduates if they know of a good speaker. Many times, a good speaker is only one graduate brother away from you. A good speaker does not have to be a brother. Ask around. If this does not produce results, speakers are sometimes available from the Fraternity. This will most often be an Archon. If you would like some help in finding a key note speaker please contact Bill Martin, Executive Director at bmartin@phigam.org.
- **Send first notice or save the date cards, time and place to your graduates and those graduate brothers in the immediate area –**
Send out save the date notices inviting graduates to attend the pig dinner. Contact Paige Prylinski our Coordinator of Communication Services at pprylinski@phigam.org to order save the date notices.
- **Write to all Silver, Gold, Diamond Owls, and Sires and Sons inviting them back for a reunion of their class. Let them know they are Owl recipients**

- Begin to brainstorm ideas and programs for the Pig Dinner**
- Publicize Pig Dinner in chapter newsletter**

5 months out (DATE: _____)

- Hold a Pig Dinner planning meeting with your team, cabinet and Purple Legionnaire –**
Catch-up on any work not completed.
- Identify Master of Ceremonies –**
One key to an interesting Pig Dinner is an effective master of ceremonies who is well prepared and keeps the program moving. A graduate brother should be asked to serve in this role. Keep in mind that it may have been years since a graduate has attended a dinner. Allow time for him to go over the program before the dinner begins. Or better yet, send him a copy of the anticipated program ahead of time. Carefully choose your master of ceremonies, and give him a biographical sketch of the speaker at least one week before the dinner, so he may be adequately familiar with your speaker. The MC should be instructed that the dinner should be free from rude or vulgar language. Check with him prior to the dinner to insure his remarks will be appropriate.

The podium should be well lit and have a working microphone system, which you should check in advance of the dinner. The speaker should begin no later than 9:00 p.m., preferably much before this hour.

- Ask the House Corporation if there are any house improvement projects that will need to be scheduled and finished before the Pig Dinner –**
Let them do it.
- Continue to promote date in chapter publications / website / social media**

4 months out (DATE: _____)

- Hold a Pig Dinner planning meeting with your team, cabinet and Purple Legionnaire –**
Catch-up on any work not completed.
- Create your invitations and have them printed, draft email invite**

Reserve hotel room block –

If your chapter's graduates usually stay overnight for the Pig Dinner weekend, it is a nice gesture to find a quality hotel with reasonable rates for them. Four or five months out, call a hotel and block a number of rooms. Usually, the hotel will hold these rooms for you until 30 days prior to the Pig Dinner. Any

rooms not reserved by that time will be released at no cost to you. Advertise the room block, hotel name, phone number, address, cost, cut-off date and the name the rooms are reserved under in all Pig Dinner advertisements. Encourage graduates to call the hotel and make reservations for themselves.

Review / plan alcohol policies, related university policies –

Drinking during the dinner disrupts the affair and promotes unruly and ungentlemanly like conduct. A cocktail party may precede the dinner if it complies with all laws, college regulations and the Fraternity's Risk Management Policy, but it should last no more than one hour.

If the chapter has arranged for a cash bar for the graduates, it should close during the dinner. It is considered inappropriate for people to get up to go to the bar while the keynote speaker is delivering his speech. If, because of tradition, your chapter will not close the bar, then you should not schedule a keynote speaker. The speaker has given up his free time to be with the chapter, and if the brothers will not close the bar, you are better off not having a speaker.

The Fraternity's Risk Management Policy states that the chapter cannot purchase alcohol for any purpose. This applies to the Pig Dinner. Either arrange for a cash bar or have graduate brothers bring their own alcohol.

Continue to advertise the Pig Dinner in all chapter publications and correspondence sent to your graduates and those in the immediate area

3 months out (DATE: _____)

Hold a Pig Dinner planning meeting with your team, cabinet and Purple Legionnaire –
Catch-up on any work not completed.

Send invitations to graduates formally announcing the Pig Dinner –

The invitation is the formal notification to the graduates of the Pig Dinner. Mention the day, date, time, place and cost. An RSVP card or ways to RSVP should be enclosed.

Order Sires and Sons recognitions from IHQ –

If any members of your current pledge class and previous pledge class have fathers that are Phi Gams, they are members of the Fraternity's [Sires and Sons](#). Headquarters can send you certificates to present at Pig Dinner and letters to your member and his father.

2 months out (DATE: _____)

- Hold a Pig Dinner planning meeting with your team, cabinet and Purple Legionnaire –**
Catch-up on any work not completed.
- Find a pig for the dinner if the chapter uses one**
- Order the Silver, Gold, and Diamond Owl lapel pins at least 4 weeks prior to the Pig Dinner**
- Confirm ticket pricing, registration and collection set up**
- Set undergraduate attendance expectation**
- Continue to promote date in chapter publications / website / social media**
- Reconfirm speaker / Master of Ceremonies –**
Request their biographies
- Prepare awards for graduate recognition –**
It is logical to recognize graduate brothers at Pig Dinner for their service and interest in your chapter and Phi Gamma Delta. This is both helpful in improving graduate relations, as well as giving deserved appreciation to volunteers. This is a nice gesture of your appreciation.

1 month out (DATE: _____)

- Hold a Pig Dinner planning meeting with your team, cabinet and Purple Legionnaire –**
Catch-up on any work not completed.
- Have the Pig Dinner programs finalized and printed**
- Check in with venue –**
When are final meal numbers needed?
- Get the chapter's composites and scrapbooks in order so that they can be displayed at the Pig Dinner**

- **Reconfirm by email or phone with the emcee the Pig Dinner dates and any details they need to know for the dinner**

Allow time for him to go over the program before the dinner begins. Or better yet, send him a copy of the anticipated program ahead of time. Carefully choose your master of ceremonies, and give him a biographical sketch of the speaker at least one week before the dinner, so he may be adequately familiar with your speaker. The MC should be instructed that the dinner should be free from rude or vulgar language. Check with him prior to the dinner to insure his remarks will be appropriate.

The podium should be well lit and have a working microphone system, which you should check in advance of the dinner. The speaker should begin no later than 9:00 p.m., preferably much before this hour.

- **Reconfirm by email or phone with the Keynote Speaker the Pig Dinner dates and any details they need to know for the dinner**

Be sure an agreement has been reached as to who will pay for his transportation costs. Make sure this agreement is understood by both parties. Confirm who will be picking up guest speaker if he or she is flying.

- **Get the undergraduates excited and ready for the Pig Dinner**

- **Finalize Chapter awards –**

Have any awards engraved, personalized that you will be giving out.

- **Check progress of house improvement projects**

- **Assign needed undergraduate responsibilities**

- Have upperclassmen responsible for greeting graduate brothers. The pledges should meet graduates, but they should not be the primary greeters.
- Have the treasurer collect Pig Dinner fees at the door to the dinner. He should be prepared to make change and accept checks. He should also have a list of prepaid graduates.
- If there is an undergraduate who is a good photographer, have him taking pictures throughout the dinner. Group photos of class years, Owl recipients, Chapter Presidents, Sires and Sons can be taken. Pictures can be sent to the graduates later and used in the chapter newsletter. Instruct the photographer to ask brothers to not display alcoholic beverages in the photos.
- Have a brother responsible for getting the composites and scrapbooks in order. These are always a major display at Pig Dinner.
- Have a brother responsible for transporting the speaker anywhere he needs to go if he doesn't have a car.
- Your newest members are responsible for bringing in the pig.

- Figure out who will be kissing the pig –**
As graduate brother RSVP's begin to come in, check their year of graduate to find the eldest brother that will be at Pig Dinner. Before Pig Dinner, ask him if he would like to participate in the tradition of kissing the pig's snout. The youngest member is responsible for having a part in the Pig Dinner experience as well.

- Arrange for professional photographer (if desired)**
Hire a professional to take pictures throughout the entire Pig event. Strongly consider if your dinner is celebrating a milestone anniversary. You may be able to find a less expensive student photographer.

2 weeks out (DATE:_____)

- Send the keynote speaker's biography to the MC –**
Have a backup copy of the biography at the dinner in case the MC forgets his copy.

- Determine host(s) for speaker / VIP(s)**

- Get speaker gift (if desired)**

- Continue to promote date in chapter publications / website / social media**

1 week out (DATE:_____)

- Give the final count of the dinner to the caterer**

- Prepare nametags –**
Prepare nametags for those you know are coming.

- Check on any needed supplies, awards –**
Predetermine who will present all awards and lapel pins

- Coordinate chapter house cleanup late in the week –**
Complete final house improvement projects.

- Put up composite class photos**

Day Before Pig Dinner (DATE:_____)

- Confirm host(s) for speaker / VIP(s)**
- Prepare composite / other displays**
Have brothers put up all the composites, and put scrapbooks out on display.
- Confirm last minute details**
Make sure the brother in charge of photography is taking pictures of graduates.
- Confirm alcohol / bar policy / procedure**

Day of Pig Dinner (DATE: _____)

- Check AV –**
Make sure the head table microphone works and podium is correctly placed.
- Place programs on table**
Have the programs and Foundation material placed at each place setting. Have a copy of the keynote speaker's biography handy.
- Confirm registration / check in procedures**
Have name tags (prepared in advance) available for all graduates. Be sure to also have some blank name tags available for those who may show without a reservation.

Have a sign-in table for name tags, collecting money not already received in advance, collecting business cards and getting current mailing addresses for sending thank you notes and photos. Send the business cards and a copy of the addresses to the Headquarters for address updates
- Make sure the brother in charge of photography is taking pictures of graduates**
- Have all awards set up –**
Place lapel pins and chapter awards at the dinner. Predetermine who will present them.
- Have a small gift for the speaker as a thank you from the chapter.**

1-2 weeks after Pig Dinner (DATE: _____)

- Send thank you letters to all graduates, speakers, and VIPs –**
Hold photo sessions for all classes and reunions. Send copies free of charge to the brothers pictured. Nice way to follow-up with the thank you letter. Photos can be used in the next newsletter.

Thank your Purple Legionnaire, House Corporation and Pig Dinner Team Members.

- Get feedback from attendees**
The chapter can solicit feedback from the attendees by providing a written survey to complete during/after the dinner or by sending a survey to the attendees via email. This is a good opportunity to get feedback from the attendees on the dates of Pig Dinner, the weekend program, the dinner venue, the dinner itself, etc.
- Deliver any Owl lapel pins and certificate to the brothers who were not present**
- Hold a final meeting of the team to critique the entire Pig Dinner experience. Examine the highs and lows**
- [Report](#) to the International Headquarters the number of undergraduates and graduate brothers that attended Pig Dinner**
- Hold debrief with Committee - generate notes to improve next year**
Hold a final meeting of the team to critique the entire Pig Dinner experience. Examine the highs and lows.

Write a summary of the things you did, including the time line, for next year's Pig Dinner chairman. Make certain this information is placed in chapter files for future reference.