



## *Plan a Reunion: Stay Connected to Classmates*

### What is a Reunion?

- It is the gathering of graduates, staff and faculty/coaches who have common connections through academic, athletic or social participation at TRU/UCC or Cariboo College during a defined period of time. (e.g. 1980 – 1895 TRU BSW Reunion.)

### Plan for Success:

Reunion Planning is as easy as: 1, 2, 3,	Action
<b>#1: Know your Reunion Group</b>	<ul style="list-style-type: none"> <li>• Identify the faculty or group, the years of participation and when.</li> <li>• Set up initial meetings to gather interested volunteers to help</li> </ul>
<b>#2: Event: Identify your event and your volunteers</b>	<ul style="list-style-type: none"> <li>• Collect a group of dedicated volunteers</li> <li>• Divide jobs to help disperse workload</li> <li>• The Advancement Office and Alumni Office can assist with this planning</li> </ul>
<b>#3: Contact Participants</b>	<ul style="list-style-type: none"> <li>• Request contact list from Alumni Office - <i>specific to your graduates</i></li> <li>• <a href="mailto:alumni@tru.ca">alumni@tru.ca</a>, 250-828-5264, GYM 321</li> <li>• Audit and update the addresses and contact info</li> <li>• Alumni Office can assist with contacts and mass email notices</li> </ul>
<b>Budget</b>	<ul style="list-style-type: none"> <li>• Plan your event to recover all costs</li> </ul>
<b>Communications</b>	<ul style="list-style-type: none"> <li>• Use a variety of media to distribute event info and invitations</li> <li>•</li> </ul>

Advancement Office & Alumni Office Assistance	Action
<b>Managing contact lists</b>	<ul style="list-style-type: none"> <li>• Assist with recording and updating accurate contact lists</li> </ul>
<b>Event planning</b>	<ul style="list-style-type: none"> <li>• Provide a step by step assistance with event planning</li> <li>• Assist with venues, equipment and décor planning</li> <li>• Assist with protocols, agendas, scripts and event timing</li> <li>• Assist with creating guests lists, and RSVP strategies</li> </ul>
<b>Marketing strategies</b>	<ul style="list-style-type: none"> <li>• Assistance with flyer/poster and news release formats</li> <li>• Develop a promotions plan</li> </ul>