

External Affairs

Organising a Reunion

A reunion is a fantastic way to gather all your University friends together, catch up and renew old friendships. We are happy to give you advice on planning your reunion. The following pages are full of tips and ideas on how to get the ball rolling.

Planning

There are a few key decisions you need to make before you can start organising:

Audience – you will need to decide who you want to invite. Do you want to invite everyone from your year, course or from a society, or would you prefer to invite some sports teams or everyone who lived in your halls or studied in your department? Do you want to invite partners and families or is the event just for alumni? There are lots of options but once you have decided this, it all becomes much more manageable.

Event – next you need to decide what event you want to hold. Would you prefer a day of campus tours and lunch, or a chance to visit the Students Union and have dinner in one of your old haunts?

Date – do you have a date in mind? Is there a significant date with meaning to you all? Ensure you will be giving yourself enough time to organise and enough notice for those travelling from overseas. The University holds events throughout the year so you may be able to tie your event in with a University organised event or open day. The events calendar can be viewed at:

<http://www2.warwick.ac.uk/alumni/news/events/>

The Finer Details

Organising a reunion requires time and effort but can be fun and ultimately very rewarding.

Once you have decided on a date, the event and the group you would like to invite you can get to the real planning.

- **Invitations** – would you prefer to contact people by email or letter, or would you prefer to advertise the event on a social media site such as Facebook? Set a deadline for people to RSVP to give you time to book enough food or accommodation.
- **Publicity** – would you like to put a small article in the local paper or a piece on the news section of the alumni website?
- **Records** – keep a note of who has responded, any special requirements and their payments.

Location

The budget for the event, time of year or type of event may influence where you choose to hold the event.

- Do you want the event to be on Campus or in another city?
- Will the venue need to be easily accessible by public transport? Will there be a need for parking or disabled access?
- If the event is in the evening do you want to offer accommodation to guests?
- Remember that during term-time there will be limited availability of venues and accommodation on campus.
- If you would like to hold the event on campus please contact the Warwick Conferences Sales Team on Tel: +44 (0)24 7652 3222, Fax: +44 (0)24 7657 2661 or email: conferences@warwick.ac.uk to discuss.

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The Event

- Drinks in a bar? Buffet? Sit down dinner? Day time event? Entertainment? Photographer? Tours of Campus?
- Remember that you will need to take all costs into consideration - catering, venue hire, accommodation, any entertainment and VAT if applicable.
- If you are charging, plan how you would like to collect the money.
- Will you need tickets for the events?

Get our support

- **Find a friend** – if you have lost contact with some of your friends we may have contact details for them. Under the terms of the Data Protection Act we are unable to release contact details for our alumni directly but the Alumni Engagement Team will be able to send a message on your behalf to lost friends. Contact the Alumni Engagement Team on 024 7657 4036 or at alumni@warwick.ac.uk and let us know with whom you want to get in touch.
- **Mass email** - we can send an invitation email to your target group, just let us know who you want to invite and the information you would like sending to them.
- **Advertise** - we can advertise your event on the alumni website (www.warwick.ac.uk/alumni) just contact alumni@warwick.ac.uk with the details.
- **Campus tours** – if you want a campus tour as part of your reunion we can help organise this.
- **Department** - we can put you in touch with your old department if you want to visit or invite staff along.

We are unable to subsidise or run events for you but we are here to offer support and advice where we can.

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On the day

- Comments book – encourage those attending to collate their memories.
- Take lots of photographs.
- Canvass people to see if they want to do it again.
- Enjoy yourself!

Once it is over

It might be useful to produce a report; it will help you to reflect on what you have achieved and we can also publish it on the alumni website. Any photographs and comments from those who attended (or who were unable to attend) are always useful to incorporate. This might encourage others to attend if you decide to do it all over again at a later date.

- Send thank-you letters or emails to those who helped you make the event such a success.
- Contact the Alumni Engagement Team with details of who attended and any new contact details or notes about alumni – if our records are up-to-date it will help with future events.

Check list

1. Send out invitations
2. Record responses, any special dietary requirements and the money paid
3. Publicise the event via social media sites, local press or on the alumni website
4. Book a venue
5. Book catering services (if required)
6. Book any entertainment
7. Book accommodation (if required)

Timeline

A year before

- Get in touch with the Alumni Engagement Team at the University
- Think about where, when and how

Nine months before

- Decide on your date
- Book your venue

Six months before

- Send out invitations with information on time, venue, accommodation, dress code
- Speak to the Alumni Engagement Team if you would like to book a campus tour

Three months before

- Ask for any dietary or access requirements
- Monitor your responses and send out a reminder if needed

One month before

- Start to finalise the details with the venue
- Choose your menu
- Send out a letter or email to those who are attending confirming all the details
- Ensure everyone attending has your contact details and the details for the venue in case there are any last minute changes of plan
- Confirm the final details with the venue including any special dietary or access requirements
- Make lists (and badges if required) of all those attending – include maiden names if possible

After the event

- Reflect on all your hard work
- Send the Alumni Engagement Team a list of those who attended and any contact details
- Send the Alumni Engagement Team a report on your event along with any suitable photographs

Useful Links

Alumni Engagement

External Affairs, University of Warwick, Coventry, CV4 8UW

Tel: +44 (0)24 7657 4036, Email: alumni@warwick.ac.uk,

www.warwick.ac.uk/alumni, www2.warwick.ac.uk/alumni/news/events/

www2.warwick.ac.uk/about/visiting

Accommodation

Warwick Conferences

Tel: +44 (0)24 7652 3222, Email: +44 (0)24 7657 2661,

www2.warwick.ac.uk/conferences/

Coventry Tourist Information

Tel: +44 (0)24 7622 5616, Email: tic@cvone.co.uk,

www.visitcoventryandwarwickshire.co.uk/stay/

Students Union

Tel: +44 (0)24 7657 2777, Email: enquiries@warwicksu.com

www.warwicksu.com/

University Term Dates

2014/2015

Autumn	Monday 29 th September 2014	–	Saturday 6 th December 2014
Spring	Monday 5 th January 2015	–	Saturday 14 th March 2015
Summer	Monday 20 th April 2015	–	Saturday 27 th June 2015

2015/2016

Autumn	Monday 5 October 2015	–	Saturday 12 December 2015
Spring	Monday 11 January 2016	–	Saturday 19 March 2016
Summer	Monday 25 April 2016	–	Saturday 2 July 2016

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