

Pilot Student Send-Off Celebration Guide

Chapter's Role

- Determine the date and time of the event; then secure the venue.
- Event details must be submitted **eight weeks in advance** of your event date.
- Events should take place between mid-July and the first weekend in August.

UP Office of Alumni and Parent Relation's Role

- Provide marketing and communication for the event
- Provide event registration
- Help disseminate talking points, University facts, and highlights to use as conversation openers
- Mail a print invitation to new students (freshmen and transfer students) six weeks before the event
- Email current students and alumni four weeks before the event
- Email new students (freshmen and transfer students) four weeks before the event
- Send a reminder email to current students, alumni, and new students (freshmen and transfer students) two weeks before the event

Event Ideas

- Welcome message from a chapter representative and/or event host
- Panel offering advice from current students or recent grads
- Parent panel offering advice from current or recent UP parents
- Student introductions and ice-breaker activity (involving students' names, high schools, intended majors, and residence halls)
- Prize drawings for UP memorabilia
- Fun food (e.g., decorate your cookie for dessert)
- Fun activities

Day of Event

- Arrive at the venue early to allow ample time for set-up

- Take care of logistics
- Prepare volunteers if needed
- Staff the registration/check-in table
- Greet students and parents as they arrive
- Network, mingle and introduce people as much as possible