



Having a fun social event is a great way to engage alumni, introduce them to your Chapter, and encourage participation. You will get to meet people in a casual setting and build relationships within your group. It is easy to arrange and fun!

For your event, you will choose the date, time and venue, and Alumni Relations Officers will assist you with sending invitations and taking registrations.

1. Contact an Alumni Relations Officers in the Advancement & Communications office

Let us know about your event! Get in touch with us so we can help you to choose a date and assist with planning. We will help to promote the event and assist you by supplying nametags and prizes. The more lead-time we have, the more opportunities we will have to promote your event in upcoming publications, so get in touch with us early. Take a moment to read through the event checklist; that will help you to plan your event.

2. Gather support

It is a good idea to find one or two other alumni in your area who can assist you in planning and hosting your event. Having more people makes the work easier and broadens connections so that you will reach more people.

3. Choose your venue

Finding a suitable and appealing venue can have a big impact on the turnout for your event. Try to find a venue in a central location that is easy to find and that has parking available nearby, and one that will appeal to a wide range of people. We have found that a pub is generally appealing to people as a fun and casual location, but it doesn't have to be a pub - you can hold a fun alumni event at a coffee shop, a bakery, a restaurant, or a brunch spot. For your first event though, we would recommend a pub and when you have built some relationships and met people, you can branch out to other kinds of events.

Contact the venue and confirm a reservation for your group. Make sure you find out if they have a fee or a minimum spend. Ask if they have discounts or can offer you any kind of deal - you're bringing them customers.

4. Invitations and Registration

Contact an Alumni Relations Officers to arrange for invitations to be sent out and for an online registration page to be set up. Normally, invitations are by email and we will also advertise your event on the U of R alumni website.

5. Event day

Your Alumni Relations Officers will send you the registration list before the event. Bring it with you so that you can track who attends and have them sign in. We will also supply you with address update forms. Greet people as they arrive and hand out name badges so they can put their name and grad year and degree on it. Circulate among your guests and introduce people to each other to help people meet. You can consider an ice-breaker game or a small trivia contest for prizes. Thank people for coming when they depart.

6. Follow up

Let us know about your event! Fill out our event questionnaire and return it to us so we can share your successes. Share any photos of the event so we can post them for others to see.

READY TO BEGIN? CONTACT US!

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University of Regina Chapters Event Checklist

This form will help you plan the tasks you need to complete to have a great event.

Before Event:

Check in with Alumni office <i>Let us know you want to hold the event so we can put it in our schedule.</i>	2-3 months ahead
Date of event confirmed	8 weeks ahead
Venue confirmed <i>Contact your Chapter Coordinator and give them the details.</i>	8 weeks ahead
Invitations sent <i>The Alumni office will send them on your behalf.</i>	6 weeks ahead
Follow up with alumni to promote attendance <i>Use your networks to promote the event. Consider phoning alumni to personally invite them.</i>	3 weeks ahead
Check in with Alumni Office <i>We will tell you how many registrations we have received so you can confirm you have enough space booked with your venue. We can also send you nametags and door prizes.</i>	2 weeks ahead
Social media <i>Share your event on Facebook and Twitter to create more interest.</i>	2 weeks ahead
Reminder sent <i>The Alumni office will send an email to remind people to register.</i>	1 week ahead
Re-confirm with venue <i>Make sure to give them an estimated head count and confirm the booking.</i>	1 week ahead
Receive registration list <i>Contact your Chapter Coordinator to receive the list.</i>	3 days ahead

Event Day:

Print list of attendees	
Greet guests, hand out nametags	
Take a group photo or candid photos throughout the evening	

Post Event:

Address updates, feedback form and photos sent to Alumni office	within 2 weeks
Event follow up <i>Fill out our event questionnaire and send the Alumni Office the list of attendees.</i>	within 2 weeks
Guests and helpers thanked	within 2 weeks