



UNSW
SYDNEY

Australia's
Global
University

UNSW

ALUMNI
REUNION
GUIDE



YOUR REUNION

As a graduate of UNSW Sydney, you belong to a community of over 300,000 alumni located around the world in over 150 countries.

No matter if your student days ended in 1967, 1987 or 2017; whether you live in Australia, Malaysia or the USA – there will always be a place for you and your classmates within our global UNSW alumni community.

We recognise that reconnecting with your classmates is an important part of your story. This guide (the UNSW Reunion Guide) will explain how UNSW's Alumni and Engagement team, and you as the event organiser, can work together to ensure the success of your event

The Guide provides you, as our alumni, with information on how to best organise a get together of your graduating class, and celebrate your time together while at university.

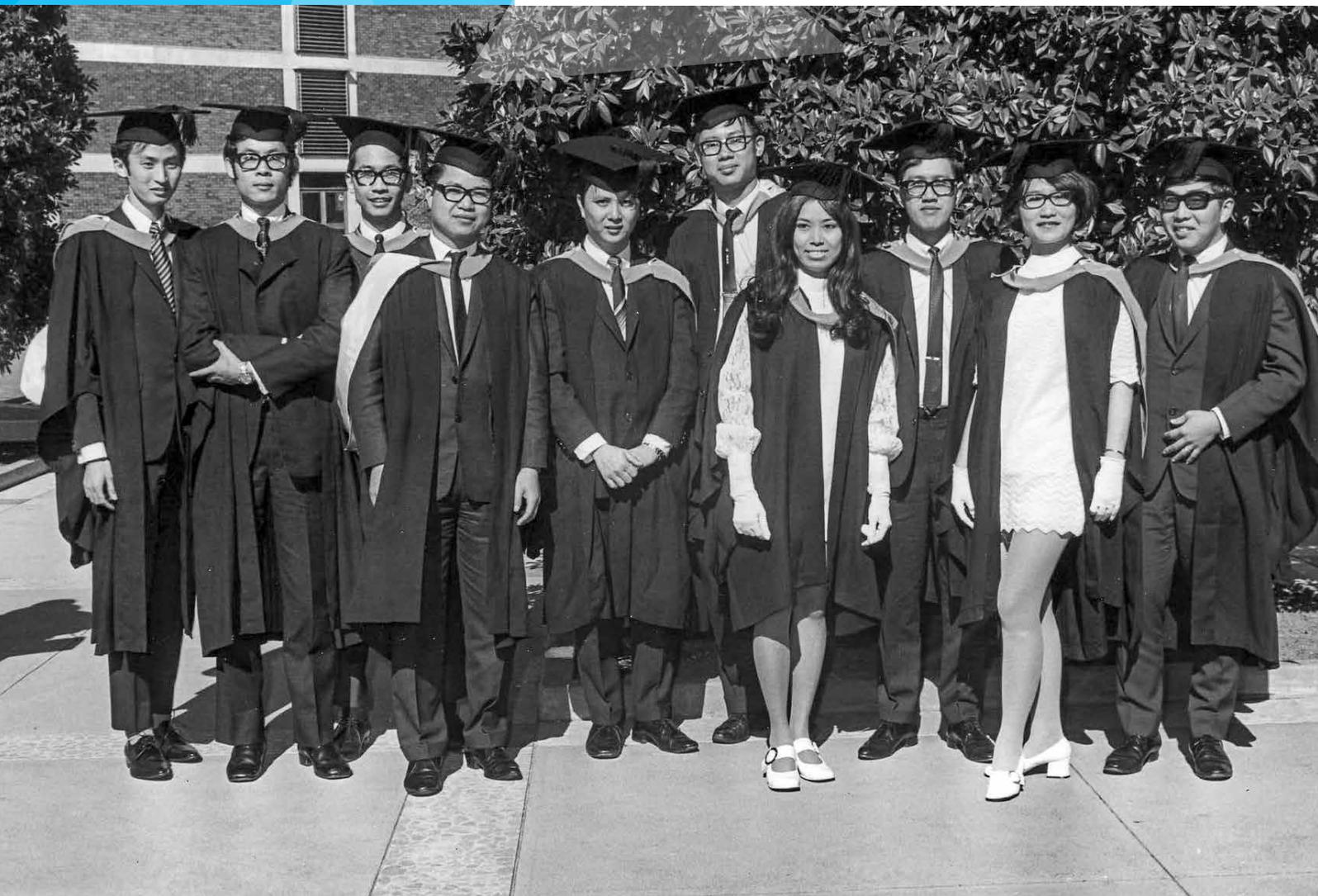
This guide covers Reunions within these UNSW Faculties:

- > Art and Design
- > Arts and Social Sciences
- > Built Environment
- > Business
- > Engineering
- > Law
- > Medicine
- > Science
- > UNSW Canberra

We can also support your affinity reunions, such as sporting groups and colleges.

TIPS & TRICKS

- 1 Plan it with a friend (or two!) if possible
- 2 Give yourself plenty of time to plan the event – these things take time
- 3 Find a date that gives those who are travelling from overseas enough notice
- 4 Consider an event that would be of interest, and is affordable to all your classmates
- 5 Collect money for the event beforehand
- 6 When deciding on your venue, remember to consider whether or not you will be extending the invitation to the partners of alumni
- 7 Ask your contacts if they are still in touch with anyone you have lost touch with



REUNION ORGANISER'S ROLE

If you and your fellow alumni want to hold a reunion, here is some information to help with your planning.

You will be accountable for ensuring there is enough initial interest before beginning to plan the event. Responsibilities will include event organisation, such as making the final decisions and serving as a main point of contact for the event.

Reunion Organisers are encouraged to form a Reunion Committee to help divide up roles and responsibilities and generally share the workload.

Provide content/details for the email invitation

Pull together all the key details, like the location, time, catering, theme, RSVP deadline and contact information for the Alumni and Engagement team to be able to issue the invite on your behalf.

Venue hire and catering

As a first step, feel free to reach out to the Alumni and Engagement team to request contact details for available on-campus venues and caterers.

Ticketing/funding of the event

If you're planning to fund the reunion through the members of your graduating class, ensure that this information is clearly indicated on your invitation.

Organising all logistics

Ensure you have a timeline mapped out ahead of time (see timeline on page 6) so that you take all the right steps at the right times.

Collate photos from the UNSW Archives (if applicable)

If you'd like to feature photos from your graduating class during the reunion, contact the Alumni and Engagement team to request access to the UNSW Archives. Additionally, it would be great to ask your classmates to submit any photos they might have.



ALUMNI & ENGAGEMENT TEAM'S ROLE

Photo: Jacquie Manning

Our role as the Alumni and Engagement team is to provide support in as many ways as possible to ensure you have a successful event.

If your event takes place on campus, we can discuss the possibility of:

- > Arranging tours of campus/ relevant buildings at UNSW
- > Organising a relevant keynote speaker at the event to represent UNSW (e.g. Head of School, Professors)
- > Please note this may be subject to staff availability.

Below is a list of ways in which we can offer support during your reunion planning stage.

- **Provide advice on venue and logistics**

We have a wide range of venue options for events of all sizes across campus, and can assist in suggesting venues that suit your event.

- **Provide relevant contacts at UNSW**

Once you are ready to take the next step, we can facilitate introductions to the right people across UNSW e.g. UNSW Hospitality, Estate Management etc.

- **Design and send email invitations on your behalf**

Once we have the content from you, we can send out the invitations on your behalf to all your classmates that we have updated contact details for.

- **Promote your reunion on the UNSW Alumni website and in the Alumni Express newsletter (monthly e-publication)**

- **Manage RSVPs for the event**

- **Organise access to the UNSW Archives for you to gather photos and memorabilia**

- **Provide a template and instructions for name tags**

TIMELINE

6+ MONTHS PRIOR

- > Notify UNSW's Alumni and Engagement Team of your upcoming reunion and initial plans
- > Assemble Reunion Committee Members (if applicable)
- > Begin collating contact details of classmates to invite
- > Look into potential venues and suitable dates/times

4 MONTHS PRIOR

- > Confirm date/time and book venue
- > Work out costs per person and ticketing for the event
- > Create a draft schedule of what is to be featured/included at the reunion (e.g. slideshow, speeches etc.)

2 MONTHS PRIOR

- > Liaise with UNSW's Alumni and Engagement Team to create email invitations to be sent to classmates
- > Begin to gather memorabilia and historical photos for the event (e.g. collect from classmates or go to the UNSW Archives)
- > Send reunion email invitations 6 weeks before event

2 WEEKS PRIOR

- > Confirm final guest list
- > Ensure all RSVPs and payments have been received
- > Share guest list with UNSW
- > Create name tags for the event

1 MONTH PRIOR

- > Make sure all AV requirements are able to be met by the venue
- > Ensure there is a Run Sheet, and logistics for the day are organised
- > Organise gift collection from UNSW (if applicable)
- > Follow up on any classmates who have not responded

**REUNION
TIME!**

USEFUL CONTACTS

General Enquiries

alumni.unsw.edu.au/reunions
+61 (2) 9385 3279
alumni@unsw.edu.au

UNSW Hospitality

hospitality.unsw.edu.au
+61 (2) 9385 1515
unswhospitality@unsw.edu.au

UNSW Faculty-Specific Enquiries

AGSM
alumni@agsm.edu.au

Art and Design
alumni.artdesign@unsw.edu.au

Arts and Social Sciences
arts.alumni@unsw.edu.au

Built Environment
bealumni@unsw.edu.au

Business
alumni@business.unsw.edu.au

Canberra
alumni@adfa.edu.au

Engineering
engalumni@unsw.edu.au

Law
lawalumni@unsw.edu.au

Medicine
medalumni@unsw.edu.au

Science
scialumni@unsw.edu.au

Affinity/Group Reunions
(incl. Sports, Colleges etc)
alumni@unsw.edu.au

