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

<table>
<thead>
<tr>
<th>Deadline Date</th>
<th>Details</th>
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<tbody>
<tr>
<td>Fall 2021</td>
<td>☐ Connect with Alumni Affairs on reunion interest</td>
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<td>☐ Sign volunteer form</td>
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<td>☐ Request class/group list</td>
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<td>October 20, 2021</td>
<td>☐ Attend <strong>Reunion Leader Meeting</strong></td>
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<td>November - January, 2022</td>
<td>☐ Consult your class, executive or fellow planners to begin making reunion decisions</td>
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<td>☐ Compile content for your reunion newsletter</td>
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<td>☐ Select date and time for virtual or in-person reunion</td>
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| February 2, 2022     | ☐ Deadline for inclusion of Reunion Event listings in the **Alumni & Reunion Week 2022** marketing materials.  
                        *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.* |
| March 03, 2022       | ☐ Deadline for submission of reunion newsletters for mailing before **Alumni & Reunion Week 2022** |
| Early May 2022       | ☐ Registration for **Alumni & Reunion Week 2022** including payment if applicable |
| May - June 2022      | ☐ Reunion Leaders who have signed a Volunteer Agreement will receive regular updates of registrations for their group-specific activities |
| June 20-26, 2022    | ☐ **Alumni & Reunion Week 2022**                                        |

### Stay Connected

**GENERAL INQUIRIES & REUNIONS**  
Jana Miller  
Chair, Alumni and Reunion Week  
519-824-4120, ext 58952 | reunions@uoguelph.ca