



Planning Guide for ZBT Alumni & Undergraduate Poker Night

Poker is a simple way to bring undergraduates and alumni together. Having a low stakes buy-in makes it easy and affordable for both alumni and undergraduates to participate. It is great way to get alumni together, as well as creating an environment for their interaction with undergraduates.

We have provided this as easy-to-follow guide for you to use when attempting to schedule such an event. Please be sure to coordinate this with your alumni advisor(s).

Good luck. Have some fun. Hope you are lucky!

1. This type of event works best if there is a core group of local alumni in the area who can be counted on to show up. If there are alumni in the area, but they haven't done an event like this in a long time, then you'll need to build a tradition. If you're an active brother, you start by finding a key alumnus who has strong ties with many alumni in the area and getting him interested in this idea. If you're an alumnus, hopefully you have those kinds of ties. The key is to network. Talk with the chapter advisor. Use email and phone calls. You may wind up with an alumni group from a certain era in the chapter's history (e.g., last five years). That's OK.
2. If needed, get the alumni list from National. It's FREE. Contact marcia@zbtnational.org. Ask for addresses, phone numbers and e-mail addresses, too. Ask for your LOST alumni list, too, and working with your alumni and your school's alumni affairs office try to update this list.
3. Organize a planning committee. Committee may be an overly strong term here, but you need at least one alumnus and one active brother to be involved in the planning.
4. Pick a date. Weekday nights work best – fairly early in the evening.
5. Pick a location. The chapter house is a good choice. If you do not have a chapter house, you might try to get a local restaurant with a private room. The alumni and undergraduates can have dinner first. Another option is a room on campus.
6. Send out an invitation. Do this at least one month in advance. Use e-mail for all those with e-mail addresses. Mail the rest. ASK FOR RSVP's. Send out follow up e-mails listing those that are coming to get more alumni to sign up. Plan to ask the key alumni to call their alumni brothers to encourage their attendance. Alumni want to come to be with alumni.
7. Decide on the rules beforehand. An alumnus and undergraduate should work these out. Decide on how you can get alumni and undergraduates at all tables. Figure out what the buy-in is and what the pay-outs will be. Set time limits. It should last about two hours. Keep it moving.

8. Get all the equipment you need (cards, chips, etc.).
9. Make sure to bring a camera to take pictures. Appoint someone to take a picture of each team, plus action shots from the game and group photos of the crowd.
10. Try to get a crowd there. PROMOTE!
11. Think about having food and beverages.
12. Time to play.
13. Think about donating half the winnings to the chapter's chapter-specific fund at the ZBT Foundation where it can be used to help the chapter. Contact Faron Lewitt (faron@zbtnational.org) for more details.
14. Clean up afterward. Make sure not to leave any trash around.
15. Publicize the game! Make sure to put a story in the next alumni newsletter about the game – which alumni were there and of course, who won. Include the best group shot from all those photos you took. Post all the photos on the chapter's website. Send a photo to the national office for inclusion in the next *Deltan* and in the alumni events area of the national website. If alumni see that everyone had a good time, it will energize those who were there to come back, and new ones to show up next time.
16. Make sure you record updated address, phone and email information in the chapter's alumni database, and send updates to the National office.
17. Make sure you figure out who's organizing the next POKER game – whether it's in a few months or next year. Keep the tradition alive!

Why not give this a try??? It is an easy way to kick off your alumni programming.