

VIRTUAL PIG DINNER & EVENTS GUIDE

This guide is to help chapters (undergraduate and graduate) prepare and execute effective virtual events. These suggestions are intended to assist in transitioning traditional Pig Dinners to a virtual platform but can be adapted to any event. Headquarters staff continues to encourage all chapters to follow CDC and local guidance pertaining to social distancing, etc. If your chapter is planning to host a virtual event and does not have access to a videoconferencing platform, [contact us](#). Below are some suggestions to help plan a successful virtual event

Begin preparations and communication to brothers early.

- Preparations are encouraged to begin at least 2-3 months prior to the event.
- Communication is encouraged to begin at least 1 month prior to the event date.
- Encourage brothers to RSVP to the event despite it being virtual.
- Share the program in your communications, including the keynote speaker, brothers receiving recognition, etc.

Utilize multiple channel communication to ensure all brothers (undergraduate and graduate) are aware of the event date, time, and logistical information.

- Some examples include email, Facebook Group postings, Cold-calling (possibly to help cause a chain reaction to spread word), Instagram, etc.

Utilize team/decade captains to help with outreach and encourage attendance for the virtual event.

Have a well-rehearsed script/program.

- Make sure all speakers (if applicable) know their cues and who precedes them.
- Ensure that all speakers know Zoom basics for camera and microphone use.
- Maintain a regular program, like an in-person event, while adding/omitting aspects that can't be adapted. A sample program can be found [HERE](#).
- Ensure speakers have proper lighting and sound quality before the program.
- Have a designated MC and brother to oversee the technology side of the platform, to monitor and control the chat, breakout rooms, muting feature, spotlighting speakers, etc.
- Utilize different practice sessions and run-throughs with speakers, MC and brothers overseeing technological logistics.
- Highlight/Spotlight/Pin the designated speaker when it is his time to speak.

Decide on what platform your chapter would like to use for the program.

- If utilizing Zoom, the Zoom Help Center offers assistance with [HOSTING AN EVENT](#) including: audio, video recording and screen sharing.
- If utilizing Zoom, older generations of brothers may not know how to access the meeting or attend the program. Encourage them to review Zoom Help Center's resource on [JOINING A MEETING](#).
- prior to the event.

It is encouraged to try and have all speakers pre-record their message in case of technological glitches.

Encourage all attendees to utilize their video/camera and to mute their mic, especially if the host does not have a “mute all” feature (dependent on format).

If capabilities allow, utilize the “mute all” feature during the duration of the event aside from assigned speakers.

If there is a PowerPoint/slideshow presentation to go along with the event, make sure all files are open.

- Utilize the full-screen feature (F5) once it is time for the presentation.
- Ensure program is put together early and all pre-recorded videos and pieces are received in a timely manner.

If/when sharing files with audio content in them, such as the Doxology, be sure to utilize the “share computer sound” button found at the bottom of the screen (Zoom).

- If your chapter prefers to use a pre-recording of the Doxology that may not be done by chapter brothers, audio files are available on the [PHI GAMMA DELTA ARCHIVES PAGE](#) and/or [YouTube](#).

Utilize breakout rooms/social hour to allow brothers to mingle and engage with one another.

For breakout rooms, ensure they are set up before the allotted time slot in the program.

- These can either be assigned, set up to allow brothers to join random ones, or even set up by decades.

Do not rely on synchronized singing of the songs, but rather use a pre-recorded version.

Have brothers utilize the chat box feature but rely on someone else on your committee to monitor it.

Record your event! This will be a great memento for your Chapter down the road.

Save the chat conversation! There may be book-worthy phrases and thoughts that are expressed throughout the duration of your event.

For Pig Dinner, have your Exiles Toast performer pre-record a version in case there are technological glitches/errors.

- If your chapter prefers to use a pre-recording of the Exiles Toast that is not done by a chapter brother or distinguished guest, there is a recording available on the [FRATERNITY'S YOUTUBE PAGE](#).

For Pig Dinner, do not be hesitant to use a virtual “pig” to continue the traditions of an in-person Pig Dinner gathering.

For Pig Dinner, continue the awards tradition – you may not be able to formally present the awards, but verbal recognition is encouraged.

- You may also allow the award winner to have the floor for a set amount of time.

Give recognition to graduate brothers in attendance. This includes Silver and Gold owls, donations to capital campaign, key accomplishments, etc.

Utilize Chapter artifacts and historical memorabilia to showcase the evolution of the brotherhood; this may be easier in a virtual platform.

If applicable, create a virtual house tour to allow brothers to reminisce and see how the facility has changed through time.

Don't be afraid to incorporate a fundraiser, especially in lieu of the traditional cost associated with an in-person Pig Dinner.

- Create a challenge between the different decades, partner with a local restaurant to get a percentage of proceeds, create a chapter auction, etc.

If your chapter is considering incorporating a dinner, look at various options such as partnering with a local restaurant where brothers can pick up meals and the chapter keeps a part of the proceeds, setting up a meal delivery service or “pig dinner box” for brothers to order/have the chapter send to them.

- Concerning the dinner portion, encourage brothers to eat a meal during the presentation if you see fit.
- If your chapter has an interest in learning more about a “Pig Dinner box” option, [CONTACT US](#).

If your chapter is considering a hybrid (in-person and virtual) model, following all local and CDC guidance:

- Encourage brothers to indicate attendance in their RSVP.
- Send out Zoom link to attendees in appropriate fashion.
- Project virtual attendees on a large screen so they are able to interact with in-person attendees.
- Ensure the program, speakers and Pig Dinner is viewable by the virtual attendees and captured by the camera operator.