



PI KAPPA PHI

WORKING WITH PI KAPPA PHI NATIONAL OFFICE FOR SUCCESSFUL ALUMNI EVENTS

Thank you for contacting Pi Kappa Phi to assist you with your upcoming alumni event! We look forward to working with you to make this event the most successful it can be for you and your brothers.

The expectations of the local alumni planner(s) are the following:

- Send alumni contact updates (such as new addresses, emails, phone numbers, or job information) to the national office as you receive them.
- Submit a list of attendees to headquarters if you choose NOT to use a Pi Kappa Phi registration portal.
- Submit a list of onsite/non-registered attendees to the national office.
- Send in photos and a brief write-up on the event to post on www.starandlamp.com (please email letusknow@pikapp.org with this information).

In return, Pi Kappa Phi National Office can provide the following:

- Advice and guidance from staff members based on best practices.
- Data/contact information for alumni from the National Fraternity database (click [HERE](#) to complete a request form for this information).
- Exclusive event logo for monumental anniversaries (25, 50, 75, and 100).
- Add event to www.pikapp.org (under UPCOMING EVENTS).
- Design, print, and mail Save-the-Date cards and/or invitations (cost associated).
- Promotional emails for city/chapter events to invited alumni.
- Event registration websites for RSVPs and payment collection.
- Design and print programs, name tags, and other onsite pieces (cost associated).
- Create and order event memorabilia such as t-shirts or lapel pins (cost associated).
- Design, print, and frame awards (cost associated).

If you have any questions about the items listed above or anything else related to your event, please contact Carrie Clifford (director of alumni engagement) at cclifford@pikapp.org.