

Working with Pi Kappa Phi Headquarters for Successful Alumni Events

We look forward to partnering with you to make it as successful as possible.

Local Planner Expectations

As the local event planner, we ask that you:

- Submit alumni contact updates (e.g., new addresses, emails, phone numbers or job information) to the National Headquarters as they are received.
- If you choose not to use the official Pi Kappa Phi registration system, provide a list of attendees to Pi Kappa Phi National Headquarters.
- Send a list of onsite or non-registered attendees after the event.
- Share photos and a brief write-up of the event with the [marketing and communications team](#).

Support from Pi Kappa Phi National Headquarters

Pi Kappa Phi National Headquarters can provide the following support for your event:

- Advice and guidance from staff members based on best practices.
- Access to alumni contact information from the National Headquarters database. Contact the alumni engagement team for help requesting a list.
- Attendance by a national representative or speaker when available.
- Event listing on the Pi Kappa Phi alumni events page.
- Email promotions for city/chapter alumni events.
- Creation of an event registration webpage with RSVP and payment functionality.

For those alumni organizations celebrating milestone anniversaries, the following services can be supported, with associated costs:

- Exclusive Pi Kappa Phi anniversary event logo.
- Design, printing and mailing of save-the-date cards and invitations.
- Design and production of programs, name tags and other on-site materials.
- Connection to vendors for event memorabilia such as apparel, lapel pins or local awards.

For any questions or additional support, please contact the [alumni engagement team](#).