

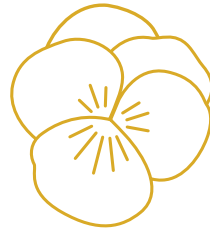
Pansy 
Celebration

**HOW TO HOST A
VIRTUAL CIRCLE DEGREE**

2020 RESOURCE KIT

TRI  DELTA

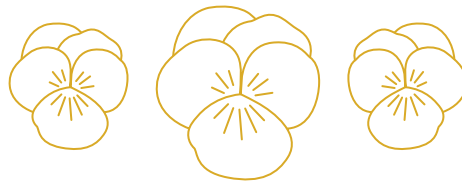
Pansy Celebration



HOW TO HOST A VIRTUAL CIRCLE DEGREE

2020 RESOURCE KIT

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Planning a Virtual Pansy Celebration

As a complement to the Circle Degree ceremony, alumnae chapters are encouraged to host a celebration in honor of these newest alumnae members, either before or after the ceremony.

HISTORY

This tradition dates back to 1908 when it was featured in *The Triton*, a “secret” publication for Tri Deltas. The article shared that most every chapter hosted a farewell of some kind for graduating members in Tri Delta and suggested hosting a “pansy luncheon” for members in the spring.

The first Pansy Breakfast was hosted by our Theta Xi Chapter at the University of Southern California in 1927. In 1945, Life Magazine published a photo essay on the event and the idea spread to other chapters.

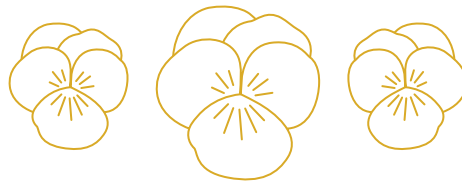
WHY HOST A PANSY CELEBRATION?

Your Pansy Celebration will be a time for you to help our collegiate seniors mark their transition into their first steps of lifetime membership. Thank you for helping our members to grow and provide a new opportunity to serve and support these sisters as they face new challenges. Here are just some of the opportunities a chapter of any size can implement:

- Further develop the perpetual bonds of friendship among our members by extending invitations to collegiate members, sponsors, house corporations and local alumnae who may not be dues-paying members.
- If your chapter does not have a local collegiate chapter, reach out to your closest chapter to send your support.

TIPS AND TRICKS

- Circle Degree is a part of our Ritual and can be accessed online through My Tri Delta > Resource Library > Ritual Portal > Restricted Ritual.
- Read through the Virtual Circle Degree ceremony beforehand to familiarize yourself with the words and music used.
- Recommend having a Ring Central video conferencing host for the ceremony. The presiding officer and first and second assisting officers will conduct the ceremony while the Ring Central host shares their screen with the attendees. (i.e., will show background, run music, etc.)
- Consider setting up “Pansy Dates” with those going through Virtual Circle Degree and alumane members. This is a great way to network with members and engage alumnae who normally don’t participate, as well as get them comfortable with the calling in virtually for the ceremony.
- Collect email and permanent addresses for the graduating seniors so you send them call in information. Keep in touch with them yourself, or help them find an alumnae chapter in their new area.



Planning Timeline

Use the suggested timeline to help plan your Pansy Celebration event.

PRE-PLANNING

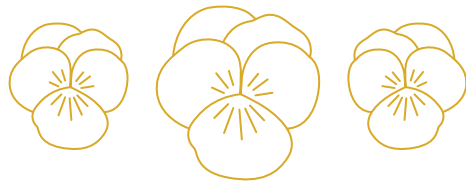
- Meet with the collegiate alumnae relations chair or director of lifetime membership to set a date. (Virtual Circle Degree can be hosted from homecoming events, Founder's Day or spring semester).
- Create a program summary.
- Choose a tech savvy Ring Central host to help run the call-in.
- Determine your audience size. Most video conferencing calls are limited to groups under 100. It is ideal to keep the calls to under 40 minutes to ensure attention and use of budget friendly options. Please keep this in mind if you need to split the ceremony, or determine what level of personalization your chapter can provide. If needed, follow the instructions on page 5 to request a video conference link from Executive Office.
- Download Resources:
 - Virtual Circle Degree ceremony script
 - Ritual Music: Resource Library > Resources> Ritual Portal >Restricted Ritual > Ritual Music - Download the Zip file
 - Alpha Theta Phi
 - "Next Steps in Membership" card
 - Pansy Celebration PowerPoint
 - Survey questionnaire link

PRIOR TO CELEBRATION

- Gather full names and addresses/ email of seniors, their sponsors and any family members they would like to invite from the collegiate alumnae relations chair or director of lifetime membership. Optional, collect senior's pictures and future endeavours to create a personalized powerpoint for the end of the ceremony.
- Send out a Save the Date invitation or announce on social media/chapter website.
- Design invitation for Circle Degree initiates with call-in information.
- Design invitation for alumnae, sponsors and family members who would like to join with call-in information.
- Plan the program. Download all materials related to Virtual Circle Degree in the pages to follow.
- Determine the other officer or alumnae members assisting with the ceremonies.
- Ensure Ring Central host, presiding officer and first and second assisting officers have copies of the Virtual Circle Degree Ceremony.

1 WEEK PRIOR

- Send a reminder email to guest list with instructions to call in.
- Practice, practice, practice with Ring Central host and presiding officer and first and second assisting officers with virtual call-in.



Virtual Run of Show

The below items are a guide to help outline the structure of the ceremony.

30 MINUTES BEFORE CEREMONY

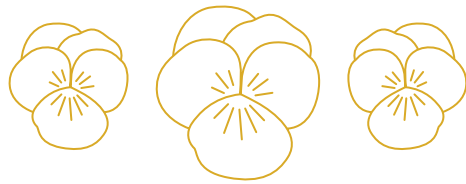
- Presiding officer, First and Second Assisting Officer and Ring Central host call into Ring Central
- Test music

TIME OF CEREMONY

- Host's welcome remarks
- Circle Degree ceremony
- Optional: Pansy Celebration PowerPoint with Alpha Theta Phi music
- Host's ending remarks
 - next steps into alumnae membership
 - inviting them to be a part of their alumane chapter
 - thank everyone for calling in to ceremony

POST CEREMONY - 1 WEEK AFTER

- Email to initiates with alumnae membership resources.
- Email to alumane or sponsors with survey link.
- Post a recap and on social media or your chapter's website.
- Share ceremony screenshots and an event recap with us at www.tridelta.org/submitnews.
- Feature this event in your chapter newsletter.



How to Host a Virtual Ceremony

Contact events@trideltaeo.org for assistance.

VIDEO CONFERENCING PLATFORMS

- Tri Delta prefers for members to use a video conferencing platform that's easy for you and others to use. If video conferencing isn't your strength, ask other officers if they have a premium or paid video conferencing tool (Zoom, RingCentral, Skype, etc.) that they feel comfortable using.
- If needed, Executive Office is offering a secure Ring Central conference link for alumnae chapters to host the ceremony.
- You must have built in camera or attached camera on your computer/monitor device to conduct the ceremony.

REQUEST VIDEO CONFERENCE LINK

- Email events@trideltaeo.org with the date and time for the practice call and ceremony that you'd prefer.
- Executive Office will provide you two conference links, one for a practice and for the ceremony.

INVITE PARTICIPANTS

- Share practice link with Ring Central host and presiding officer and first and second assisting officers to practice ceremony.
- Include the following information to initiates and alumnae:
 - Ring Central or other virtual platform ceremony link
 - Instructions to download and call in to the ceremony
 - Recommendation to call in 10-15 minutes prior to avoid any technical issues.
- DO NOT SHARE link openly on social media platform - this will allow non-members access to private ceremony. Only share Ring Central link in invites to those participating in Virtual Circle Degree ceremony.

HOST VIRTUAL CEREMONY

- Click Ring Central link created for you from Tri Delta Events
- When video is up you may edit features
 - Share screen of Ring Central host
 - Volume up for clarity
 - Reset background
 - Mute/Unmute depending on size of group
 - Music
 - Share music: Advanced/ Computer Audio Only
- Click "End Meeting for All" once ceremony has concluded.