

# ALUMNI REUNION WEEKEND

## 2024 Reunion Planning Checklist

Alumni Reunion Weekend is the perfect opportunity to connect, reminisce, and see old friends. Leading a reunion is a rewarding experience and our team is available to support your planning. Your reunion success is our priority.

### Role of the Reunion Leader

- Primary contact for your reunion and classmates
- Connecting with Alumni Affairs & Development (AA&D) on reunion interest
- Signing volunteer confidentiality form
- Requesting class/group list
- Consulting your class, executive, or fellow planners to begin planning reunion itinerary
- Making any special requests on behalf of your reunion group to AA&D
- Make reunion decisions and communicate final plans to AA&D
- Promoting your reunion to classmates/friends through email, phone calls, and a reunion newsletter (if desired)
- For on-campus reunions select menu, location, time, etc. in consultation with Hospitality Services
- Arranging for audio/visual equipment rental through AA&D
- Coordinating any off-campus reunion events, including registration and payment for those events

### Role of Alumni Affairs & Development Staff

- Providing Reunion Leaders with updated class lists
- Providing programming opportunities for alumni throughout the weekend
- Assisting with formatting and deploying reunion newsletters to reunion groups, if requested
- Promoting reunion activity on website and sending evite
- Co-ordinating registration and payment (if applicable)
- Providing regular updates on registration numbers
- Fundraising support for groups interested in celebrating a milestone anniversary through a class group project

### Role of Hospitality Services

- Determining and securing the best space on campus for your group event
- Providing guidance and pricing on menu selections, wine and bar decisions, and on-campus accommodations

## Key Dates Checklist

Deadline Date		Details
<input type="checkbox"/>	Aug 2023- Oct 2023	1) Connect with Alumni Affairs on reunion interest 2) Sign Volunteer Confidentiality Form 3) Request class/group list
<input type="checkbox"/>	October 12, 2023	Attend <b>Reunion Leader Meeting</b>
<input type="checkbox"/>	November 2023	1) Consult your class, executive or fellow planners to begin making reunion decisions 2) Compile content for your reunion newsletter 3) Confirm reunion plans for AW24
<input type="checkbox"/>	December 01, 2023	Deadline to submit your <b>Reunion Participation Form</b> to secure your group activity at AW24
<input type="checkbox"/>	February 01, 2024	Deadline for additional reunion details to ensure inclusion in Alumni Reunion Weekend marketing materials.  <i>All events your class will attend as a group must be provided to reunions@uoguelph.ca. For any off-campus activity, please provide times, venues, pricing, and the appropriate contact info.</i>
<input type="checkbox"/>	March 01, 2024	Deadline for submission of reunion newsletters for mailing before <b>Alumni Reunion Weekend 2024</b>
<input type="checkbox"/>	Early May 2024	Registration opens for <b>Alumni Reunion Weekend 2024</b>  <i>Registration for Alumni Reunion Weekend will be accepted online, by mail, phone, or in person.</i>
<input type="checkbox"/>	May - June 2024	Reunion Leaders who have signed a Volunteer Agreement will receive regular updates of registrations for their group specific activities
<input type="checkbox"/>	June 21-23, 2024	<b>Alumni Reunion Weekend 2024</b>

### GENERAL INQUIRIES & REUNIONS

reunions@uoguelph.ca  
 (519) 824-4120 ext. 56934  
 University of Guelph Reunions

## Event Registration

### On-Campus Events

AA&D will manage all the registrations and payment (if applicable) for on-campus events. The Alumni Reunion Weekend brochure and registration form will be mailed in April to anniversary classes, as well as to classes and groups with confirmed on-campus reunions. We accept registrations in person, by mail, phone, online ([www.alumni.uoguelph.ca/alumniweekend](http://www.alumni.uoguelph.ca/alumniweekend)). Payment must accompany all on-campus registrations for paid events.

### Off-Campus Events

AA&D will help you publicize off-campus events in the Alumni Reunion Weekend brochure, on our website, or in a reunion newsletter. However, we are unable to track registrations or take payment for these events. This may be a suitable task for a member of your reunion group.

### Important Notes

- Please encourage your classmates to register early, as some events will sell out
- Individuals with allergies or dietary restrictions should indicate these at the time of registration

### CONTACT INFORMATION

reunions@uoguelph.ca  
(519) 824-4120 ext. 56934  
University of Guelph Reunions

## Schedule of Main Events

\*times and locations are subject to change

<b>Fri, June 21</b>	3:30 pm - 5 pm	Campus Tours	Various
<b>Sat, June 22</b>	9 am - 10:30 am	Campus Tours	Various
	9 am - 11 am	OVCAA Welcome Breakfast & AGM	OVC Lifetime Learning Centre, OVC Cafeteria,
	11:30 am - 1:45 pm	President's Milestone Lunch	Guelph Gryphons Athletics Centre
	2:30 pm - 4 pm	Campus Tours	Various
	Evening	OAC 150th Celebration and BBQ	Johnston Green
	Evening	Class receptions and dinners	Various
<b>Sun, June 23</b>	8 am - 10 am	Campus Tours	Various

## Hospitality

### Space Bookings On-Campus

There are many spaces available on-campus for different sized groups. Some rooms may have a rental fee. In addition, in certain rooms removal of the existing setup takes additional time so there may be charges for setup – the maximum charge for this is \$95.00. An appropriate room for your group can be found for you in consultation with Hospitality.

### Meals On-Campus

In accordance with University regulations, catering for all on-campus events is provided by Hospitality Services. They will provide advice in selecting a menu for your group and have special Alumni Reunion Weekend menu options for you to choose from. Please contact Hospitality for more information on menu options.

\*\*Please note: Service charges will be waived for groups booking events through AA&D

### Licensed Functions On-Campus

Some venues can be licensed for meals (after 12 pm only). For lunches and dinners with smaller attendance, you may choose to simply include the price of a glass of wine with your meal.

### Dietary Restrictions

Dietary concerns for any attendees can be easily accommodated through Hospitality Services. Please inform AA&D when registering and we will track and accommodate your dietary requirements.

### Any menu inquiries should be directed to:

Amanda Finoro  
Special Events  
519-824-4120, ext 52845  
finoroa@uoguelph.ca

## Local Accommodations

Many people attending Alumni Reunion Weekend will be coming from out of town. For anyone planning to stay overnight, we encourage you to make your reservations early as this is a busy weekend in Guelph.

Accommodation	Location	Booking Info	Rate	Link
Delta Hotel & Conference Centre	50 Stone Road W, Guelph N1G0A9	<a href="#">Book your group rate online</a>	\$205 - \$230 per night  <i>Deadline: May 24, 2024</i>	<a href="http://uoguel.ph/delta24">uoguel.ph/delta24</a>
U of G Conference Services	<i>Info coming Jan 2024</i>	519-824-4120 ext. 52353	<i>Rates coming Jan 2024</i>	<i>Info coming Jan 2024</i>
Fairfield Inn & Suites by Marriott Guelph	35 Cowan Place, Guelph, ON N1G 0C1	519-763-2339 <i>Mention University of Guelph Alumni Reunion for rate</i>	\$259.99 – 2-night minimum  <i>Deadline: May 10, 2024</i>	<a href="http://uoguel.ph/fairfields24">uoguel.ph/fairfields24</a>
Hampton Inn and Suites	725 Imperial Rd N, Guelph, ON N1K 1X4	519-821-2144 <i>Mention University of Guelph Alumni Reunion for rate</i>	\$259.99 – 2-night minimum  <i>Deadline: May 10, 2024</i>	<a href="http://uoguel.ph/hampton24">uoguel.ph/hampton24</a>

## Audio Visual Equipment Rental

For Resources such as TVs, VCRs, CD/DVD players, microphones, screens and podiums are available for your event. Full list of AV equipment: [opened.uoguelph.ca/instructor-resources](http://opened.uoguelph.ca/instructor-resources)

## Other Information

### Construction

There are often construction projects taking place on-campus during the summer. We will do our best to minimize any possible impact on reunions and activities and we will notify you of construction zones prior to Alumni Reunion Weekend.

## Stay Connected

Stay connected with us for all things Alumni Reunion Weekend related

### GENERAL INQUIRIES

Annie Benko  
Chair, Alumni Reunion Weekend  
519-824-4120, ext 58952  
abenko@uoguelph.ca

### HOSPITALITY

Amanda Finoro  
Special Events  
519-824-4120, ext 52845  
finoroa@uoguelph.ca

### REUNIONS

519-824-4120, ext 56934  
reunions@uoguelph.ca

Stay connected with us on social media for all alumni-related events and initiatives

**Twitter:** @UofGAlumni  
**Facebook:** @UofGAlumni  
**Instagram:** @UofGAlumni  
**Linkedin:** @UofGAlumni  
**TikTok:** @UofGAlumni

[alumni.uoguelph.ca](http://alumni.uoguelph.ca)