



# PHI GAMMA DELTA

## RESPONSIBILITIES GUIDE

The purpose of this guide is to provide a clear outline as to typical responsibilities of the undergraduate brothers. Some chapters choose to highly involve graduates in their planning, and this is encouraged.

- Appoint a Pig Dinner chairman and supporting committee. Identify a graduate brother to assist with planning.
- Set and finalize the Pig Dinner date at a year in advance. At minimum, 6 months in advance.
- Confirm a location/venue for the dinner.
- Communicate the Pig Dinner date with Headquarters staff and register it on the website.
- Consult with the assisting graduate brother before signing any contracts for venues, catering, etc.
- Lead all communication efforts for the upcoming Pig Dinner through various publications, social media posts, website, etc.
  - This includes sending out the ave the dates, invitations and reminders.
  - This also includes a reminder in your chapters' newsletters.
- Request a list of brothers who are eligible for Silver, Gold, or Diamond Owl recognition from the Headquarters by contacting the Director of Graduate Engagement or Senior Executive Assistant.
- Request an updated list of your chapter's graduates, as well as graduates who live in the immediate area, from the Headquarters by contacting the Director of Graduate Engagement.
- Identify all brothers eligible for Sires and Sons recognition, Owl recipients, and Award recipients and personally invite them.
- Order recognition certificates for Owls and Sires and Sons from the Headquarters by contacting the Senior Executive Assistant or Director of Graduate Engagement.
- Create certificates for any graduate awards presented.
- If your chapter decides to have a speaker, the chapter should seek out and identify one to serve as the keynote.
- Identify a Master of Ceremonies and explain his responsibilities.
- Create invitations and ensure they are sent to graduate brothers.
  - The Fraternity offers personalized invitations sent on the chapters' behalf, utilizing Headquarters' database. If interested, contact the Coordinator of Communications.
- If brothers tend to stay overnight for Pig Dinner, it is important to reserve a hotel room block.
  - Include hotel name, cost, reservation name, reservation deadline, etc. in your communications.
- Review all alcohol policies, including the Fraternity's Risk Management policy, and decide whether to have alcohol at the event (cocktail reception).
- Advertise the upcoming Pig Dinner and personally reach out to all brothers.
- Work with a graduate brother or your caterer to find a pig for the dinner.
- Work with your caterer to solidify your menu and guest count.
- Confirm ticket prices and create a platform for collecting the fees.
- Decorate with chapter composites, official flag, scrapbooks, and other chapter memorabilia and insignia.
- Follow-up with graduate brothers who attend the dinner.
  - It is suggested that hand-written notes/letters get sent to these brothers to offer a more personalized touch.
- The youngest undergraduates are responsible for bringing in the pig.
- Identify a brother to take photographs at the event or hire a professional photographer.
- Older undergraduate brothers should be responsible for greeting graduate brothers, but every brother is responsible for welcoming and talking to graduates.
- Get feedback from graduates that attended Pig Dinner to make improvements for the next year.