Planning Your Reunion

Alumni & Reunion Weekend is the perfect opportunity to come back to campus, reminisce, and see old friends. Leading a class 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
- Consulting and coordinating with classmates to make decisions on reunion activities
- Making any special requests on behalf of your reunion group to your Alumni Advancement Manager, e.g. a tour of your college, or a visit from the Dean
- For on-campus reunions, select menu, location, time, etc. in direct consultation with Hospitality Services
- Arranging for audio/visual equipment rental through Alumni Affairs & Development
- Coordinating any off-campus events, including registration and payment for those events
- Promoting your reunion to classmates/friends through a reunion newsletter, e-mails, and phone calls

Role of Alumni Affairs & Development Staff

- Providing Reunion Leaders with updated class lists
- Co-ordinating registration and payment (if applicable) for all on-campus events, including on-campus reunions with details confirmed by January 15, 2021
- Attending the beginning of on-campus reunion events to assist with event check-in. This is for pre-meal receptions and meals only (not for meetings or tours)
- Coordinating audio/visual requirements through Hospitality Services
- Providing a reunion newsletter to on-campus reunion groups if requested
  - Your Alumni Advancement Manager is available to offer guidance on the content and format of your newsletter
  - Please note that in accordance with privacy legislation and University policy, reunion newsletters cannot contain contact information for any alumni without their express permission given to AA&D
  - If you wish to have a newsletter, content must be submitted to your Alumni Advancement Manager by February 12, 2021

Stay Connected

GENERAL INQUIRIES & REUNIONS
Alexandra MacDougall
Coordinator, Alumni and Reunion Weekend
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# Key Dates Checklist

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<th>Deadline Date</th>
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| **June-September 2020** | - Connect with Alumni Affairs on reunion interest  
- Sign volunteer confidentiality form  
- Request class/group list |
| **October 7, 2020**  | - Attend Reunion Leader Meeting                                                                                                                                                    |
| **November - January, 2021** | - Consult your class, executive or fellow planners to begin making reunion decisions  
- Compile content for your reunion newsletter |
- All on and off campus events your class will attend as a group and any other class or group activities must be provided to your respective Alumni Advancement Manager by Friday, January 15, 2021. Please provide contact info you would like to be included. Please remember to include times, venues, and pricing |
| **February 12, 2021** | - Deadline for submission of reunion newsletters to Alumni Advancement Manager for mailing before Alumni & Reunion Weekend  
- Deadline for anniversary pin requests  
- Deadline for selecting class photo event and location |
| **March 1, 2021**    | - Deadline for audio visual equipment requests to Alumni House                                                                                                                                 |
| **Early April 2021** | - Registration for Alumni & Reunion Weekend will be accepted online, by mail, phone, or fax, or in person  
- Payment must accompany all on-campus registrations for paid events |
| **May 2021**         | - Reunion Leaders who have signed a Confidentiality Agreement will receive weekly updates of registrations for their group-specific activities |
| **June 18, 2021**    | - Deadline for confirmed numbers for reunion lunches and dinners.                                                                                                                                   |
| **June 25 – 27, 2021** | - Alumni & Reunion Weekend 2021                                                                                                                                                    |