



KAPPA DELTA PI

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INTERNATIONAL HONOR SOCIETY IN EDUCATION

# Founders Day Planning Guide

Updated: January 2015

## **Kappa Delta Pi, International Honor Society in Education Founders Day Planning Guide**

Kappa Delta Pi, founded by Dr. William Bagley in 1911 at the University of Illinois, was established to foster excellence in education and promote fellowship among those dedicated to teaching. Pioneering from its beginning by initiating women as well as men, Kappa Delta Pi grew from a local chapter to the international organization it is today. Individually and collectively, Society members recognize and honor achievement; strive to a high degree of professional fellowship, leadership, and growth in the field of education; and serve their students and educational community. Over the years, the Society has become an integral part of many lives and one of the many reasons to celebrate Founders Day.

Founders Day is a time to reflect on the mission, purpose, and ideals upon which Kappa Delta Pi was founded. It is a time to celebrate and join in fellowship with members as well as highlight the accomplishments of your chapter. It is also a great way to provide social, cultural, and educational activities to your community and an opportunity for your chapter to shine. Take full advantage of this opportunity.

The purpose of this guide is to assist you in preparing for Founders Day. It contains detailed information about planning, implementing, and evaluating your event. It also includes an appendix with resources to make it easier for you to plan a great Founders Day event.

### **Choosing Programming that Works Best for You**

As you begin to plan your Founders Day event, it is important to understand the wants, needs, abilities and limitations of your chapter. Knowing this information upfront will help create an event that is feasible for your chapter to facilitate. The primary focus of your event can be social (hosting a party or banquet), service-oriented (community service and civic engagement), educational (having an information session or brownbag lecture), or a combination of all three depending on what works best for your chapter. Here are a few program ideas to get you started.

- **KDP Pride:** Celebrate Founders Day in style by dressing head to toe in KDP attire. Check out [www.kdpstore.org](http://www.kdpstore.org) to see the latest fashions.
- **Wear Your Badge:** Contact students and alumni members of the chapter and have everyone wear their KDP badge or cloisonné pin.
- **Happy Birthday KDP:** Host a birthday party. Find a high-traffic location on campus to post display boards about KDP and serve cake and ice cream to students, faculty, and staff that walk by.
- **Join the Chapter Challenge:** Support the programs that provide fellow KDP members and chapters with the resources they need to succeed: Make a chapter donation to Kappa Delta Pi of \$150 or more to meet the Chapter Challenge. Will your chapter accept the challenge? Visit <http://www.kdp.org/giving/chapterchallenge.php> for more information.

- **Breakfast on Us:** Host a continental breakfast for your school’s education department. Decorate the room in KDP colors and memorabilia and give a brief overview of KDP history; the accomplishments of your chapter; and project ideas you would like to implement in the future. This is an informal way to network with the education department and inform others about the importance of KDP and your chapter.
- **Connect on social media:** Share ideas about what you are planning, connect with KDP members across the country, and post photos or video about what your chapter does by using the hashtag #KDPFounders.
- **Recommit to KDP Values:** Gather members of your chapter together and conduct the short [Founders Day Ceremony](#) to re-pledge yourself to the values and ideals of our Society.
- **Take Initiative:** Celebrate Founders Day by initiating new members into KDP.
- **Book Drive:** Host a book drive and challenge your chapter to collect the number of books that corresponds to the age of the Society. Donate to an organization of your choice.
- **Brownbag Lecture Series:** Have a guest lecturer speak about an issue or topic that reflects the principles upon which KDP was founded. Guest lecturers can be a professor, KDP alumnus, past president, or anyone who will be able to deliver a powerful and positive message to the members and community at-large. See appendix for a sample lecture agenda/program.
- **Capture the Moment:** Gather photos taken throughout the year(s), event fliers, minutes from past meetings, or any memorabilia from your chapter and place it in a time capsule on Founders Day. Seal it closed and specify that it should not be opened until “xx” amount of years. Talk to the director of archives at your campus library; he or she may be able to assist you with memorabilia and storage options.
- **Go Green (and violet): Adopt a median or green space:** Adopting a median gives your chapter a chance to beautify a green space in your community and improve the air and water quality of the local environment. It is also a creative way to advertise your KDP chapter. Contact your local mayor’s office to receive more information on adopting a median (or roadside) in your community.
- **Past Presidents Luncheon:** Invite past chapter presidents to have lunch with current members on Founders Day.
- **Reach Out:** Giving back to the community is one of the best ways to celebrate Founders Day. Start an adult literacy class; adopt a classroom at a local school; or collaborate with organizations on campus and in the community to create a service project.

- **Regional Founders Day Celebration:** Team up with other KDP chapters in your area and co-host an event. Involving other chapters is an amazing way to network and brainstorm with other members, draw larger crowds to your event, and cut down on expenses and sweat-equity involved in hosting an event.
- **Annual Founders Day Banquet:** A banquet is a traditional way of celebrating Founders Day. Planning a banquet can seem like a major undertaking. With the right preparation, it can become an annual event that people anticipate. A sample banquet agenda and registration form can be found in the appendix.
- **“I was in KDP”:** Reach out to teachers, mentors, and supervisors who may have been involved in KDP when they were in college. Let them know what KDP is like today and invite them to renew their membership.

### **Planning the Event**

This section will provide you with a detailed outline needed to plan your event. Depending on the event, chapter size, level of involvement, resources, finances, and time available, this schedule (and event) should be adjusted accordingly.

To Organize a Founders Day Celebration for your Chapter:

1. **Appoint a Founders Day chairman and form a committee**
2. **Choose what to do for Founders Day**
3. **Select the date**
4. **Prepare a budget**
5. **Choose a venue**
6. **Reserve needed equipment/supplies**
7. **Book special guests or speakers**
8. **Order food/beverages**
9. **Publicize your event**
10. **Order supplies**
11. **Finalize plans**
12. **Evaluate event and share the memories!**

### **Detailed Checklist**

- Appoint a Founders Day chairman and form a committee**
  - Have the chairman form a committee to assist with planning and implementing the events.
  - Set expectations for your committee upfront.
  - If you would like to plan a Founders Day event with other local KDP chapters, extend an invitation for them to join your committee (don't forget to invite professional chapters as well).

- Depending on the type of event, your committee should consist of members from your KDP chapter and representatives from the chapter(s) who will assist/co-host the event with you.
- Set dates and times to meet with your committee. It may not be feasible to meet in person every time, so a teleconference or video conference can be a great alternative.

□ **Choose what to do for Founders Day**

Determine:

- How many events you want to host
- The type(s) of events you want to host (social event, educational, service-oriented)
- The size of the event(s)—large- or small-scale events
- How much each event will cost to execute
- The location of each event (on or off campus)
- The preparation and planning time involved in each event
- The number of volunteers will you need (if any)
- Whether or not non-members will be invited
- The number of people you anticipate attending
- Whether or not food will be served
- Applicable admission or registration fees (if any) for the events (and relevant campus rules and regulations you need to follow)
- Whether or not security will be required (depending on the day and time, some universities require campus police at the event)

After these determinations are made:

- Create an implementation timeline for tasks. See appendix for sample timeline.
- Seek input and ideas from various members and get their approval on events.

□ **Select the date (Keeping in mind the Founders Day is March 8)**

- Determine if your event must happen at a certain time (day or night) or day/date (weekend or weekday)
- Check the academic, events, and community calendars to ensure you are not scheduling your event the same day and time as another.
- If the celebration date is flexible, come up with alternative dates just in case the space you want/need is not available

□ **Prepare a budget**

Determine:

- Who will be in charge of creating the budget, handling the money, and approving expenses
- The maximum amount of money you are willing to spend on your celebration (See Appendix E for sample budget)

- If your university administration or education department would consider sponsoring one of your events to reduce cost
- How spending will be tracked

□ **Choose a venue**

Consider:

- If the location of the venue is convenient for your guests (is a parking lot close to the venue? Is it free? Is the venue centrally located?)
- Capacity limits of the room
- Number, and location, of restrooms
- Whether the venue is [ADA compliant](#) (Does the venue have stairs and no elevators or wheelchair access ramp?)
- Menu rules, regulations, and restrictions (Is food allowed? Drinks?)
- Room layout (Theatre-style seating? Conference style? Do you need a stage? Where would you like to put the podium? Do you need a projector?)
- Whether or not a deposit is required
- Whether or not liability insurance is required

□ **Reserve needed equipment/supplies**

Think about:

- What audiovisual equipment you will need (projector, speakers, TV, internet, microphones, etc.)
- What rental fees are required for AV equipment (ask in advance)
- If an AV technician will be needed or volunteers are allowed to handle the equipment

□ **Book special guests and speakers**

- Leave ample time for speakers to make arrangements (two months or more is ideal)
- Read contracts thoroughly and negotiate accordingly.
- Will speaker fees be incurred? Who will cover the cost of travel, food, and lodging for the speaker?
- Will you cover the expenses for the speaker's guest/spouse (if they have one)
- If your speaker is an out-of-town guest, who will serve as a host during their stay?

Duties include but are not limited to the following:

- Airport pick-up
- Hotel drop-off
- Point of contact/escort throughout the duration of the event
- Meal and snack provision during speaker's stay
- Introduction of speaker to committee members, officers
- Hotel check-out/payment
- Airport drop-off

☐ **Order food/beverages (if needed)**

Determine:

- Whether you can provide your own refreshments or you have to order them through campus dining services
- If you can negotiate a discount if you are using off-campus catering
- If there will be options available for people with common food allergies
- If there will be vegetarian or vegan options

☐ **Publicize your event**

- The earlier you advertise, the better your chances for drawing a larger crowd.
- Develop a marketing plan for advertising your event(s).
- Here are some ways to advertise your Founders Day Event. The [Founders Day press release template](#) can also be accessed on the KDP website.

- |                                 |   |
|---------------------------------|---|
| • Fliers                        | • Social media                                  |
| • Formal invitations            | • Word of mouth                                 |
| • Email invitations             | • University events calendar                    |
| • Save the date handouts/emails | • School newspaper (press release before/after) |
| • University website            | • Campus radio station                          |
| • Chapter website/page          | • Local news station and newspaper              |

☐ **Order supplies**

- Make a detailed list of all items you need to purchase for each event.
- Create a timeline for when supplies should be ordered or purchased.
- For special orders (such as plaques), allow extra time for production and shipping.

☐ **Finalize plans**

- Create a master list of all tasks necessary to carry out your event.
- Make sure all committee members have completed their assignments.
- Confirm arrangements with special guests or speakers.
- Confirm room arrangements and layouts.
- Submit final numbers to caterer and double-check your order (if necessary).
- Confirm audiovisual equipment (if necessary).
- Send out final announcements and reminders.

☐ **Evaluate your event and share memories!**

After you have completed your Founders Day event(s), ensure that your event will continue as a KDP tradition.

- Have attendees evaluate your event via a survey.
- Have the Founders Day committee evaluate the event.
- Submit photos and event summary to KDP headquarters electronically at [mcs@kdp.org](mailto:mcs@kdp.org).

## Appendix A: Sample Lecture Agenda

[Insert name and title here], Lecturer

[Insert lecture topic here]

Day of week, Month, Day, Year

Time of event at [Location]

3 p.m. Have room set-up completed

5 p.m. Lecture Begins

- Opening remarks
- President of KDP Chapter or university official introduces the keynote speaker

5:20 p.m. Keynote speaker

6 p.m. Question and answer session

6 p.m. Recognition of Lecturer

6:20 p.m. Closing Remarks from president of chapter

6:30-8 p.m. Reception

*Copies of this agenda should be given to Founders Day committee, volunteers, presenters, and lecturer, as soon as the schedule is solidified.*

**Appendix B: Sample Banquet Agenda**

[Name of Banquet]  
Day of week, Month, Day, Year  
6 p.m. at [name of location]

6 p.m.-6:50 p.m.	Registration/Check-in
6:50 p.m.	Start of program announcement (to move guests to their seats)
7 p.m.	Opening Remarks
7:15 p.m.	Invocation
7:20 p.m.	Dinner Served
8:20 p.m.	Program resumes
8:25 p.m.	Introduction of Keynote Speaker
8:30 p.m.	Keynote address
9 p.m.	Recognition of speaker
9:10 p.m.	Closing remarks

*Copies of agenda should be given to Founders Day committee, volunteers, presenters, and lecturer, as soon as the schedule is solidified.*

**Appendix C: Sample Banquet Registration Form**

*[Insert Chapter] of Kappa Delta Pi*

Founders Day Banquet  
Day of week, Month, Day, Year

TIME

LOCATION

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**Registration Information** (Please print or type clearly)

Salutation: (circle one) Mr., Mrs., Ms., Dr., or other: \_\_\_\_\_

First Name: \_\_\_\_\_

Middle Name: \_\_\_\_\_

Last Name: \_\_\_\_\_

Institution/Organization: \_\_\_\_\_ Address: \_\_\_\_\_

City \_\_\_\_\_ State/Province: \_\_\_\_\_ Zip: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Email address: \_\_\_\_\_

**Banquet Prices:**

Individual ticket: \$30.00 each    Number of tickets: \_\_\_\_ x \$30 = \$ \_\_\_\_\_

Table (seats 10 people): \$200.00 each    Number of tables: \_\_\_\_ x \$200 = \$ \_\_\_\_\_

**Dinner option:**

Please indicate an entrée selection for each ticket holder. For table purchases, indicate the total number desired for each entrée.

Chicken \_\_\_\_    Fish \_\_\_\_    Vegetarian \_\_\_\_    Vegan \_\_\_\_

**Payment Information**

A. A check for \$ \_\_\_\_\_ is enclosed. Please make checks payable to: [insert make checks payable information]

B. Please charge my payment of \$ \_\_\_\_\_ to my credit card (check one):

Visa \_\_\_\_    MasterCard \_\_\_\_    Discover \_\_\_\_    American Express \_\_\_\_

Card #: \_\_\_\_\_ Expiration date: \_\_\_\_\_

Signature: \_\_\_\_\_

Name as appears on the card: \_\_\_\_\_

**NOTE: All registrations are confirmed upon receipt of full payment.**

### **Cancellations & Refunds**

Requests for refund must be postmarked by deadline dates below. No refunds will be made for requests postmarked after DATE.

Full refund (minus a \$10 service charge)      Postmark by DATE

50% refund (minus a \$10 service charge)      Postmark by DATE

### **Mail or email this form and payment to:**

Insert address information

Phone number

Email address

**Appendix D: Sample Budget**

Event: \_\_\_\_\_ Date: \_\_\_\_\_

Based on \_\_\_\_\_ number of attendees.

	Variable Cost (per person)	Fixed Cost
Location Rental		
- Equipment		
- Tables and Chairs		
- Tablecloths		
- Garbage Cans		
- Coat Check		
- Parking		
- Security		
- A/V Equipment		
- Other:		
Food (include tax & tip)		
- Hors d'oeuvre		
- Service		
- Meals		
Music		
Entertainment		
Balloons/decorations		
Favors/souvenirs		
Miscellaneous		
Include Mailer Costs if Appropriate		
Speaker Gift		
<b>Totals:</b>		

# of attendees planned \_\_\_\_\_ x per person costs \$ \_\_\_\_\_ = \_\_\_\_\_

Fixed costs / # attendees = \_\_\_\_\_

## Appendix E: Sample Event Contact Sheet

*This contact sheet should be filled out for each event your chapter hosts. After the event is complete, you should archive your paperwork so next year's Founders Day committee will gain more knowledge and insight to implement programming.*

**Name of Event:** \_\_\_\_\_

**Date & Time of Event:** \_\_\_\_\_

**Contact Person's Phone Numbers:** Home: \_\_\_\_\_ Work: \_\_\_\_\_

**Anticipated Attendance:** \_\_\_\_\_ **Maximum Attendance:** \_\_\_\_\_

### Event Location:

1. Address of Event \_\_\_\_\_

2. Is a contract required to use this location? YES NO

3. Does the location need a special set up? YES NO

If yes, who will do the setup? \_\_\_\_\_

Describe the setup: \_\_\_\_\_

4. Is any special equipment needed? YES NO

If yes, please indicate what equipment:

Podium Tables Microphone

Projector Screen TV/VCR/DVD

Laptop Jump Drive Water for Speaker

Does the equipment need to be rented from an outside business? YES NO

If yes, give the name and address of the rental company: \_\_\_\_\_

5. Is the location handicapped accessible? YES NO

Please be sure to check the entrance to the building and room, and the locations of special telephone and rest room facilities.

### Guest Speaker(s):

1. Name(s) of guest speaker(s): \_\_\_\_\_

Contact info (email & phone) \_\_\_\_\_

2. Does the speaker have any special needs? YES NO

If yes, what are they? \_\_\_\_\_

Who is the person responsible for making these arrangements? \_\_\_\_\_

3. Who will meet, greet and escort the speaker? \_\_\_\_\_

4. Who will thank speaker and present gift? \_\_\_\_\_

**Food and Drinks**

1. Will food and/or drinks be provided at the event? YES NO  
If yes, what food and drinks? \_\_\_\_\_  
Who is the caterer? \_\_\_\_\_  
Caterer's Address: \_\_\_\_\_  
Caterer's Phone Number: \_\_\_\_\_  
Is a catering contract required? YES NO

**Music**

1. Will music be featured in the event? YES NO  
If yes, who is the musician/DJ? \_\_\_\_\_  
Musician/DJ's Address: \_\_\_\_\_  
Musician/DJ's Phone Number: \_\_\_\_\_  
Is a contract required? YES NO

**Insurance**

1. Is insurance coverage required for this event? YES NO  
If yes, you should have the contract reviewed by a local professional to determine if additional coverage is desirable.

**Hospitality**

1. How many greeters are needed? \_\_\_\_\_  
2. Special instructions for greeters: \_\_\_\_\_  
\_\_\_\_\_  
3. Items needed for the event: (please circle)  
Pens Attendance Sign-In Sheet Banner  
Evaluation Cards Masking Tape Nametags  
Attendance list (pre- Other: \_\_\_\_\_  
registrations) \_\_\_\_\_  
4. Special Notes for Hospitality Committee:

**Appendix F: Sample Event Finance Report**

A finance report should be completed for every event your chapter hosts.

Name of person completing report \_\_\_\_\_

Email Address \_\_\_\_\_

Name of Event \_\_\_\_\_

Number of Attendees \_\_\_\_\_

Total Income \_\_\_\_\_

Itemized expenses: Indicate which of the invoices have already been paid and which should be paid directly. Make sure you provide the amount and the mailing address for each reimbursement.

Expense	Amount	Paid	Unpaid

Total Event Costs: \$ \_\_\_\_\_

Event reserves (income - expenses): \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Appendix G: Sample Implementation Timeline

### 3-6 months before event

- \_\_\_\_\_ Decide event purpose (raise funds, visibility, celebration, etc.)
- \_\_\_\_\_ Choose a theme
- \_\_\_\_\_ Visit potential sites
- \_\_\_\_\_ Research/appoint an event coordinator/manager
- \_\_\_\_\_ Research/select committees/chairpersons
- \_\_\_\_\_ Get cost estimates (site rental, food, drinks, sound/lights, etc.)
- \_\_\_\_\_ Get recommendations for entertainment
- \_\_\_\_\_ Get bids for decorations
- \_\_\_\_\_ Get bids for design/printing
- \_\_\_\_\_ Get bids for other major items
- \_\_\_\_\_ Draft initial budget
- \_\_\_\_\_ Decide on registration/admission cost (if any)
- \_\_\_\_\_ Create sponsorship amounts/levels (if necessary)
- \_\_\_\_\_ Research/approach honorees
- \_\_\_\_\_ Compile mailing list (individuals/businesses)
- \_\_\_\_\_ Check proposed date for potential conflicts, finalize date in writing
- \_\_\_\_\_ Get written contracts for site, entertainment, etc.
- \_\_\_\_\_ Develop alternative site (if event is outdoors)
- \_\_\_\_\_ Consider pre-party event for publicity
- \_\_\_\_\_ Invite/confirm guests and VIPs
- \_\_\_\_\_ Begin invitation design

- \_\_\_\_\_ Create logo for event (if necessary)
- \_\_\_\_\_ Order save-the-date cards or other event announcements
- \_\_\_\_\_ Set marketing/public relations schedule
- \_\_\_\_\_ Develop press release and calendar listings
- \_\_\_\_\_ Select photographer; arrange for photos of VIPs, chairmen, honorees
- \_\_\_\_\_ Get biographical information on VIPs, celebrities, honorees, chairmen
- \_\_\_\_\_ Investigate need for special permits, licenses, insurance, etc.
- \_\_\_\_\_ Begin monthly committee meetings
- \_\_\_\_\_ Review invitations, programs, posters, etc. with graphic artist
- \_\_\_\_\_ Prepare final copy for invitations, return card, posters
- \_\_\_\_\_ Prepare final copy for tickets
- \_\_\_\_\_ Complete mailing lists for invitations
- \_\_\_\_\_ Order invitations, posters, tickets, etc.
- \_\_\_\_\_ Make list of locations for posters
- \_\_\_\_\_ Obtain radio/TV sponsors, public service announcements, promos
- \_\_\_\_\_ Set menu with caterer for food and beverages
- \_\_\_\_\_ Secure permits and insurance
- \_\_\_\_\_ Finalize audio/visual contract
- \_\_\_\_\_ Select/order trophies/awards

### **1-2 Months Ahead**

- \_\_\_\_\_ Assemble/address invitations (with personal notes when possible)
- \_\_\_\_\_ Mail invitations
- \_\_\_\_\_ Distribute posters
- \_\_\_\_\_ Finalize transportation/hotel accommodations for staff, VIPs, honorees

- \_\_\_\_\_ Obtain contracts for decorations and rental items
- \_\_\_\_\_ Review needs for signs at registration, directional, etc.
- \_\_\_\_\_ All major chairpersons to finalize plans
- \_\_\_\_\_ Hold walk-through of event with responsible committees, chairpersons and responsible site staff at event site
- \_\_\_\_\_ Review/finalize budget, task sheets and tentative timeline

### **1 Month Ahead**

- \_\_\_\_\_ Place newspaper ads, follow up with news media, on-air announcements
- \_\_\_\_\_ Confirm staff for registration, hosting, other
- \_\_\_\_\_ Write to VIPs and program participants, confirm participation
- \_\_\_\_\_ Give estimate of guests expected to caterer/food service
- \_\_\_\_\_ Meet with all outside vendors, consultants to coordinate event
- \_\_\_\_\_ Confirm hotel accommodations for speakers
- \_\_\_\_\_ Prepare transportation and accommodations for speakers (include arrival time, flight number, airline, person assigned to meet flight)
- \_\_\_\_\_ Confirm setup and tear down times with event site

### **1 Week Before**

- \_\_\_\_\_ Meet with all committees for last-minute details
- \_\_\_\_\_ Confirm number attending
- \_\_\_\_\_ Hold training session with volunteers; finalize assignments
- \_\_\_\_\_ Secure two or three volunteers to assist with emergencies
- \_\_\_\_\_ Finalize registration (if necessary)
- \_\_\_\_\_ Schedule pickup or delivery of any rented or loaned equipment
- \_\_\_\_\_ Double-check arrival time and delivery times with vendors
- \_\_\_\_\_ Reconfirm event site, hotel, transportation

- \_\_\_\_\_ Finalize catering guarantee, refreshments
- \_\_\_\_\_ Confirm number of volunteers
- \_\_\_\_\_ Schedule volunteer assignments for day of event
- \_\_\_\_\_ Establish amount of petty cash needed for tips and emergencies
- \_\_\_\_\_ Write checks for payments to be made for the day of the event

### **Day Before Event**

- \_\_\_\_\_ Recheck all equipment and supplies to be brought to the event
- \_\_\_\_\_ Have petty cash and vendor checks prepared

### **Event Day**

- \_\_\_\_\_ Arrive early (with your change of clothes)
- \_\_\_\_\_ Unpack equipment and supplies and make sure nothing is missing
- \_\_\_\_\_ Reconfirm refreshments/meal schedule for volunteers
- \_\_\_\_\_ Go over all the final details with caterer and setup staff, if necessary
- \_\_\_\_\_ Check with volunteers to make sure all tasks are covered
- \_\_\_\_\_ Setup registration area
- \_\_\_\_\_ Check sound/light equipment and staging before rehearsal

### **After the Event**

- \_\_\_\_\_ Send out Thank you notes
- \_\_\_\_\_ Send out evaluations

*\*Adapted from: <http://www.thegreatevent.com/content/ap.asp?id=4>*

**Appendix H: Founders Day Event Submission Form**

Please submit this Founders Day Event Submission Form electronically to Headquarters at [mcs@kdp.org](mailto:mcs@kdp.org).

**Submitter Information**

Chapter: \_\_\_\_\_

University: \_\_\_\_\_

Email: \_\_\_\_\_

**Event Information**

Event title: \_\_\_\_\_

Event date: \_\_\_\_\_

What type of Founders Day event did you have?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Who attended the function (Chapter members, alumni, faculty, community members)?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Do you have any photo submissions? If so, please choose one photo to submit and write a detailed caption about it below. Please rename your photo as follows: chaptername\_FD (example: kappa\_chapter\_FD)

Caption: \_\_\_\_\_

\_\_\_\_\_