

Alumni 2022 Reunion Checklist

Alumni & Reunion Week is the perfect opportunity to connect, 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 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 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

Role of Alumni Affairs & Development Staff

- Providing Reunion Leaders with updated class lists
- Providing access to Zoom platform for requested virtual reunions
- Providing programming opportunities for alumni throughout the week
- Providing reunion newsletter 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
- Providing support during virtual reunion event
- Enhancing virtual reunion activity with agreed upon activities (ex: mailed reunion boxes or virtual group reunion video)
- 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
- Accepting requests for audiovisual equipment requirements

Key Dates Checklist

Deadline Date	Details
Fall 2021	<input type="checkbox"/> Connect with Alumni Affairs on reunion interest <input type="checkbox"/> Sign volunteer form <input type="checkbox"/> Request class/group list
October 20, 2021	<input type="checkbox"/> Attend Reunion Leader Meeting
November - January, 2022	<input type="checkbox"/> Consult your class, executive or fellow planners to begin making reunion decisions <input type="checkbox"/> Compile content for your reunion newsletter <input type="checkbox"/> Select date and time for virtual or in-person reunion
February 2, 2022	<input type="checkbox"/> Deadline for inclusion of Reunion Event listings in the Alumni & Reunion Week 2022 marketing materials. <i>All events your class will attend as a group must be provided to reunions@uoguelph.ca by February 2, 2022. For any off-campus activity, please provide times, venues, pricing, and the appropriate contact info.</i>
March 03, 2022	<input type="checkbox"/> Deadline for submission of reunion newsletters for mailing before Alumni & Reunion Week 2022
Early May 2022	<input type="checkbox"/> Registration for Alumni & Reunion Week 2022 including payment if applicable
May - June 2022	<input type="checkbox"/> Reunion Leaders who have signed a Volunteer Agreement will receive regular updates of registrations for their group-specific activities
June 20-26, 2022	<input type="checkbox"/> Alumni & Reunion Week 2022

Stay Connected

GENERAL INQUIRIES & REUNIONS

Jana Miller

Chair, Alumni and Reunion Week

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