

# ALUMNI REUNION WEEKEND

## Managing Campus Anniversary Celebrations

### Role of Campus Partners

- 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 Weekend

### Role of Alumni Affairs & Development Team

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

### Suggested Programming Idea

- Session with Dean or Director
- Happy hour or reception
- Q&A with unit faculty, staff, and/or students

### What to Think About & Key Deadlines

- November 2023: Confirm members of organizing committee
- December 2023: Create list of potential activities
- February 2024: Finalize list of reunion/celebration activities
- March 2024: Finalize details to execute activities and any special requests
- Early April: Invitations sent and registration opens through AA&D
- June 21-23, 2024: Alumni Reunion Weekend