

## Flinders University Alumni Reunion Toolkit

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Reunions are a wonderful opportunity to get together with your fellow classmates to reminisce about shared experiences, exchange latest news and reconnect with your University.

If you are thinking about arranging a reunion, please contact the Alumni Relations team in the early phases so that we can support you throughout your planning: [alumni@flinders.edu.au](mailto:alumni@flinders.edu.au)

### How to organise a reunion

1. **Let the Alumni Relations Team know** well in advance of your reunion so that we can offer you our maximum support.
2. Create a small group of **enthusiastic volunteers** from the reunion cohort – this is undoubtedly the key to a successful reunion as it is those personal connections that bring people together. However, if you are starting to plan an event by yourself we can put the call out to your cohort to gather volunteers to get involved.
3. We can help you send a **'save the date'** email well in advance (3 months minimum) of the reunion so that those based interstate or overseas have the opportunity to plan ahead.
4. Develop an idea of the **format** you would like your reunion to take – casual drinks catch up, cocktail reception, a formal lunch/dinner or a family picnic in the park. Many reunion organisers take advantage of the Alere Function Centre at the Bedford Park campus which offers free venue hire to graduates and can provide some great function packages.
5. Pricing your reunion tickets at an **affordable cost** encourages higher attendance. Be open to graduates bringing a guest as they may feel more comfortable attending.
6. **Invite your former lecturers and staff.** Your cohort might enjoy connecting with those who taught them – and Flinders staff would love to hear how your lives and careers have progressed. We can help you connect with lecturers and staff to let them know about the reunion.
7. Make the most of bringing your cohort together by **arranging a tour** of the University's Museum of Art, Tonsley campus or visit your former areas of study – especially if your reunion event is off-campus.
8. Consider a **reunion class gift.** As well as reconnecting with your friends and sharing memories from your time at Flinders, you could mark this milestone by supporting current students through an existing scholarship program. Or talk to our team to discuss your own project of support.

### How Alumni Relations can support your reunion

- Share class lists and highlight graduates with missing contact details.
- Assist with venue options at our Bedford Park, Tonsley or Victoria Square campuses, including Alere Function Centre at Bedford Park.
- Distribute 'save the date' emails and invitations.
- Collect registrations and payments on your behalf, along with venue payments.
- Provide a small University gift for each graduate who attends.
- Promote your reunion via our website, the monthly alumni eNewsletter and social media.
- Arrange campus tours.
- Invite Flinders staff, past and present.
- Assist the collation of reunion material, program, memorabilia and display material and collateral for the event.
- Provide a University speaker.
- Provide a photographer (for up to 2 hours).
- Event support – Alumni Relations team members can attend your event to help with set up and arrival.