



THE UNIVERSITY OF
MELBOURNE

Alumni-led Reunion Pack

Guide for Alumni Volunteers





Alumni-led Reunion Pack Guide for Alumni Volunteers

Introduction

Reunions are a wonderful opportunity to reconnect with classmates and share memories of your time spent at the University. We are committed to supporting reunion volunteers and have put this pack together to guide you through the event planning process. Your pack includes:

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Reunion planning

Following the task list below will ensure your cohort are given plenty of notice about your reunion. Please note that the size and complexity of your reunion will impact lead times and you may wish to adjust accordingly.

Reunions hosted by reunion volunteers are self-funded and self-facilitated events. The task list below provides an outline of the support that is offered to you by the University, to assist with your event.

The task list primarily focuses on the steps to take when hosting an in-person reunion, but some apply to an online reunion as well. We have also included a selection of tips should you wish to stage your [reunion online](#).

Minimum notice periods

The table below outlines our *recommended* timeframe, however the **minimum** notice periods required to support your reunion are as follows:

- Notification that you have scheduled, or wish to schedule a reunion – Three months prior to event date
- Preparation of class lists – Ten working days
- Email communication – Email content received four weeks' prior to a scheduled email send date (you will be provided with an email schedule after providing the event date)

Email Schedule Example:

Event date 1 October 2024

Email	Timeline	Content deadline	Email send date
Save the date	5 months prior to event	3 April 2024	1 May 2024
Invitation	2 months prior to event	9 July 2024	6 August 2024
Reminder to register	1 month prior to event	6 August 2024	3 September 2024

Task	Timeline	Alumni Relations team support
Before your reunion: <ul style="list-style-type: none"> • Request a class list from the Alumni Relations team (class lists show all alumni that graduated in your year and who we can contact on your behalf) • Check how many alumni from your cohort the Alumni Relations team can contact on your behalf • Check how many alumni you are in touch with through your networks 	6 months	We can check how many alumni from your cohort are contactable by email and where they are located and discuss this with you. See staff contact details in this pack to get in touch.
Schedule your reunion considering: <ul style="list-style-type: none"> • Best time of year • Best day of the week • Best time of day for your group • Public holidays and public events taking place 	6 months	We can give insight into major University events and include your reunion in our schedule to ensure there are no clashes.




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<p>Save the date email If your guests will be travelling from interstate and/or overseas, you may like to send out a 'save the date' email.</p>	5 months	We can send a 'save the date' email to your cohort.
<p>Activate your networks: Your network may be able to invite alumni with whom the University is not in contact.</p>	5 months	We can provide you with a class list indicating who we can and cannot contact. Note that we cannot share contact details. See privacy information in this pack.
<p>Format Determine the best format for your group e.g., in-person or online, a sit-down meal or cocktails, a lunch or evening event etc.</p>	4 months	See online reunion tips in this pack.
<p>Venue booking Book your venue and pay the deposit (if applicable).</p>	4 months	See list of venue recommendations and considerations in this pack.
<p>Catering Work with your venue to determine style of service and catering options. They will advise key dates for confirmation of guest numbers and final catering decisions.</p>	3 months	
<p>Entertainment and photography Decide if you will have entertainment and/or a photographer.</p>	3 months	See photography recommendation and entertainment recommendation in this pack.
<p>Price and guests Determine how much to charge per person and whether to include guests. The onus is on you to manage the budget and guest payments (including refunds where necessary).</p>	3 months	
<p>RSVPs An online RSVP form is recommended for streamlining the guest management process and for ease of taking payments.</p>	3 months	See registration platform in this pack.
<p>Email invitation Provide the Alumni Relations team with the event details to be emailed to your cohort. Please note that we are not able to coordinate hard copy invitation mail outs.</p>	3 months	See email invitation section of this pack for a list of details we require and the notice period required to coordinate an email to your cohort. See invitation example here:



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		 Reunion Invitation Example.pdf
Invite special guests/speakers Think about having a speaker or inviting guests who hold special memories for your cohort.	2 months	We can reach out to Faculty staff on your behalf if desired.
Monitor registration numbers Check registration numbers regularly and update your venue as required.	Ongoing	
Reminder email If registration numbers are low, contact the Alumni Relations team a month before your event and send through the current registration list.	1 month	We can send a reminder email on your behalf, 3- 4 weeks prior to your event.
Running order We suggest you put together a running order including assigning roles for tasks.	1-2 weeks	See sample running order in this pack.
Seating plan You may wish to prepare a seating plan. Speak with your venue about the best way to display a seating plan.	Week of event	
Name tags If you would like to provide guests with name tags, allocate someone to prepare them. We suggest using printable name badge labels for ease of preparation and transport.	Week of event	An example of the printable name badges we recommend are Avery Fabric Name Badge Labels .



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Registration platform

We recommend using the online platform, Eventbrite to collect guest details and take payments <https://www.eventbrite.com.au/>.

To ensure you have all the information you need and to enable your guests' attendance to be updated on the University database, we ask that you use the following mandatory fields as part of your registration form:

- Title, first name, last name
- Alumni ID (the Alumni Relations team can populate this on invitations for easy reference)
- Dietary requirements
- Accessibility requirements
- Contact phone number
- Email address
- Additional guest details (spouse/partner)

Venue recommendations

If you have decided to run an in-person reunion, when booking your venue, consider transport, parking, accessibility, and the cost and size of the venue. Some venues will take bookings subject to minimum numbers or a minimum spend on food and beverage. We recommend the following venues on or near to the Parkville campus precinct:

University House @ The Woodward Centre

Located on Level 10 of the Law Building at the University of Melbourne and features spectacular views of the city. <https://unihouse.org.au/function-private-dining-conference/>

University House Professor's Walk

Located on the University's Parkville campus in an elegant Victorian house with varied function and dining spaces, set amongst beautiful gardens and court yards. <https://unihouse.org.au/function-private-dining-conference/>

Contact details: Phone (03) 8344 5254 Email functions@unihouse.org.au

Melbourne Connect

Part of the innovation precinct located at 700 Swanston Street. This new building boasts smart and sustainable design and has a range of meeting rooms accommodating up to 42 people as well as several large multi-purpose event spaces*. <https://melbconnect.com.au/>

Contact details: Phone (03) 9035 5553 Enquiry form: <https://airtable.com/shrqsFj4FgR1qylQx>

Naughtons Parkville Hotel

Located at 43 Royal Parade, they have private areas available to book for seated dining functions for up to 50 guests, or for standing functions with canapes and drinks for to 120 guests*.

<https://naughtonshotel.com.au/functions/>

Contact details: Phone (03) 9347 2255 Email info@naughtonshotel.com.au



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Prince Alfred Rooftop & Bar

Located at 191 Grattan Street, they offer private and semi-private spaces, both indoor and on their rooftop, across two levels. Dining functions can seat up to 40 in the dining room or top bar and standing functions with canapes and drinks can host up to 450 guests*.

<https://www.princealfred.com/>

Contact details: Phone (03) 9982 1813 Email info.princealfred@ausvenueco.com.au

The Clyde Hotel

Located at 385 Cardigan Street. This historical hotel is one block from the University of Melbourne and has a range of function rooms accommodating from 30 to 120 seated guests*.

<https://www.theclydehotel.com.au/>

Contact details: Phone: (03) 9347 1874 Email info@theclydehotel.com.au

It is your responsibility to ensure that all laws are complied with when organising and running an event including obtaining any necessary permits and consents and complying with all relevant COVID-19 related restrictions.

Entertainment recommendation

Music adds ambiance and a welcoming feel to your event. If you are planning on having live music, we recommend using the University of Melbourne Medical Student's Society Orchestra to perform at your event.

Options offered:

- full orchestra performances
- smaller chamber ensembles e.g. string ensemble and string quartet
- different chamber groups as required.

Pricing:

- charging the market rate of \$100 per person / hour for small group ensembles.
- costs for the full orchestra can be determined on a case-by-case basis depending on the program requirements.

Contact:

orchestra@ummss.org.au

<http://www.ummss.org.au>

<https://www.facebook.com/UMMSSO/>

Please speak with your venue prior to booking live entertainment, as they may have space and sound considerations that you need to be aware of.

If you do not have budget or space at the venue for live music, your venue should be able to play background music through their sound system. Please check this with your venue.

Photography recommendation

Celebrate your reunion by hiring a photographer to capture the event for years to come. The Alumni Relations team recommends using the University of Melbourne photography club, Fotoholics.



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Fotoholics is one of the largest photography clubs in Melbourne. It is a student-run non-profit organisation and is based at the University of Melbourne. Their service is reasonably priced with hourly rates ranging from \$80 to \$100.

Contact via Facebook: <https://www.facebook.com/fotoholics.org>

The Alumni Relations team also recommend Artificial Studios who are a regularly sourced by the University for large scale events. You can contact them via email: info@artificialstudios.com.au or phone: 0419 183 829.

Sample running order

This is an example of a running order that you may like to use. Note that tasks and activities will need to be updated depending on the nature of your reunion.

EVENT RUNNING ORDER

EVENT NAME
DATE AND TIME
VENUE

Time	Activity	Task
6pm	Guests arrive at venue. Bar service available for guests	Meet early arrivals. Ensure bar is serving drinks
6.45pm	Guests are seated for dinner	Make announcement and/or usher guests to seats
7.00pm	Welcome speech	Ensure music is paused. Prompt speaker
7.15pm	Dinner served	
8.15pm	Dessert served	
8.30pm	Group photo	Make announcement for guests to gather
9.00pm	Event concludes	
9.30pm	Venue closes	Ensure all guests are departing

This is a good place to include information that you will need easy access to on the day of your reunion, such as contact numbers of your speaker and photographer.

Email Invitation

The Alumni Relations team can facilitate communications to your cohort on your behalf, including:

- Save the date email
- Email Invitation
- Reminder to register email.

Once we know your event date, we will provide you with a schedule detailing your email send dates and deadlines for email content to be submitted. We must receive your email content **at least four weeks prior** to the scheduled send date. Note that this is the date the email is being sent, not the event date.



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For an invitation email, we require the following details:

- Name of the event and a brief message to your guests
- Date and time
- Venue details (or name of online platform if being hosted online)
- Accommodation details if relevant
- Link to registration form. See [registration platform](#) section of this pack for a list of required fields to include in your registration form
- Contact details for enquiries

Online reunions

Given the difficulty for some groups to hold in-person events due to COVID-19 and for those cohorts that are wider spread geographically, you may wish to consider holding an online reunion. If you choose to host an in-person event, it is your legal responsibility to ensure that you host a COVIDSafe event in accordance with current public health advice as available on the University's COVID-19 website.

If you would like to host an online 'get together' for your class, there are many video conferencing platforms available which you can use. Some of the more common platforms with free plans are listed below. When choosing a platform, you should take into consideration ease of use, maximum attendee numbers and the length of your event.

- [Zoom](#) ([getting started guide](#))
- [Microsoft Teams](#) ([quick reference guide](#))
- [Google Meet](#) ([Google Meet cheat sheet](#))
- [Skype](#) ([Getting started](#))
- [Webex by Cisco](#) ([Webex help centre](#))

In the lead up to your online reunion, we recommended:

- Familiarising yourself with your chosen platform so that you understand how it works and the features it offers.
- Doing a trial run with a friend to make sure your camera, microphone, sound, and internet connection are working well and there are no technological issues.
- Checking your room set up for appropriate lighting and any other requirements.
- Sending participant instructions for your chosen platform to those that have RSVP'd and encouraging them to download the appropriate app.
- You may also like to prepare some activities or talking points to keep the chat flowing nicely.
 - Consider asking attendees to bring along a photo and/or story to share about their time at the University or since graduation.
 - Invite a guest speaker.
 - Create a recipe for a 'class cocktail' inspired by your time at the University, provide a demonstration and time for attendees to make it.



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Privacy information

In line with Australian privacy laws, the University can provide reunion volunteers with a class list of alumni names as this information is available in the public domain. The University is not able to provide any further information, including contact details, to a third party in accordance with the legislation. Further information on the University's privacy policy is available at www.unimelb.edu.au/unisec/privacy.

The University is only able to update alumni contact details through express consent from the individual not via a third party. Should you or your classmates need to update your contact details, please create an account, and do so at this link: [Update Contact Details](#).

Disclaimer

The University of Melbourne's Alumni-led Reunion Pack is a guide only. The University of Melbourne does not warrant that the content of the guide is accurate or correct. It is your responsibility to ensure that all laws are complied with when organising and running an event including obtaining any necessary permits and consents and complying with all relevant COVID-19 related restrictions. The University of Melbourne accepts no liability for any loss or damage incurred by you or a third party in connection with this guide or any event organised by you.

Staff contact details

To have a conversation about running a reunion, please contact the Alumni Relations team member.

Advancement Office
Alumni Relations
Community and Volunteering

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+613 8344 9481

Good luck with planning your reunion and thank you for creating this opportunity for alumni to strengthen their ties with each other. We trust you and your guests will have a wonderful time and look forward to hearing stories from your event.