

## A Volunteer’s Guide to School of Medicine and Biomedical Sciences alumni reunions and events

Thank you for volunteering to organise an alumni reunion or event. This is a great opportunity to connect with your fellow alumni, catch up and network.

### How Alumni Engagement can support your alumni reunion or event

- Distribute an invitation, one follow-up email and a post-event (thank you) email.
  - You can request these online:
    - Initial invitation planner: <https://forms.office.com/e/GXKk2VXccv>
    - Follow up email planner: <https://forms.office.com/e/29Ht080Q4A>
- Provide a template registration form.
- Direct you to event resources and recommended suppliers in Oxford.
- Provide menus, programs and yearbook templates.
- Promote your reunion via our website and the School of Medicine and Biomedical Sciences alumni e-Newsletter.
- Direct you to past reunion stories or organisers for some inspiration.
  - If you would like to contact a former reunion organiser, send an email to the Alumni Engagement Executive, indicating the type of event to try to match you up to someone who organised something similar.
- Invite staff from the School of Medicine and Biomedical Sciences and academic or clinical staff, past and present. *Please include them in the [email invitation planner](#).*
- Follow up – We would love to share your reunion story.

### Alumni Event Organising Proposal

When	What	Who/How
6-12 months before	Contact the Alumni Engagement Executive for Medicine	The Lead Alumni Organiser (LAO) of the event should contact the Alumni Engagement Executive (AEE) at <a href="mailto:eleanore.henderson@dae.ox.ac.uk">eleanore.henderson@dae.ox.ac.uk</a> to inform their interest in organising the event. The AAE will inform if other alumni are already working on a similar event and/or dates of other events.
	Set up an organising group	We strongly recommend having a group of 3 to 4 volunteers. The LAO should aim to engage their group. If they cannot find other volunteers, they can contact the AEE to help find some contacts.
	Decide on the format	LAO and the team.



6-9 months before	Define a budget	LAO and the team.
	Pick a date	LAO and the team. <b>Please inform AEE so that she can include it in the planning and inform future event organisers.</b>
	Find a Venue	LAO and the team. <i>AEE can provide links and recommendations if required.</i>
	Choose catering options	LAO and the team. <i>AEE can provide links and recommendations if required.</i>
	Optional: Set up a social media or whatsapp group	LAO and team.
	Review what extras you want to include and book them: Photographer, Speaker, Yearbook, etc.	LAO and team should decide what extras to include. <i>AEE can help with suggestions, suppliers and templates.</i>
3-6 months before	Send out invitations	LAO should complete the <a href="#">email invitation request form</a> . AEE will schedule and send the email based in the information provided.
	Record responses and special requirements (dietary, accessibility, etc).	LAO collects responses via email or online form.
	Receive payments	Bank transfer to LAO or team member's account or use online payment e.g, <a href="#">Collectiv</a>
One month before	Send final reminder prior to RSVP deadline	LAO should complete the <a href="#">follow up email form</a> . AEE will schedule and send the email based in the information provided.
A week before	Confirm numbers and details with your venue	LAO or team.
	Send out instructions and final information	LAO or team.
On the day	Final set up and details	LAO or team.
	<b>Enjoy the reunion</b>	Everyone!
After the reunion	Send out thank you emails, photos and feedback form	LAO and team provide a list of attendees and post-event email request form to AEE. AEE reviews and schedules the sending of the email.
	Make a summary for the Alumni website	LAO or team.
	Share your reunion planning experience with other alumni	LAO or team.

## Budgeting tips from a Year Champion:

1. Deposits: Some locations require substantial deposits. Depending on the group, you might want to consider asking attendees for an initial payment with the registration (up to 9 months before).
2. Beware of additional costs when choosing to host a reunion in a college:
  - a. Some colleges might charge you public liability insurance in addition to the cost of the meal.
  - b. Don't forget the various room hire charges (eg drinks reception room, dining room, and/or bar facilities). This can add quite a bit to the price quoted by a college for a dinner.
3. Adding a price for alcohol consumption is problematic as any consumption over that paid for in the ticket price must be settled afterwards - best to add a generous sum! It can always be refunded but the organisers don't want to be out of pocket after the party.

## Alternative solutions to simplify budgeting:

1. Book a private space in a local pub (such as Cape of Good Hope) for post dinner drinks. This helps reduce the space rental costs and enables each attendee to pay for their own alcohol consumption.
2. Choose an alternative to a college dinner: you can also organise a meal at a local restaurant (Cherwell Boathouse, etc.) or rent out a space for informal 'street food' such as the Oxford Rugby Football Club.

