

## **A successful reunion**

At the core of every reunion is the enjoyment of reconnecting with friends from your university days.

The most successful reunions are organised by committees of fellow graduates, who shape their reunion, coming to consensus decisions about how they want to celebrate their milestone year and sharing workload.

Plans which help reunion attendees to feel connected back to their university by rekindling memories to create a sense of nostalgia are often very well received.

The Alumni Office at the University of Tasmania can offer you advice on great ways to achieve this. We are available to offer guidance on the process, having helped many groups run their own reunions.

If you would like to organise a reunion, we can point you in the right direction. Please contact us at [Alumni.Office@utas.edu.au](mailto:Alumni.Office@utas.edu.au) or phone (03) 6324 3052.

We look forward to working with you to make your reunion an enormous success!

## **Your reunion timeline:**

### **12 - 9 months out**

- Form a committee and assign roles to your team members
- Consider a rough date or month when you'll hold your reunion
- Decide on your preferred event format
- Select your reunion venue and package
- Review list of names of alumni from your year of graduation; this is public information\*
- Within the above list, we can let you know how many accurate postal and email addresses we hold in our database, and you start the search for any "lost" classmates

*\* We cannot release any alumni contact details, as we are bound by the Personal Information Protection Act 2004 (Tas) and the [University's Privacy Policy](#)*

### **6 months out**

- Select reunion date, book venue, make catering arrangements and organise any audio-visual requirements
- Work with the Alumni Office to send a 'Save the Date' email to classmates
- Prepare event plan and budget
- Decide on a reunion class gift, (e.g. *student scholarship, prize*) if desired
- Do a call-out for photos and memorabilia, for yearbook or display, if desired

### **2-3 months out**

- Send invite to classmates
- Collect RSVPs and payments if you prefer to do that yourself\*
- Collect bios and photos if yearbook will be created
- Finalise RSVPs and any speaker/campus tour details

*\* If you do collect the RSVPs, we ask that you seek alumni permission and pass up-to-date contact details back to the Alumni Office*

## Getting started

- All reunions are volunteer driven
- Organised/planned by volunteer committee with support from the University of Tasmania Alumni Office

### *Committee Chairperson*

The chairperson is responsible for:

- Liaising with the Alumni Office as single point of contact
- Forming a committee
- Scheduling planning meetings with committee members
- Overseeing planning timeline, checklist and budget
- Working with the Alumni Office to update alumni contact information to ensure as many of your classmates are informed as possible

### *Committee Members*

The members of the committee are responsible for:

- Locating lost alumni through personal channels and social media
- Following up invitations, encouraging attendance and building support
- Assisting in planning and execution of event including:
  - Venue
  - Menu
  - Program/Order of Proceedings
  - Deciding on which communications are required and other promotional initiatives

## Next Steps:

### Support Available

The Alumni Office can provide you with support in a range of areas when planning your reunion.

- Data and privacy policy implications
- Helping your committee understand how many graduates from your class we still have contact details for
- Electronic event communications with University of Tasmania branding
  - Save the date
  - Invitation
  - RSVP reminder
  - Event reminder
  - Digital promotion ([Facebook](#), [LinkedIn](#), [eNews Alumni and Friends](#) etc.)
  - Handle RSVPs and payments on your behalf electronically via our website ([event registrations](#))\*
- Liaison with College Deans and Academics for speakers and/or College campus tours
- Contact information for recommended photographers
- Preparation of name badges for your guests
- After the event, post your reunion photos to the Alumni facebook site\*\*

\* Please note we do not accept phone registrations, cheques or cash payments

\*\* You will need to receive oral permission from people in the photos

### **Ideas and Suggestions**

- Format could include:
  - Brunch
  - Lunch
  - Dinner
  - Cocktail reception
  - Picnic
  - Morning or afternoon tea
  - BBQ
  
- Activities could include:
  - Story sharing
  - Memorabilia display
  - Photo presentation
  - Formal speeches
  - Musician or performer
  
- Hire a photographer
- Take a campus or college tour
- Keynote speakers (researchers, student leaders, etc.)
- Dean/faculty involvement
- [Venue hire](#) options across campuses
- [Campus catering](#) operations