



LA TROBE
UNIVERSITY • AUSTRALIA

Alumni reunions

How to organise an alumni reunion

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About alumni reunions

Your University: Then, now, always

A reunion is a great opportunity to reconnect with long lost classmates and to rekindle the bonds forged at La Trobe University.

A great reason to organise a reunion is to celebrate a special anniversary. Reunions give you the chance to get together and reminisce with friends as well as providing an opportunity to network and to learn more about the University's plans for the future.

There are no specific rules for how long it takes to organise a reunion. If you are hosting an informal gathering in a bar then a couple of months notice should be sufficient but if you are interested in planning something on a larger scale, we would highly recommend at least 6 months notice. The more notice you can give to your guests the better.

The alumni relations team are here to guide and support you in planning your reunion.

The Alumni Relations Office can support your reunion in the following ways:

- Guide you through the reunion process including information on campus venues
- Let you know how many of your classmates we're still in touch with
- Send email invitations on your behalf
- Promote your reunion on the University website and social media pages as well as in the alumni e-newsletter
- Prepare guest name tags
- Collect RSVPs and ticket fees

REUNION TIMELINE

What	When
Decide who to invite	6 months - a year before
Decide on the style of your event	6 months - a year before
Research venues and provisionally book	3 - 6 months before
Book entertainment/photographer if required	1 - 2 months before
Create an event brief	1 - 2 months before
Send out invitation and promote reunion	1 - 2 months before
Record RSVP's	On going
Send out reminder email	2 weeks before
Confrim numbers and details with the venue	Week before
Prepare name badges if required	Week before
Enjoy your reunion!	On the day
Contact the alumni relations office	After the reunion
Share photos and send thank-yous	After the reunion

Getting started...steps to success!

Reunions are a great way to celebrate your time at La Trobe University and the Alumni Relations team are here to support you.

REMEMBER:

Please allow plenty of time to notify us of your event if possible as we will need time to source the data and schedule your email invite, giving your guests at least **6 – 8 weeks** to RSVP as some of your guests may be interstate or overseas.

1 REGISTER YOUR REUNION

If you are interested in organising a reunion, the first step is to contact a member of the **Alumni Relations** team to discuss your reunion plans. We will guide you through the process of organising a successful reunion from finding your guests to promoting the event. We are here to help!

2 DISCUSS IDEAS WITH ALUMNI RELATIONS OFFICE

What style of event do you want to have? Do you want to organise a lunch, dinner, cocktail party or casual drinks at a bar? What is your budget? Are you going to charge for the event?

These are a few things you will need to think about. Your main options for your event would be:

- **small scale gathering** – minimal organisation, with everyone paying their own way at a bar or restaurant
- **larger scale gathering** – gala dinner/hired venue involves more complex organising as it may involve organising catering and charging a price per head

3 FINDING YOUR GUESTS

When deciding who to invite Facebook, LinkedIn or other social media platforms are a good place to start. Get in contact with your friends who may still be in touch with some of your cohort. We can advise you of the number of alumni in your cohort we are in contact with and can reach out to them on your behalf.

4 PROMOTE YOUR EVENT

We can send a bulk eDM to your cohort inviting them to the reunion. We can also provide an invitation template that you can send to those you are in contact with.

Our team can promote your event through the following platforms:

- Alumni eNewsletter/ What's On eNewsletter
- Alumni events webpage – latrobe.edu.au/alumni/events
- Alumni Facebook page
- Alumni LinkedIn page

Now that the event has been promoted and invites are sent, all you have to do is wait for the RSVP's to start rolling in.

Remember, the Alumni Relations Office will offer support and advice but it is the host's responsibility to overall manage the reunion.

5 ENJOY YOUR REUNION!

Have a wonderful time reminiscing and reconnecting with old friends. If you would like a member of the Alumni Relations Office to attend on the day please let us know and we will do our best to attend.

6 AFTER THE REUNION

- Ensure you tie up any loose ends e.g. venue/catering costs
- Send thank-yous to your guests
- Share photos (optional)
- Contact the Alumni Relations team – please send us an updated list of you attended your reunion, with their contact details, so we can update our records if they have given their consent.