“Reunions provide an excellent opportunity to come together with former classmates and friends, to relive old memories and build the future together.”

DAVID TURNER
PRESIDENT,
UNIVERSITY OF SYDNEY,
ALUMNI COUNCIL
Dear alumni

We are delighted that you are planning a reunion! The Alumni Council in conjunction with the Alumni and Events 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 former 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 event will 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

DAVID TURNER
PRESIDENT, UNIVERSITY OF SYDNEY ALUMNI COUNCIL

TRACEY BECK
DIRECTOR, ALUMNI RELATIONS AND EVENTS
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 within 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.

The Events 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 design and mail-out of invitations
- Discounted hire rates for University venues
- Promoting reunions in SAM, eSydney 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

Contact the Events 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.
9–12 MONTHS PRIOR TO REUNION

GETTING STARTED
Inform the Events Office that your group intends to hold a reunion. To obtain a list of your reunion class with contact details, please return a signed Volunteers and Casuals Agreement. This list will also show whose contact details are missing. Take the reunion class list to early meetings and solicit the help of the organising committee in chasing up correct addresses for those marked ‘non current’. Forward these new addresses to the Events Office via email so that invitations may be mailed and our database can be updated.

FORM AN ORGANISING COMMITTEE
After you have contacted fellow alumni seeking interest and input, hold a first meeting to appoint the organising committee. Normally one or two members of a graduating year or discipline group form the organising committee. The committee commonly consists of established organisers of previous undergraduate events or alumni generally well known to the group.

DECIDE ON STYLE AND TIMING OF THE FUNCTION
The range of reunion events is broad. Organisers may choose between luncheons, dinners, sports functions, debates, lectures, picnics, concerts and other event types. To create a successful reunion, the organising committee should consider their group’s preferences and needs e.g. an open buffet with unreserved tables will allow guests to circulate more freely.

The date of the event should be selected carefully. Organisers will be surprised how quickly time goes when trying to contact people located around the world!

Selecting a suitable venue is another key aspect of the reunion planning. Alumni can access many University venues at a discounted price for holding their reunion.

You should also develop a reunion budget by estimating attendance as well as expenses (i.e. venue, catering, entertainment) and determine the ticket price.

6–8 MONTHS PRIOR
In subsequent meetings the committee fulfils the following tasks:

– Identify and contact any speakers, musicians and photographers
– Consider arrangements for technical equipment and a lectern if required
– Revisit the budget to ensure all costs are covered
– After the details have been finalised, contact the Events Office regarding invitations and promotion and also forward lost contacts via email
– Invitations mailed

2–5 MONTHS PRIOR

– Keep forwarding any updates on ‘lost alumni’ to the Events Office.
– Arrange volunteers for the reunion and double check all tasks are on track.
– Create a master list from the file the Events Office provides to record all acceptances.
– Consider dietary requirements, payment options etc.
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 Events Office.

1 WEEK PRIOR
– Provide venue/caterers with final numbers.
– Confirm venue will have all requested items available for the reunion; e.g. the 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.
– Take plenty of photos to document your reunion.
– Enjoy yourself!

1 WEEK AFTER THE REUNION
– Send event photos and a short story about the reunion to the Events 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 Events Office prior to the reunion and advise of any address / email / telephone updates where possible.
– Tell the Events Office if you want to volunteer to support other University alumni activities and programs.
HOW YOU CAN HELP US TO ENSURE THE SUCCESS OF YOUR REUNION

– We recommend that reunions be held at a time when no other major events are planned 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.
– Remember that the University’s alumni database lists the year of graduation, not the year of final exams.
– It is beneficial to contact as many alumni as possible to determine the most convenient time and date.
– Ask one or two good speakers to give a short speech during the reunion. The Events Office can help find speakers for your reunion.
– To receive special rates for venues at the University, please book the venue through the Events Office. See the back cover for contact details.
– 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.
– Arrange a tour of the University campus or buildings of interest to your group. For further information on tours, contact:
  University Tours
  Ph: +61 2 9351 2274
  Email: museums@sydney.edu.au
– Design a survey 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.
– You may also like to invite the partner of a graduate who has passed away.
– If reunion participants want to support the University, the Events Office can advise which areas require financial assistance (e.g. student scholarships, research projects, building restoration etc).
– 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. (We have found that having the name centred in a larger type, greatly helps recognition!)

See nametag example:

First Lastname

– Prepare a guest list from the information collected.
– If the first two reunions are successful, often subsequent reunions are held every 5 or 10 years.
GREAT HALL

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

The Great Hall does not have installed air-conditioning or heating.*

THE QUADRANGLE (OUTDOORS)

The Quadrangle lawn and Botany lawn can also be booked as additional venues 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 Carillon plays in the Quadrangle every Sunday between 2 and 3pm.

MACLAURIN HALL

MacLaurin Hall is located at the south-west corner of the Quadrangle building, diagonally opposite the Great Hall.

MacLaurin Hall seats 450 people theatre style, 350 for sit-down dinners and fits 450 for a standing cocktail event.

MacLaurin Hall does not have installed air-conditioning or heating.*

*Portable heaters can be hired for your event through University Venues at an additional charge. This option should be considered for events during winter.
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. The Darlington Centre is ideal for groups of up to 20 people, and can seat 80 for dining or 150 for a cocktail event.

THE HOLME BUILDING

The Holme Building is a splendid and historic building, within the University grounds. Built in 1913, the Holme Building is enclosed by a beautiful garden which creates the perfect setting for sophisticated dinners, cocktail parties or any special occasion.

The Holme building has several function rooms that seat 18 to 220 for dinner, and 50 to 500 for a cocktail reception.

NICHOLSON MUSEUM

The Nicholson Museum holds the largest collection of ancient artefacts in Australia and is an intimate venue conveniently located in the Quadrangle. The Museum is an ideal venue for smaller groups of 20 or more right up to 250 guests for a standing cocktail event.

Please note that red wine cannot be served in the Nicholson Museum.

Venue photographs courtesy of the University of Sydney Venues Collection
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.

To avoid missing some of your peers, we will provide you with lists from the year prior and the year after as well as your year of graduation.

The Events 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 really help us to locate these ‘lost alumni’.

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

There may be other graduates to whom you might like to send an invitation. Those who studied with your year but deferred final examinations to another year may 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 Events Office, which will ensure they receive an invitation.

An Excel file and a PDF document 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 Events Office – the contact details are on the back of this booklet.

The Events Office can supply you with an Excel file to manage the attendee list and RSVP details. We suggest that you collect the following information:

- Name at graduation
- Name now
- Address
- Email
- Number of tickets
- Name of partner
- Special meal requirements
- Record of payments
- Information such as currently overseas, untraceable and deceased
INSURANCE
Reunions that have been authorised by the Alumni Council and the Events Office are 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 need to be in the name of the Alumni Council.

PRIVACY
The University of Sydney is subject to the NSW Privacy and Personal Information Protection Act 1998. The University’s Privacy Management Plan, produced in accordance with section 33 of the Act, available online as a PDF document, contains the University’s Privacy Policy and describes how it will be translated into the University’s business practices. Please visit sydney.edu.au/arms/privacy for further information.