



PHI GAMMA DELTA

MILESTONE PIG DINNER GUIDE

Planning Committee

Event Date

Contracts

Event Date

Registration

Commemorative Gifts

Venue

Catering

A/V Communications

Hotel Block

Decorations

Make it a Weekend

Invitations

Social Media

Communication Services

Program

Awards

Owl Recognition

Speakers

Slideshow Presentation

Printed Program

Alcohol Policy

IHQ Suggestions

This guide is intended to help with the coordination and execution of milestone Pig Dinner celebrations for your chapter. Planning and logistics should be coordinated by the appointed Pig Dinner Chairman and the planning committee. Any questions regarding any of the below information can be directed to the [Director of Graduate Engagement](#).

Planning and Coordination

Planning Committee

Graduate brothers should lead the planning committee, with the help of undergraduate brothers, particularly the Pig Dinner Chairman. The planning committee should be put together a year in advance at minimum and will oversee all logistics concerning the planning for Pig Dinner, sharing progress with undergraduate brothers along the way. The success of milestone Pig Dinners is dictated by the communication and coordination between graduate and undergraduate brothers.

Event Date

Successful Pig Dinners are planned well in advance to help ease communication outreach. It is important to try and identify a date for your Pig Dinner as early as possible. Many chapters hold the Pig Dinner on or around the same weekend each year, which is helpful in increasing graduate brothers' attendance. Chapters may also choose a date that coincides with a university sponsored event that attracts graduates or has a connection to the chapter.

Contracts

Any contracts that will be signed for food option and venue location should be reviewed by a graduate brother familiar with event planning or who has expertise in contracts. This can protect both you and the chapter from unnecessary cost and from going over budget.

Registration

Brothers should have easy online access to a registration platform that helps with the organization of the Pig Dinner. It is suggested to use an event registration platform such as Eventbrite or Eventbee. It is important to set a registration deadline to help provide a more accurate account of attendees and ease and help with the accuracy of the Owl recognition ordering process.

Commemorative Gifts

It is common for chapters to give gifts or mementos to commemorate milestone Pig Dinners. Most gifts are Fraternity related and revolve around the anniversary year being celebrated, such as anniversary lapel pins, owl ornaments, anniversary glasses with embedded coat of arms, etc.

Venue

With increased expectation of attendees at milestone Pig Dinners, it is important that the venue be able to accommodate all graduate and undergraduate brothers in attendance. Since it is to be made a weekend event, do not forget venue locations for other activities outside of the main dinner. Some chapters cater to graduates and find venues where there is a large concentration of graduate brothers (ex: hosting Pig Dinner in larger metropolitan city, rather than your college town). Try to stray away from hosting Pig Dinner at the chapter house and instead find ways to incorporate the house throughout the weekend. There may also be locations that have a connection to the chapter in some way, such as the chartering banquet hall, which could serve as a potential venue space. If your chapter chooses to include spouses at the Pig Dinner, it is important to factor those attendees in-to the count as well.

Catering

Many venues will offer catering options, others require you to utilize their catering services. It is up to the planning committee to decide between a buffet style menu or a plated dinner per guest; this depends on the options offered by the venue. You can use polls or surveys via social media or email to gauge graduate brothers interests in dinner options.

A/V Communications

If your chapter plans to utilize speakers, help your speaker and provide a well-lit podium and working microphone system. Check the microphone and lighting at least an hour in advance of the dinner. If your chapter plans to have a presentation, ensure there is a projector, screen, working presentation and proper wiring. In the case that your chapter chooses to have multiple speakers for a milestone Pig Dinner, it is suggested to use a wireless microphone to allow movement of speakers.

Hotel Block

We suggest blocking off hotel rooms or finding discounted rates for brothers at a nearby hotel if brothers stay overnight. Coordinate with the hotel 3-4 months in advance to secure the rooms. Usually the hotel will hold these rooms until a certain date and brothers need to make their own reservation for a room before that date. Try and communicate the hotel block as early as possible. 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.

Decorations

Milestone Pig Dinners, more than others, allow chapters that fully engage their graduate brothers during Pig Dinner bring in chapter decorations that resonate with them. The chapter flag, old composites, charter, scrapbooks and other chapter insignia/memorabilia should be transported by a responsible brother and cared for throughout the event. It is encouraged to have multiple brothers responsible for these artifacts, especially their safe transportation following the event. If your chapter is celebrating a milestone year, signs and additional decorations are encouraged.

Make It a Weekend

Chapters with successful Pig Dinners tend to provide more programming opportunities throughout the weekend for graduate brothers. Some chapters host golf tournaments, brunches/lunches, open houses or cookouts at a brother's house. Brothers are always more willing to attend if they can bring their families and make a weekend of it, so we suggest to get families involved. If your chapter allows dates, we suggest you host an event specifically for them, or at minimum, one that would include partners the night before or after the actual Pig Dinner.

Pig Dinner Communications

Invitations

Informing your graduates about Pig Dinner in a timely manner leads to a well-attended event. We recommend sending save the dates and invitations by mail and utilizing email reminders closer to the event. The save the date should be sent out at least six months in advance to allow graduate brothers enough time to plan accordingly. Invitations should be sent out roughly three months in advance and include all details of the event: location, time of reception/cocktail hour, registration link, date, cost, special recognitions, keynote speaker (if there is one) and way of paying.

Social Media

If the chapter or graduates utilize social media platforms, be sure to communicate the event date and details there as well. We recommend that you create an event page for your graduates to be able to get all the information on one source. Your social media marketing should not serve as your official invitation.

IHQ Communication Services

Many chapters utilize the Graduate Communication Services offered by the Fraternity to complete their save the dates, invitations, emails and Pig Dinner programs. This service is offered at a lesser cost using discounted bulk mail postage and utilizes the Fraternity's database to create mailing lists by chapter or mile radius. IHQ also offers a discounted Pig Dinner Mailing Package. To learn more, visit the [Graduate Communication Services page](#).

Program

The program should focus on the brotherhood that has been shared throughout time. There should be allowance for brothers to interact and have time to catch up. A keynote speaker is not recommended for large milestone events, but rather a balance of different speakers.

Awards

Remember that Pig Dinner is a graduate focused event. Your chapter's anniversary Pig Dinner should contain mostly graduate focused awards, highlighting graduate recognition, rather than undergraduates. However, providing one or two undergraduate awards is a good way to drive brothers' attendance. Note that not every brother receiving an award needs to speak, and in most cases they shouldn't.

Owl Recognition

A great way to celebrate milestone events is by engaging older graduate brothers through Silver, Gold and Diamond Owl recognition. Recognition is given for years of membership since a brothers' initiation date and has a corresponding lapel pin that can be purchased through Herff Jones. The three levels are Silver – 25 years, Gold – 50 years, and Diamond – 75 years. More details about ordering of certificates and purchase of lapel pins can be found in the [Graduate Recognition](#) section of the Pig Dinner resources.

Speakers

For a milestone Pig Dinner, we suggest not to rely solely on one keynote speaker, but rather to try and get speakers to represent the different decades and eras. The milestone event is to celebrate the years of success of your chapter, showing various years of successes and encompassing the idea of brotherhood. To encourage comradery and timeliness, the speaker program should be short and concise.

Slideshow Presentation

A vital part of the milestone Pig Dinner is remembering the memories that were made in the chapter throughout the years. The best way to showcase these memories is by collecting pictures to be organized into a slideshow that plays continually throughout the duration of the event.

Printed Program

The hard copy program can serve as a good memento for a commemorative Pig Dinner event. A printed summary of the Pig Dinner program can add an excellent dimension to the dinner. Programs should be distributed at every table to be more functional for dinner participants. The purpose of these programs is to help provide structure and clarity for brothers/guests, and to be a helpful tool.

Brief chapter history overview: Your chapter's history should be showcased in a short write up to be included in the written program. This is the opportunity to highlight the origin of the chapter and demonstrate how it has sustained itself through the years.

Include chapter accolades: Spotlight all major accomplishments since the colony stages of your chapter. Allow a small space to feature some of the most important awards that led to your chapter's success throughout the years, particularly major Fraternity awards.

Listing of Founding brothers and key volunteers through the years: We recommend you include a listing of the Founding Fathers of your chapter to honor the legacy they have left. At lower anniversary Pig Dinners there is a higher chance these brothers could be in attendance.

Brothers who passed Ad Astra: Listing brother's names who have passed Ad Astra is a good way to pay remembrance to those no longer with us. This listing could also help update brothers in attendance about brothers who have passed Ad Astra.

Prominent pictures to include: If space allows, try creating a collage of memorable pictures that highlight the chapter's success, including things such as major award presentations and large brother gatherings.

Alcohol Policy

The Risk Management Policy, and campus policies regarding alcohol at events must be followed. The Pig Dinner is a chapter hosted event, so it is the chapter's responsibility to follow BYOB or Third Party Vendor guidelines. If the chapter doesn't hold the Alcohol-Free Housing (AFH) Exemption, Pig Dinner does NOT give allowance for alcohol to be brought onto chapter property.

Headquarters' Suggested Practices

- Find a way to get brother's families involved in the weekend activities.
- Establish a planning committee at least a year in advance.
- Encourage graduate brothers to steer the planning committee.
- Increase frequency of normal communication and outreach efforts.
- Establish class captains that oversee outreach efforts to graduates from certain decades.
- Make it a weekend event, with coordinated gatherings scheduled.
- Integrate the chapter and the chapter house in the weekend gatherings.
- Coordinate ways to loosely facilitate comradery between brothers and generations.
- Be cognizant of the Pig Dinner program, length and purpose of various parts.
- Highlight different chapter eras through a rotating slideshow with pictures collected throughout the years.