

Hosting a Successful Faculty Reception

Hosting a faculty reception takes a lot of preparation and hard work. Some helpful tips and ideas are listed below to help you succeed. Additionally, many chapters hold the exact same type of faculty event each year, so some ideas for switching up your event are included. Finally, if you have any further questions or help planning your event, do not hesitate to contact the Greek Community Educational Consultants with your thoughts. The Interfraternity Congress and Panhellenic Council may be able to provide limited financial support for your event as well.

Planning the event

- Meet with your faculty advisor as a resource, and faculty perspective, for your plans
- Meet with a GCEC, Greek Life Assistant, or Greek Life professional staff member for additional advice
- Determine the location – 2-3 months before event
- Choose a date and time (daytime events may be more convenient for faculty) – 2-3 months before the event
- Pick a theme (lunch, dinner, tea, etc.) – 2 months before the event
- Set a budget (co-sponsoring the event may help to expand the budget) – 2 months before the event
- Make a guest list (consider inviting staff members and advisors. and invite faculty from a diverse group of disciplines) – 5-8 weeks before the event
- Choose appropriate and unique activities – 4-6 weeks before the event
- Create a menu (contact caterers or make other arrangements for food) – 4-6 weeks before the event
- Print invitations, including an RSVP option – 4-5 weeks before the event
- Send/deliver invitations – 3-4 weeks before the event
- Plan the agenda/schedule, including an end time – 2-4 weeks before the event
- Arrange for favors/mementos for each faculty/staff member who attends – 1-4 weeks before the event
- Finalize food preparations/arrangements – 1 week before the event
- Finalize attendance list (both members and guests) – 1 week before the event

Types of Faculty Appreciation and Reception events

- Have a brunch, lunch, dinner, tea, or happy hour
- Play a game or have trivia questions
- Hold an awards luncheon (recognizing students, faculty, staff, or alumni)
- Have a professor speak at length about their research
- Have a professor speak about something *not* related to their research (i.e. a hobby of theirs)
- Have all professors attending speak briefly about what they do and what they're researching
- Have a student speak about scholarship and academics within the chapter
- Have students present talk about what they are researching/internships/senior projects
- Hold it as part of recruitment (fraternities)
- Partner with another fraternity or sorority

Constituencies you may want to keep in mind when creating the list of invitations

- Chapter Faculty Advisors
- Other Chapter Advisors
- Current or former professors or academic advisors (you can ask everybody to invite 1-2)
- Local alumni, or any alumni who may work at the university
- Greek Life Office
- Undergraduate Studies
- Student Affairs
- The Provost or President's Office (Provost Baeslack said he enjoyed attending these at Ohio State)
- Any support staff you may wish to keep in mind or recognize

At the event

- If the event is not in your house, bring items like scrapbooks, pictures, magazines and other conversation starters to decorate and personalize the room
- Follow a predetermined schedule or agenda
- Provide nametags for guests and chapter members
- Ensure that everyone is mingling (the scholarship chair should act as the recruitment chair would at a recruitment event)
- Ensure that activities are progressing and are being well received
- Include faculty introductions in the program
- Take attendance of members who attend the event and keep track of which faculty members attended
- Assign greeters/coat attendants – ensure that there is always someone at the door to greet new guests
- Take photographs, which can be used to publicize your ties with faculty members

Faculty Appreciation Event Etiquette

- Send or hand deliver paper invitations and follow-up with faculty members – 3-4 weeks in advance
- Include contact information for a response (within one week of the event) Greet Faculty at the door
 - Take coats or provide a place to hang them
- Take each faculty member into the event (while ensuring that someone else is at the door)
 - Offer refreshments
 - Ensure that he or she is talking to someone (preferably the person who invited him or her), before leaving to return to the door
- Treat the faculty members like a potential new member – always make sure that they have someone to talk to (possibly ‘host’ each faculty member by having the person who invited them stay with them)
- Ensure that the event stays on schedule.
- When the event ends, ensure that someone walks each faculty member to the door
 - Return their coat
 - Thank them for coming and pass out favors/mementos
- Send written thank you notes to all faculty/staff members who attended the event

Potential facilities on campus to hold the event (<http://studentaffairs.case.edu/activities/resources/rooms.html>)

- Thwing Spartan Room (up to 96 people) (<http://studentaffairs.case.edu/thwing/facilities/capacities.html>)
- Thwing 1914 Lounge (up to 96)
- Inamori Center (up to 60) (http://www.case.edu/provost/inamori/about/room_request.html)
- Guilford Lounge (Reserved through the Thwing website)
- Your chapter house
- The Alumni House (<http://www.case.edu/alumni/house/>)
- Nord 310 or Nord Atrium (<http://www.engineering.case.edu/roomrequest/index.html>)
- Fribley or Wade Fireside (<http://studentaffairs.case.edu/living/facilities/reservations/>)

Potential food providers

- University Preferred Caterers (<http://www.case.edu/finadmin/security/auxiliary/cateroutside.htm>)
- Thwing Preferred Caterers (<http://studentaffairs.case.edu/thwing/facilities/caterers.html>)
- Aladdin’s – (216) 932-4333
- Alesci’s – (877) 253-7247
- Anthony’s – (216) 791-0700
- Gallucci’s – (216) 881-0045
- Jimmy Johns – (216) 371-7827
- Mad Greek – (216) 421-3333
- Quiznos – (216) 721-3636
- Qdoba – (216) 229-8233
- Rascal House – (217) 791-4444
- The Jolly Scholar – (216) 368-0090