The discount hire rates shown in this booklet are only valid for University of Sydney alumni reunions.

All rates quoted include the cost of cleaning, an attendant, and any existing audio visual equipment located within the venue hired.

The hourly rate is applicable Mondays through Fridays only, up to a maximum of 6 hours. For periods greater than 6 hours, the half-day and full-day rates apply.

On weekends and public holidays the minimum hire charge will be the applicable half day rate.

All rates shown are in Australian dollars and are inclusive of GST.

Please note that the prices shown in this brochure are correct as at February 2008, and are subject to change without notification.

To receive the discounted hire rates show, the Alumni Relations Office will need to make this booking on your behalf.

If catering is provided by University Venues the hire fee may be waived.
Dear Alumni

We are delighted that you are planning a reunion! The Alumni Council in conjunction with the Alumni Relations Office has developed this reunion planning guide to help you in the process of coordinating your reunion. We ask that you read through the guide in detail as it was prepared especially for you to become aware of the many services that we provide to support your reunion.

Most importantly, it provides you with the essential tools to create a memorable and successful event!

Reunions provide an excellent opportunity to come together with old classmates and friends, expand your professional network and receive news on how the University and your faculty or school are advancing. Your graduation year or group will remember the University in its own distinctive way, and your events can be fun and enjoyable, and sometimes educational for all reunion participants.

Importantly, the University offers various campus venues to hold your reunion events and activities, with excellent discounts for alumni groups.

We encourage you to use this reunion guide to take advantage of alumni services available for all reunion organisers. We will work with you to make your event a wonderful experience. And remember … in your event planning, keep your University of Sydney traditions alive!

Sincerely,

Dr Barry Catchlove (MBBS ’66) 
President, University of Sydney Alumni Council

Ms Tracey Beck
Director, Alumni Relations
Introduction and useful tips

Reunions are a wonderful opportunity for alumni to get together, reminisce about shared experiences, exchange latest news and reconnect with the University. It is also an important social and networking occasion where you can find out about exciting developments and new projects that are taking place at your faculty or school.

A successful and memorable reunion will require a certain amount of planning and work. Forming a group of key organisers is a great way of getting people involved and sharing responsibilities and tasks. We recommend doing this when you first contact your fellow alumni regarding a reunion. You may also need volunteers to assist on the day of the reunion.

Perhaps the most important aspect of the reunion is selecting the date and venue. It is beneficial to contact as many alumni as possible to determine the most convenient time and date.

Once a date has been chosen then the type of reunion should be decided. Will it be during the day or at night? Will there be any activities, such as a guest speaker or a tour of your faculty? Will partners or family be invited?

When holding a reunion for the first time, selecting the format and type of reunion is best determined in consultation with other key organisers. You may also like to seek your alumni colleagues preferences.

Choosing a suitable location and setting a budget should also be done early in the planning stage. Usually you will need to ensure that the event fee covers all of the costs for holding the reunion.

The Alumni Relations Office provides a range of services to all reunion organisers that will make your event a great success, including:

- Providing a contact list of alumni in your class
- Assisting with the design and mail-out of invitations
- Providing access to University venues at discounted rates
- Promoting reunions in the Sydney Alumni Magazine, eSydney (our eNewsletter) and on the alumni website
- Booking University venues on your behalf
- Assisting with alumni gifts and brochures
- Providing advice on other organisational and marketing aspects of your reunion

How you can assist the Alumni Relations Office to ensure the success of your reunion:

- Contact the Alumni Relations Office if you are planning a reunion and let us know the date, venue and contact details of the reunion organiser/s
- Help us find ‘lost alumni’ whose contact details we no longer have due to their changes in address over the years. This means they no longer receive information about alumni activities that could be of great professional or personal interest to them
- Take photographs and forward copies to the Alumni Relations Office together with a short story for publication on the alumni website.

Useful tips

- It is recommended that reunions be held at a time when no other major events are held at the University or in your profession
- If the reunion is held on a Saturday evening, this leaves Sunday free for groups of friends to ‘do their own thing’, or to have a separately organised event such as a game of tennis or golf
- If the first two reunions are successful, often subsequent reunions are held every 5 or 10 years
- Ask one or two good speakers to give a short speech during the reunion. The Alumni Relations Office can help find speakers for your reunion
- Put together a reunion booklet, including short paragraphs of what everyone is up to. To make the reunion a memorable event we suggest that reunion organisers collect anecdotes, profiles and stories from classmates and compile this into a reunion publication. This can then be made available on the alumni website.
Useful tips and getting started

• Arrange a tour of the University campus or buildings of interest to your group. For further information on tours, contact:
  University Tours
  Museums and Collections
  Ph: +61 2 9351 2274
  Fax: +61 2 9351 5646
  Email: museums@usyd.edu.au

• Conduct a survey or questionnaire to gain information on fellow graduates to discuss at the reunion or to use to compile feedback on the reunion event

• Remember your Dean or former lecturers may also be delighted to attend your reunion, so don’t forget to invite them as well.

• If reunion participants want to support the University, the Alumni Relations Office can advise which areas require financial assistance (e.g. student scholarships, research projects, building restoration etc)

Getting started

1. Organising committee

It normally falls to one or two members of a graduating year or discipline group to form the organising committee. The people concerned are often established organisers of previous undergraduate events or just generally well known to the group.

2. Selecting a date

An initial meeting to plan dates, venues and so forth should ideally take place some 10 to 12 months prior to the event. Organisers will be surprised how quickly time goes when trying to contact people located around the world!

3. Decide on the style of the function

• Partners included/not included
• Dress e.g. smart casual, black tie etc
• Buffet or formal sit down dinner; i.e. an open buffet with unreserved tables and chairs can lead to members and partners circulating more freely during the reunion. However the format will depend on your groups’ special characteristics
• Other activities might include sports functions, debates, lectures, picnics or concerts
• Arrange for a lectern and microphone for announcements, and be sure to take group photographs.

4. Choose your venue

Alumni can access a wide range of University venues at a discounted price for holding a reunion.

Note: To receive the discount hire rates shown in this publication, the Alumni Relations Office will need to make this booking on your behalf. Please contact Josh Fry to arrange this (see back cover for contact details).

Spring Back to Sydney alumni reunion

The Spring Back to Sydney alumni reunion is a large annual reunion held by the University. Classes of each decade based on graduation year are invited to this special event. For example, the 2008 alumni reunion will be for those alumni who graduated in a year ending in ‘8’, e.g. 1938, ’48, ’58 and so on.

If your graduation year coincides with graduation years celebrated as part of the annual Spring Back to Sydney alumni reunion, we invite you to build your reunion program around the Spring Back to Sydney program. By partnering with us, reunion organisers will benefit from a range of marketing and administration support services! This also means that those attending your reunion can join in any of the great festivities, cultural and sporting events planned on the day. For more information on the Spring Back to Sydney reunion, please visit www.usyd.edu.au/spring_back or contact Sarah Portelli on +61 2 9351 6235 or email s.portelli@vcc.usyd.edu.au.
Getting started (cont) and reunion timeline

5. Mailing list
Inform the Alumni Relations Office that your group intends to hold a reunion. You will be sent a Volunteers and Casuals Agreement that you will need to sign and return, so a list of graduates can be provided. This will also show which of your fellow graduates do not have their current address listed on the University’s alumni database.

Take the Alumni Relations Office that your group intends to hold a reunion. You will be sent a Volunteers and Casuals Agreement that you will need to sign and return, so a list of graduates can be provided. This will also show which of your fellow graduates do not have their current address listed on the University’s alumni database.

Take this to your first or subsequent meeting and solicit the help of the organising committee in chasing up correct addresses for those marked ‘non current’.

Forward these new addresses for invitation purposes to Josh Fry at j.fry@vcc.usyd.edu.au or mail it to:

Josh Fry
Alumni Relations Office
Room K6.06, Quadrangle A14
The University of Sydney
NSW 2006 AUSTRALIA

Reunion timeline

9-12 months prior to reunion
- Contact the Alumni Relations Office to assist with your reunion
- Sign and return Volunteers and Casuals Agreement and obtain list of reunion class with contact details
- Contact fellow alumni seeking interest and input
- Determine your key reunion organisers
- Set date and book venue
- Develop your reunion budget:
  - Estimate reunion attendance
  - Total expenses (i.e. venue, catering, entertainment)
  - Determine reunion event price

6-8 months prior
- Formalise the type of reunion
- Identify and contact any speakers, musicians, photographers
- Revisit budget to ensure all costs are covered
- Once details are finalised contact the Alumni Relations Office again regarding invitations and promotion of the reunion
- Distribute lost contacts list via email

2-5 months prior
- Provide any updates for ‘lost alumni’ to the Alumni Relations Office
- Arrange volunteers for the reunion and double check all tasks are on track
- Create a master list from the file Alumni Relations provides to record all acceptances

1-2 months prior
- Finalise any programs, signs or displays for the evening
- Prepare a task list or running sheet for the day of the reunion
- Verify attendance of special guests and any necessary arrangements
- Send confirmation letters and receipts to all those attending (if applicable)
- Confirm attendance of musicians, photographers, caterers etc
- Arrange University memorabilia from the Alumni Relations Office

1 week prior
- Provide venue/caterers with final numbers for reunion
- Confirm venue will have all requested items available for the reunion – e.g. registration table, microphone, lectern etc

Reunion day
- Bring reunion task list – ensure everyone who needs a copy has one
- Brief all staff, including volunteers
- Ensure a lost alumni sheet is available for people to provide any updates

1 week after the reunion — follow up
- Send event photos and a short story about the reunion to the Alumni Relations Office so we can publish it on the alumni website. It is a great way to share the memories of the event with the rest of your friends who could not join you on the occasion.
- Review the list of ‘lost alumni’ contacts sent by the ARO prior to the reunion and advise of any address / email / telephone updates where possible
- Tell us if you want to volunteer to support other University alumni activities and programs
The alumni database

Reaching all graduates for the reunion year is key to ensuring the success of the reunion. The University's database of alumni is the basis of the invitation mailing list. Remember that the University's alumni database lists the year of graduation, not the year of final exams. Therefore, if final exams were passed in 1949 and the graduation ceremony was in 1950, the graduating year is 1950.

The Alumni Relations Office updates the alumni database whenever it is informed of address or name changes. However, sometimes people forget to inform us of their new details. Your organising committee can greatly assist us to locate these ‘lost alumni’.

Review the list of graduates provided to you by the Alumni relations Office. Help us to update the University's alumni database by researching all those marked 'non current'.

There may be additional graduates to whom you might like to send an invitation to. Those who studied with your year but deferred final examinations to another year will not be included on the list, but may still wish to attend. You may also like to invite the partner of a graduate who has passed away. Send any additional guest names and addresses to the Alumni Relations Office. The Alumni Relations Office will ensure that they also receive an invitation.

An Excel file and a PDF of graduates who have lost contact with the University will be provided. These files should be distributed electronically and should also be available at the reunion for people to update.

Please return all updated information to the Alumni Relations Office – the contact details are on the back of this booklet.

Information you may consider collecting:
- Name at graduation
- Name now* 
- Address
- Email
- Number of tickets
- Name of partner
- Special meal requirements
- Record of payments
- Information for targeted lists such as ‘currently overseas, untraceable and deceased

* Name and address fields can be merged to print adhesive labels for final mailings or to make nametags. Nametags should be in a suitable type size. (It has been found that having the Christian name centred in a larger type, i.e. Times 30 or 32 point and the surname underneath in a smaller type, has greatly assisted recognition!)

A guest list can also be prepared from the information collected.
Suggested service providers

**Venues and catering**

University Venues Office  
Level 2, Services Building G12  
The University of Sydney NSW 2006  
Tel: +61 2 9351 2952  
Fax: +61 2 9351 2560  
Email: univenues@usyd.edu.au  
Website: www.facilities.usyd.edu.au/services/univenue/about.shtml

Includes:
- The Great Hall  
- The MacLaurin Hall  
- Nicholson Museum  
- The Darlington Centre

The Venue Collection  
Contact: Rosemary Marin  
The Holme Building  
Science Road  
The University of Sydney NSW 2006  
Ph: +61 2 9563 6246  
Fax: +61 2 9563 6346  
Email: r.marin@usu.usyd.edu.au  
Website: www.thevenuecollection.com

Includes:
- Holme Building  
- Sydney Conservatorium of Music  
- Manning House  
- Veterinary Science Conference Centre  
- Wentworth Building

**Caterers**

European Catering & Special Events  
Contact: Arnold Huber  
9/566 Gardeners Road  
Alexandria NSW 2015  
Ph: +61 2 9317 2733  
Fax: +61 2 9317 5540  
Email: arnold@europeancatering.com.au  
Website: www.europeancatering.com.au

The Provin Group Specialist Catering  
Contact: Arthur Huxley  
96 Brenan Street  
Leichhardt NSW 2040  
Tel: +61 2 9564 1744  
Fax: +61 2 9564 1825  
Email: events@theprovingroup.com.au  
Website: www.theprovingroup.com.au

Snodgrass Catering  
Contact: Judith Sinclair  
Ph: +61 2 9698 0117  
Email: nourish@snodgrasscatering.com.au  
Website: www.snodgrasscatering.com.au

The Flower Room  
282 King Street  
Newtown NSW 2042  
Ph: +61 2 9550 3100  
Website: www.theflowerroom.com.au

Note: Consider that some people are sensitive to flower perfume.

**Photographers**

Ted Seeley Photography  
Ph: +61 2 9527 3071  
Fax: +61 2 9527 9236  
Mobile: 0418 404 188  
Email: ted@me-ted.com  
Website: www.me-ted.com

Patrick Nue Photography  
Ph: +61 2 8753 1992  
Mobile: 0414 289 465  
Email: info@patricknue.com.au  
Website: www.patticknue.com.au

Nuran Zorlu Photography  
Mobile: 0413 619 292  
Email: nuran@nuranzorlu.com  
Website: www.nuranzorlu.com

**Flowers**

Darling Buds  
Contact: Jennifer Mackay  
93 Booth Street  
Annandale NSW 2039  
Ph/Fax: +61 2 9550 3100  
Website: www.darlingbuds.com.au

The Flower Room  
282 King Street  
Newtown NSW 2042  
Ph: +61 2 9550 3100  
Website: www.theflowerroom.com.au

Note: Consider that some people are sensitive to flower perfume.

**Music**

The Conservatorium of Music provides a Musicians Referral Service, providing access to outstanding University students and alumni musicians ready to perform at events.

Further information:  
Ph: +61 2 9351 1431  
Website: www.music.usyd.edu.au/talent_facilities/hire_talent.shtml

**Audio visual**

Videoplus  
Contact: Jules Slade  
11 William Street  
Alexandria NSW 2015  
Ph: +61 2 9690 3400  
Fax: +61 2 9690 3499  
Email: info@videoplus.com.au  
Website: www.videoplus.com.au

Madzin Productions:  
Luke Shave  
Ph: +61 2 8209 3802  
Fax: +61 2 9316 5544  
Mobile: 0410 525 573  
Email: luke@madzin.com.au  
Website: http://www.madzin.com.au
Privacy policy and insurance

The University of Sydney privacy policy

The University will collect, manage, use and disclose personal information in accordance with all relevant legislation and standards. The Information Protection Principles contained in Part 2 of the NSW Privacy and Personal Information Protection Act 1998, except when qualified by any relevant Codes of Practice, will underpin all matters related to personal information in the University.

The University will:

• Only collect personal information for lawful purposes;
• When reasonably possible, only collect personal information from the individual to whom it relates;
• Only collect such information as is reasonably necessary;
• Notify the individual concerned when it collects personal information either at the time of collection or as soon as practicable thereafter;
• State what the personal information will be used for;
• State who will receive the personal information;
• State if the collection is voluntary, and the consequences for individuals if it is not, or only in part, provided;
• Provide contact details regarding who to contact regarding access to and correction of the personal information;
• Take reasonable steps to ensure that personal information holdings are relevant, not excessive, accurate, up to date, complete and that the collection does not unreasonably intrude on the personal affairs of individuals;
• Retain personal information for no longer than is necessary and then dispose of it lawfully and securely;
• Protect personal information from loss, unauthorised access, use, modification or disclosure or other misuse;
• Ensure that all reasonable steps are taken to ensure that personal information is not used or disclosed without authorisation by external service providers;
• Not disclose personal information outside the University or its affiliated student bodies except where:
  • the subject of the information has consented to the disclosure, or has been notified of the likelihood of the disclosure; or
  • the University is required by legislation, court order or other legally enforceable instrument and the request is in an appropriate written form; or
  • disclosure is reasonably believed to be necessary to prevent or lessen a serious and imminent threat to the life or health of any person.

In no other circumstances will personal information be disclosed. Approved by the Vice-Chancellor, 28 June 2000

Privacy
Archives and Records Management Services
Main Building, A14 The University of Sydney NSW 2006
Australia
E-mail: foi@mail.usyd.edu.au
URL: http://www.usyd.edu.au/arms/privacy/
Ph: (02) 9351 4263 Fax: (02) 9351 7304
Last Updated: 3 July 2000

Insurance

Any activity/function (e.g. reunion) that has been authorised by the Alumni Council and the Alumni Relations Office is covered by the University’s Public and Product Liability insurance. The organisation of the activity/function may be conducted by a third party on behalf of the Alumni Council. Any hiring agreements will be need to be in the name of the Alumni Council.
Discount hire rates for alumni reunions

The Great Hall
The Great Hall is regarded as the finest example of Gothic style Architecture in Australia. It seats up to 600 people theatre style, 600 for a cocktail event or up to 300 for a sit down dinner.

The Quadrangle lawn and Botany lawn can also be booked as an additional venue for small receptions or pre-dinner drinks. Marquees and furniture are permitted on lawns by application only. Additional fees apply for the lawn areas.

Please note the Caillon plays in the Quadrangle every Sunday between 2 and 3pm.

<table>
<thead>
<tr>
<th></th>
<th>Alumni Reunion rate</th>
<th>Standard rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hourly rate</td>
<td>$215</td>
<td>$714</td>
</tr>
<tr>
<td>Half-day rate</td>
<td>$1285</td>
<td>$4284</td>
</tr>
<tr>
<td>Full-day rate</td>
<td>$2142</td>
<td>$7139</td>
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MacLaurin Hall
MacLaurin Hall is located at the south-west corner of the Quadrangle building, diagonally opposite the Great Hall.

The MacLaurin Hall seats 450 people theatre style. For sit down dinners 350 and 450 for a standing cocktail event.

MacLaurin Hall does not have air-conditioning or heating installed. Portable heaters can be hired for your event via University Venues at an additional charge, this option should be considered for events during the winter months.

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<tr>
<td>Full-day rate</td>
<td>$2142</td>
<td>$7139</td>
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Darlington Centre
Fully-refurbished, this two-storey heritage residence houses a range of comfortable meeting, reading, lounge and dining rooms. Adjoining the magnificent old residence is the new contemporary conference centre with its spacious timber terrace areas, cedar and glass walled full-service indoor/outdoor restaurant and bar.

<table>
<thead>
<tr>
<th>Conference room 1</th>
<th>Alumni Reunion rate</th>
<th>Standard rate</th>
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<tbody>
<tr>
<td>Seats 50</td>
<td>Hourly rate</td>
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<td></td>
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<td>$164</td>
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<td></td>
<td>Full-day rate</td>
<td>$273</td>
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<tr>
<th>Conference room 1 &amp; 2</th>
<th>Alumni Reunion rate</th>
<th>Standard rate</th>
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<td>Seats 100</td>
<td>Hourly rate</td>
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<td></td>
<td>Half-day rate</td>
<td>$327</td>
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<tr>
<td></td>
<td>Full-day rate</td>
<td>$544</td>
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<table>
<thead>
<tr>
<th>Meeting room 1</th>
<th>Alumni Reunion rate</th>
<th>Standard rate</th>
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<tbody>
<tr>
<td>Seats 15</td>
<td>Hourly rate</td>
<td>$14</td>
</tr>
<tr>
<td></td>
<td>Half-day rate</td>
<td>$82</td>
</tr>
<tr>
<td></td>
<td>Full-day rate</td>
<td>$137</td>
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</table>

The Nicholson Museum
The Museum is an ideal venue for smaller groups of 20 or more right up to 250 guests for a standing cocktail event.

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<thead>
<tr>
<th></th>
<th>Alumni Reunion rate</th>
<th>Standard rate</th>
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</thead>
<tbody>
<tr>
<td>Hourly rate</td>
<td>$76</td>
<td>$170</td>
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<tr>
<td>Half-day rate</td>
<td>$458</td>
<td>$1016</td>
</tr>
<tr>
<td>Full-day rate</td>
<td>$762</td>
<td>$1694</td>
</tr>
</tbody>
</table>
For more information:

Josh Fry
Communications Coordinator
Alumni Relations Office
Community & Alumni Engagement Division
Ph: +61 2 9036 9222
Fax: +61 2 9351 0000
Email: alumniadmin@vcc.usyd.edu.au
Website: www.usyd.edu.au/alumni

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