

How to organise your reunion - a step-by-step guide

Step 1: Decide who your reunion is for

- Decide who the target audience for your reunion will be. Do you want to organise a reunion for just your year group or the years either side as well?
- Do you want the people who you are inviting to bring partners with them?

What can we do?

- Search our database, which contains more than 2000,000 alumni, to find out who and how many are in your target group.

Step 2: Chose a date, venue and format

- Chose a date and book a venue. You may want to consider the following:
 - Format - you could arrange anything from a few drinks in a bar to a formal sit down dinner
 - Cost to attend
 - Does your venue have accommodation or is there a place nearby that can accommodate people?
 - Come back to campus and see what's changed. You can visit the Parkinson Building, Brotherton Library and the Union Building and Old Bar. If you want to visit your department, most are not generally open at weekends.

What can we do?

- Send you a list of potential venues in Leeds

Step 3: Invite people

- Write your invitation letter and design your RSVP form
- Ensure the following details are included:
 - Date
 - Time
 - Location
 - Cost to attend
 - How to book a place
 - How to book accommodation (guests normally book their own)

What can we do?

- Provide you with a template of an invitation letter and RSVP card
- Send emails and letters to your invitees*
- Publicise your event on the alumni website - www.alumni.leeds.ac.uk

**Due to the Data Protection Act, 1998, we are unable to disclose any personal information on our graduates. Therefore we can send out any emails or letters on your behalf.*

Step 4: Record responses

- Make sure that all replies are going to one central person who can keep a count of who will be attending.

What can we do?

- Be the main point of contact – we are happy to receive and forward emails if you would rather not give out your address on the website.

Step 5: Pre-event

- Do you want to send out a letter/ email listing the date, time, venue and brief details about the format of the event a few weeks prior to the event as a reminder to those attending?
- Make badges/ name labels for those attending.

What can we do?

- Provide you with a template for your pre-event letter

Step 6: At the event

- Do you want to capture 'what are you doing now details?' You could consider a visitor book or fill-in-your-details cards that can be shared with the group after the event
- Do you want to capture comments and feedback at the end of the event?.

Step 7: Post event

- As we provide our time searching our database for your classmates and sending out invites on your behalf we do stipulate that **reunion organisers provide us with a full list of those who attended** including their contact details.
- To encourage others to hold reunions we would also be pleased if you would:
 - Write a brief summary of how the reunion went to be published on the alumni website. Photos would also be very welcome.

What can we do?

- Update our database with who attended and update their details so they'll be invited to any further reunions
- Publish the reunion report on the website and send it out to the people who attended the event.

Offers to help you

On campus dining and accommodation

How about holding your reunion dinner on campus or staying in your former hall of residence? Contact the team at Meet in Leeds to see how they can help you. Call the Meet in Leeds team on 0113 343 3675, email enquiries@meetinleeds.co.uk or see www.meetinleeds.co.uk

Weetwood Hall

A former student hall of residence and now a 4* Conference Centre & Hotel, Weetwood Hall can offer rates exclusive to Leeds alumni. Weetwood Hall is a wholly owned subsidiary of the University of Leeds and has in the past eight years gift aided £2.72 million back to the University.

To discuss your requirements please contact the Group Reservations Office on 0113 230 6000. Just mention that you are a Leeds alumnus to get rates that are exclusive to Leeds alumni e.g. – get a junior double bedroom with breakfast for just £70 (usual rate £115).



Weetwood Hall



Superior Double room

Marriott Hotel

We work with the Marriott Hotel in the centre of Leeds to get good rates for private dinners and accommodation for our alumni. To discuss your requirements please contact the sales office on 0113 236 6366. Just mention that you are a Leeds alumnus to get rates that are exclusive to Leeds alumni.

Olive Tree Greek restaurant

Owned and run by Leeds alumnus George Psarias (MBA 1997) this small restaurant chain has restaurants in Headingley, Rodley and Chapel Allerton. A 10% discount is offered to Leeds alumni. To discuss your requirements, book a table in his restaurant or hire a room for private dining contact him on contact@olivetreegreekrestaurant.co.uk or call 0113 256 9283.

Contact us for more information

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Guide to planning a reunion – timeline

6 – 9 Months out

- Get in contact with the Alumni and Development Team
- Choose a date
- Find and book venue
- If you want to organise a campus tour get the alumni and development team to see if your old department will be open. If not a self guided tour around campus with a stop in the Old Bar is always an option.

6 months out

- Send out invitations to your reunion group
- Inform them of the date, time, venue and price
- Ask for dietary/ special requirements
- Give your attendees information on accommodation at the venue then attendees can book their own accommodation.
- If you are required to pay a deposit to the venue request cheques from attendees
- Ask for any gossip/ news that attendees or non-attendees might want to share
- Give them an RSVP date.

3 – 6 Months out

- Monitor responses
- If necessary think about sending out a follow up letter to all those who haven't replied.

1 – 3 Months out

- Start to finalise details with the hotel
- Choose your menu and confirm numbers

1 Month out

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- Send out a final letter/ email to those attending to confirm arrangements and the plan for the day.
- Ensure people have your contact number and the contact number of the venue in case they need it on the day.
- Final arrangements with the hotel including final catering numbers and any special dietary requirements.

Post event

- Send the Alumni and Development Team a full list of those who attended and their contact details.
- Send us a report and photos for our website too.

Enjoy your reunion!