Reunions

Information for Organising Committees

Who organises University of Adelaide reunions?
University of Adelaide alumni regularly organise reunions. Usually one or two interested graduates from a specific year and program start the planning process – which can involve forming an organising committee. Sometimes the Universities formal Alumni Networks or staff in the Faculty or School initiate a reunion to celebrate a major milestone for a particular class group (for example 40 years since graduation).

How our Privacy Policy affects you
Due to privacy laws we cannot provide you with the contact information of Alumni we have in our database. We are happy to contact those that you wish to be contacted on your behalf. Alumni can also register with the University’s online community, Adelaide onLION, to search for class mates in a secure environment, post Class Notes about plans for an upcoming reunion and to generate interest and support.

The University Engagement Branch can assist reunion organisers by:

- Provide a list of graduate names from a specific qualification and graduating year. PLEASE NOTE: Our database restricts the types of reports we are able to compile. Only a list of names from the year of graduation is available, not 1st of 2nd year etc. If someone did not graduate they will not show up on our report.

- Indicate on this list if we have a mailing or email address for the alumnus. Please allow up to 10 working days for this list to be generated and sent to you. PLEASE NOTE: Once the list has been provided it is up to the organising committee to locate those alumni for who the University does not have contact details for. Our contact information is also only as reliable as the information our graduates provide us. If they have moved and not informed us the address may be incorrect.

- Place a notification of your reunion on our reunion web page, with details of the relevant contact person(s) from the organising committee.
• Assist with forwarding invitations (provided by you) to the people who we have contact information for – asking them to contact you directly if they are interested in taking part in any activity. We are unable to provide ongoing correspondence between the organisers and the alumnus after the initial contact has been made.

• Promote the reunion through the Alumni Website Events Calendar, Adelaide onLION (University networking site) and the Roar (e-newsletter).

• Promote the reunion through Faculty, School or Department based communications.

• Share reunion photos and stories provided by the reunion organiser, after the event, on the Reunion Website, Adelaide onLION and the Roar.

• Suggested service providers for your event (venue’s, transport etc.) PLEASE NOTE: These providers will be personal recommendations of the Events Coordinator and are not affiliated with the University of Adelaide in any way. The University will accept no responsibility should you be unsatisfied with any of the recommended service providers.

PLEASE NOTE:
It is the responsibility of the reunion organisers to coordinate all of the logistics for the event and manage any financial transactions associated with the reunion. The use of the University’s branding (logo) on reunion materials must be approved by the University prior to their use.

Reunion organisers can assist the University by:
• Contacting us if you are planning a reunion and advise of event and key contact details.
• Find missing alumni whom have changed address, etc. and provide this information to the University.
• After your event - Provide reunion photos and a short story for the Reunion Website, Adelaide onLION and the Roar.

For further information regarding Reunions and Events please contact:
Events Officer - University Engagement Branch
Phone: 08 8313 5800
Fax: 08 8313 5808
Email: alumni@adelaide.edu.au
Tips for 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 four questions:

1. 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.

2. 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.

3. 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.

4. 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**

Think carefully about who you want to invite. Do you want to invite just your fellow graduating class or those that also studied within your class at different times, lecturers, partners and children?

University database lists are compiled from the year of graduation, not the year of final exams. *For example:* The Class of 1974 passed their exams in December 1973 and graduated in 1974 – so we consider them the “Class of 1974”.

To ensure that all stakeholders at the University are kept informed about planned activities concerning their faculty, please contact the Events Coordinator based in the University Engagement Branch and inform them of your plans.

*Please note: Due to privacy laws we cannot provide contact details for the graduates, we can only supply their names.*

4. **Select a Date, Format 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.

In our experience formal dinners are difficult to organise and usually poorly attended. The most successful reunion experience is a cocktail function held on a Saturday night – which allows people to mingle freely and catch up.

**Selecting a Venue**

Ensure you match the scale and theme of the planned event with the venue. 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.
Useful contacts for reunions held on the grounds of the University of Adelaide:

**Venue Bookings:**
Reservations are usually handled through Property Services. To hire any North Terrace Campus facility (building or external space) contact:

*Facilities Bookings*
Email: facilities.booking@adelaide.edu.au  
Phone: 08 8313 5151  
Fax 08 8313 3077

**Catering:**
If you plan to offer lunch or refreshments during your event contact:

*University of Adelaide Club – Catering & Events.*
Email: events@adelaide.edu.au  
Phone: 08 8313 3077

**Audio Visual:**
Be sure your selected venue will accommodate your needs including projectors and microphones if necessary. You can also contact:

*University’s AV Team*
Email: servicedesk@adelaide.edu.au  
Phone: 08 8313 3000 (then press option 4).

**Security:**
Some buildings are inaccessible outside normal business hours. For early morning or evening events you may need to make special arrangements. Be sure the space will be open when you need it and allow time for set-up/clean-up. To book contact:

*Security (North Terrace Campus)*
Email: security_office@adelaide.edu.au  
Phone: 08 8313 5990  
Fax: 08 8223 1267.

**Tours:**
The University of Adelaide has three major areas where we offer tours of its campuses. To organise a tour as part of your event, phone the following:

North Terrace Campus: 08 8313 6356  
Waite Historic Precinct: 08 8313 7497  
Roseworthy Campus: 08 8313 7657

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 and underestimate the attendance numbers - as unexpected costs arise.

Costs to consider are venue hire, catering, entertainment, audio visual, equipment hire, theming, printing, photography, promotion, security, cleaning etc.
IMPORTANT TO NOTE:
Be aware that someone from the organising committee may have to sign venue contracts and pay deposits prior to any money being collected from the attendees. This is a commitment which comes with a certain amount of risk should the event cancel (you may lose your deposit and have to pay a cancellation fee). Be prepared to accept this loss and if possible share the risk with others in the committee.

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.

IMPORTANT TO NOTE:
The collection of monies from attendees can be one of the most challenging aspects of organising a reunion. Unfortunately The University of Adelaide is unable to assist in this task. The Events Officer can assist you with suggestions however; you need to be aware that it can be a challenging experience which is often not as straightforward as it first appears.

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 organising 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 website.

FINALLY…..

Organising a reunion event requires a great deal of work and commitment from the members of the Organising Committee.

It should not be a task which is undertaking lightly!

Having mentioned this however, the opportunity to reconnect with your fellow graduates in a social setting is often extremely enjoyable and will no doubt be a highlight of your social calendar year.

All the hard work is most definitely worth it!