Managing Campus Anniversary Celebrations

Role of Campus Partnerws

- Confirming interest and support for celebration with AA&D
- Signing volunteer confidentiality form
- Determining organizing committee members
- Determining available budget for celebration event(s)
- Working with organizing committee to plan the celebration itinerary
- Making decisions and communicating final itinerary and plans to AA&D
- Promoting your celebration to unit through unit communications channels
- Managing and executing your celebration event(s) during Alumni & Reunion Week

Role of Alumni Affairs & Development Team

- Providing Campus Partner with updated alumni lists
- Facilitating broad programming opportunities for all alumni during the week
- Incorporating partner programming into Alumni & Reunion Week
- Promoting celebration activity on website and sending evite
- Co-ordinating registration and payment (if applicable)

Suggested Programming Ideas

- Webinar series or one-off webinar (live or pre-recorded)
- Pre-recorded or in-person tour(s) of key student or research space(s)
- Pre-recorded or live session with Dean or Director
- Virtual trivia night
- Virtual or in-person happy hour or reception
- Live Q&A with unit faculty, staff, and/or students

What to Think About & Key Deadlines

- November 29, 2021 – Confirm members of organizing committee
- December 17, 2021 - Create list of potential activities that you would like to host
- February 18, 2022 - Finalize list of reunion/celebration activities
- March 11, 2022 - Finalize details to execute activities and any special requests
- Early May – Invitations sent, and registrations begin through AA&D
- June 20-26, 2022 – Alumni & Reunion Week execution

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