The University of Adelaide

Tips on organising your Reunion

1. Establish an Organising Group

Organise a group to assist with organising the event and sharing the workload. The group should consist of those whom share your idea, have previous experience or are well known to or familiar with the target audience.

2. Setting the Reunion Foundation

Before rushing into the fun stuff – booking venues, menu and entertainment – you need to identify and write down the answers to the following 4 questions:

- Why are we having the Reunion?
  Is there interest from your classmates? Is this a special milestone (10 or 25 years since graduation) or anniversary of the School/Program where you studied? Ensure all agree on the one reason why you are holding the event, such as networking or fundraising.

- Who do we want to invite?
  Knowing who you want to attract/invite allows you to tailor the event and increase the audience’s enjoyment. Fellow classmates, partners, staff from your time at the University (either professional or academic), current staff (Head of School etc) or maybe you are considering a family event where children or grandchildren can attend.

- What sort of Reunion do we want?
  Determine the style of event you wish to hold, but don’t spend too much time on the finer details at this point. Concentrate on whether the event is casual or formal; partners or included or not; BBQ or sit down dinner; and other activities such as a workshop, presentations, photos, family fun day, entertainment, tour of campus.

- What do we want to achieve?
  Establish what you wish to achieve and this will become the focus of the event and also the measure of the success of the event. Whether it is simply to have as many of your fellow target audience in attendance; positive responses and feedback; the quality of speakers and presentations; raise awareness or even funds for research, studied program, current students (i.e. scholarship) or a class gift as a lasting legacy.

By writing the answers down at this point allows you to refer back to the responses and provides the event with a solid platform.

3. Target Audience

Are you wishing to invite just your fellow graduating class or those that also studied within your class at different times, lecturers, partners and children.
The University database lists the year of graduation, not the year of final exams. Therefore, the Class of 1964 passed their Exams in December 1963 and graduated in 1964.

Please contact Rebecca Pym and inform that you wish to hold a reunion for the selected Class Year, Degree or Discipline and any other criteria.

*Please note: Due to privacy laws we cannot provide contact details*

4. **Select a Date, Time and Venue**

Ideally starting to plan the event at least **9 to 12 months** before the planned event date will ensure enough time for the committee to plan and coordinate the event, identify and notify the audience and locate missing classmates whom could be located around the world.

**Selecting a Date**

Consider what else is happening at that time of year, around the world, nationally, locally or at the University. Do dates clash or is there an opportunity to link the event with another event (i.e. University of Adelaide Golden Jubilee Reunion, Conference and High School Reunion, Professional Conference).

**Selecting a Time**

The day of the week and the time you choose can influence the success of your event. Select a day and time which suits the style of event you are planning and one which will allow the majority of your audience to attend.

If you plan on a formal dinner designed to go well into the evening, we suggest to hold the event on a Saturday night. Perhaps also consider holding a family fun day or social outing on Sunday to include families. This also enables the audience to catch up with friends and family.

**Selecting a Venue**

Ensure you match the scale and theme of the planned event with the venue. Aim to create a sense of belonging, but also ensure that each individual can see and that their line of sight is not hindered.

Other important considerations are access (visibility, parking, wheelchair); facilities (toilets, lighting, power, furniture, signage, audio visual); OHS related factors such as fire exits and extinguishers, stairs, floor surfaces, Liquor Licence, temporary structures); and consider other events being held at the same location as your planned event.

**Reunions planned to be held at the University of Adelaide:**

Venue Bookings: Reservations are usually handled through Property Services. To hire any North Terrace Campus facility (building or external space) please direct your request to Facilities Bookings via email facilities.booking@adelaide.edu.au or by phone on 08 8303 5151 or fax 08 8303 3077.
5. Developing a Budget

It is the responsibility of the reunion organiser/s to fund and cover all expenses of the planned event.

Setting a budget should be done as soon as possible to ensure the asked ticket price covers all expenses and no one is left out of pocket. A strong tip here is to overestimate costs at this stage as generally there are always unexpected costs that arise. Costs to consider are venue hire, catering, entertainment, audio visual, equipment hire, theming, design, printing, photography, promotion, security, cleaning etc.

6. Finalising an Reunion Program and/or Activities Schedule

Selecting an appropriate program and/or activities to suit your desired target audience is very important to your event success as well as keeping to budget.

It is now time to concentrate on the finer details and ensure that there is reasonable time and the program fits the desired outcome of the event. Allocated time for speeches and presentations are limited and kept to schedule and suitable to the occasion. But most importantly there is plenty of time for networking and reminiscing of University days.

7. Invitations and RSVP

A basic invitation needs to cover important information such as Class Year, Degree or Discipline, name of invited guest/s, where, when, cost per person, payment details and who to contact for RSVP and more information which will be a nominated person from the organising committee.
The number of tickets, dietary requirements and name of guest/s attending can also be collected at this stage as well as additional contact details such as email and phone numbers. Payment methods of direct debt into an account, cheque or cash also need to be clear.

In requesting RSVP’s, ensure the cut off date is in advance to the actual event date to ensure you can confirm numbers for catering, organise nametags, develop a program or sovereign booklet with graduate information, allocated seating and dietary requirements. It is also helpful should there be need to change the nature of the event, the venue or even cancel the event.

8. Promotion

Development and Alumni can assist in promoting the reunion through the Alumni Website Events Calendar, Adelaide onLION (University networking site) and the Roar (e-newsletter) and if the reunion organiser chooses, a missing list can also be posted. We can also assist in promoting the Reunion through Faculty, School or Department based communication.

*Please note: Publication deadlines vary*

Other promotion opportunities to consider include industry or High School newsletters, magazines, newspapers and websites.