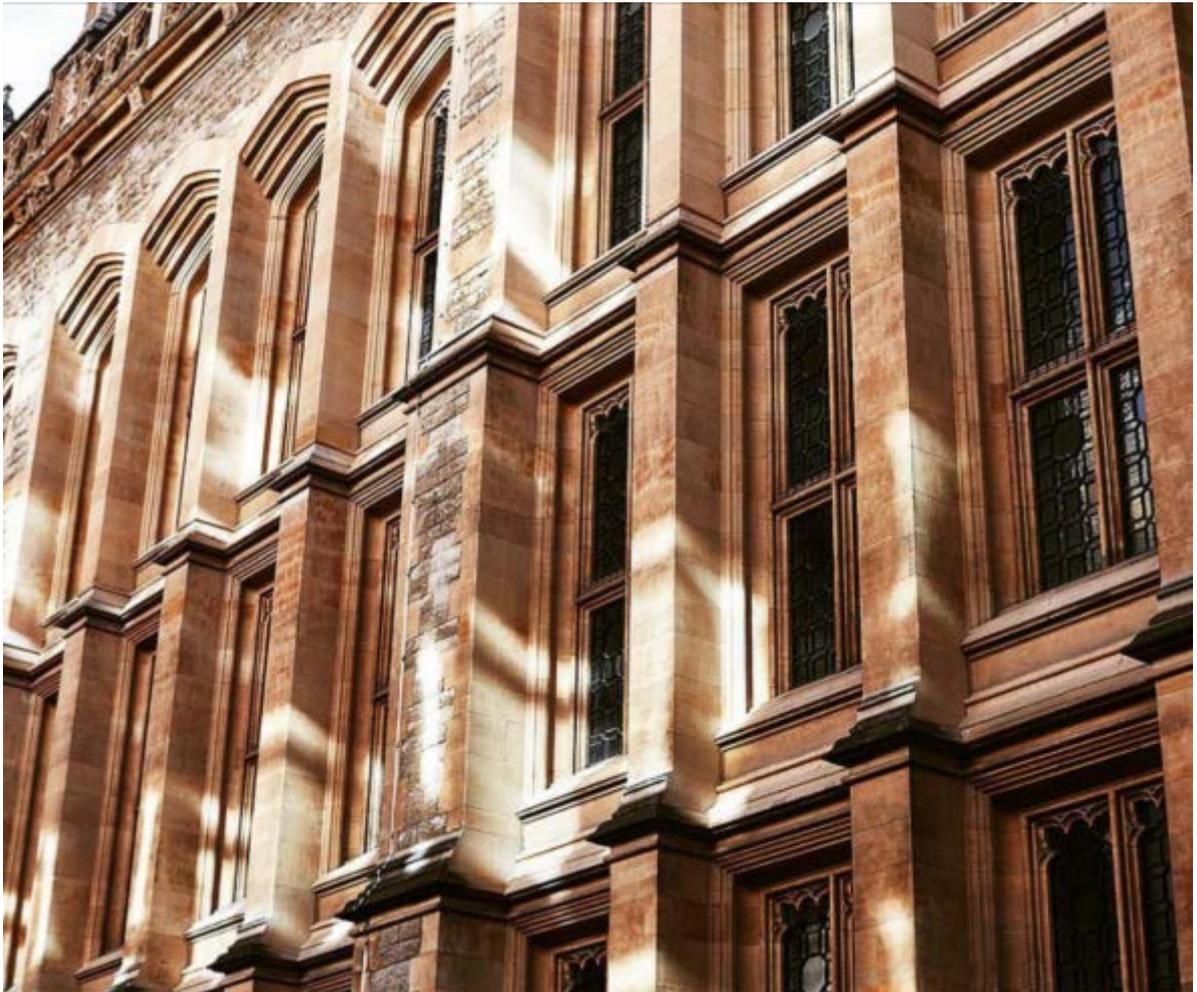


# ALUMNI REUNION GUIDE



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## The Alumni Office: Who we are and how we can help

Welcome to the King's College London Alumni Reunion Guide. It's wonderful to hear that you would like to organise a reunion to get in touch with former classmates and friends. We pride ourselves on providing inspiration and support for reunion leaders throughout the planning process.

This guide will take you through the entire journey of planning a memorable reunion, from getting in touch with old friends to choosing a venue and what to do after the event. We encourage you to organise your reunion to coincide with Alumni Weekend or Dental Alumni Weekend so that we can provide you with additional support. However, whatever you decide, we will support you along the way. Each reunion is unique, and what works for one group won't be appropriate for another. The points covered in this guide will help ensure yours is one to remember.

### Contact us...



[reunions@kcl.ac.uk](mailto:reunions@kcl.ac.uk)



+44(0)20 7848 7926



King's College London, Virginia Woolf Building,  
22 Kingsway, London, WC2B 6LE

## Organising your reunion in five easy steps

We've broken down the five steps to organising your own reunion and given you an overview of the support available. Choosing two or three other alumni to help with the planning is a good idea – and gives you the chance to reconnect ahead of the big day.

Don't forget, you can contact King's Alumni Office on [reunions@kcl.ac.uk](mailto:reunions@kcl.ac.uk) if you have any questions.

### 1 Set the ball rolling....

Let us know that you are planning a reunion. You will need to provide a summary of the event and who you would like to attend. We will also ask you to indicate if you would like us to promote your reunion (see point four below). You can do this using our [reunion leader online form](#).

### 2 Put it in diaries...

Once we have the event details, and who you want to come along, that's when we get started. **We will send the invites on your behalf, contacting classmates via email\***, asking anyone interested in the event to contact you directly. Please note that while we will aim to be as speedy as possible, it can take up to six weeks for us to send invites for your reunion. It is also important to note that we cannot send postal invites.

\*In compliance with Data Protection legislation

### 3 Start planning your event

We all know a reunion is only as good as the people there, but some event planning and logistics help too! So once you've told us about the event, it's time to get planning.

If you want to hold your reunion on campus, our dedicated university hospitality team, [King's Venues](#), can offer advice. If you would prefer local restaurants and bars in London, we can provide suggestions and share information on how past reunions have been organised. Please email us at [reunions@kcl.ac.uk](mailto:reunions@kcl.ac.uk)

### 4 Advertise your reunion

We ask you to indicate on the reunion form if you would like us to help advertise your reunion. There are a number of channels, including print and [online https://alumni.kcl.ac.uk/reunion-listings](https://alumni.kcl.ac.uk/reunion-listings). We ask you to indicate your preference and we will choose the most appropriate or effective channel accordingly.

There are lots of other ways for you to drum up interest with your old friends and classmates. We suggest you use social networks to promote the event. Facebook and LinkedIn groups are an ideal way to get in touch with alumni around the world quickly.

### 5 Enjoy it!

It's time to relax and catch up with old friends! Take plenty of pictures, chat about your former professors, past nights out and life after university.

The only other thing to do is circulate the attendance sheet included on page seven. We ask you to return the form following the event, either as a scanned email attachment or by post.



## How we can support you

The Alumni Office is here to help you to organise your event even if you chose to organise it outside Alumni Weekend or Dental Alumni Weekend (during these times you can coordinate with pre-booked venues and catering).

Outside of Alumni Weekend we can offer support in the following ways:

**Inspiration** - To get your creative juices flowing, [take a look](https://alumni.kcl.ac.uk/alumni-past-reunions) at how alumni have been celebrating their reunions so far at <https://alumni.kcl.ac.uk/alumni-past-reunions> .

**Materials for your reunion** - Alumni coming back to King's often want to know what is happening at their alma mater. The Alumni Office can provide you with leaflets, flyers and brochures.

**Follow up** – Please get in touch to let us know how your reunion went. Don't forget to include pictures to help people who were not able to attend to join in on the fun too! We will give you the opportunity to write a short review for our alumni communications channels, including the website and *InTouch* magazine.

### And remember.....

Every reunion is different, and there may be some of the above steps that you don't feel are necessary. The King's Alumni Office will be able to support your reunion planning no matter what form it takes, and we are always happy to hear if you'd like to do something a bit differently.

The King's alumni community love seeing reunions take place, and it's often from seeing pictures and stories that alumni are inspired to plan their own.

So what are you waiting for?

### Contact us...



[reunions@kcl.ac.uk](mailto:reunions@kcl.ac.uk)



+44(0)20 7848 7926



King's College London, Virginia Woolf Building,  
22 Kingsway, London, WC2B 6LE

## Holding your reunion on campus

One way to make sure your reunion really evokes memories of your time at university is by holding it on campus. We're lucky to have buildings at the very heart of London, with a wide array of venues on both the Strand and Guy's campuses available. Whether you would like an intimate small group meal or a buffet for fellow alumni, partners and families, King's Venues have created a delicious and varied menu that will suit your reunion.

The University's dedicated hospitality team, King's Venues, offer a range of locations and catering options to suit your event, and also offer a 10% discount on the venue hire charges exclusively for alumni.

For larger reunions that will include meals and drinks, it is encouraged that the reunion leader establishes how alumni will pay. In the past, we have seen groups set up separate accounts to organise payment, or arranging payments to a designated individual. The King's Alumni Office will be able to offer advice regarding this, however we cannot book venues on your behalf.

For more information on venues, menus and holding your memorable event at the university, contact King's Venues. The King's Alumni Office are unable to pay towards your reunion, however, we can offer advice and guidance on how best to organise paying a deposit on behalf of a large group.

### Contact King's Venues



[kingsvenues.com](http://kingsvenues.com)  
[kingsvenues@kcl.ac.uk](mailto:kingsvenues@kcl.ac.uk)

+44 (0) 20 7848 1700





## Reunion timeline

TASK	TIME	✓
Fill in the online reunion form or contact the Alumni Office to tell us about your reunion.	1 Year – 6 months before	
Set up a social network group to start advertising your reunion. Think about other ways you can promote your event.	1 Year – 6 months before	
Let the Alumni Office know how you plan to advertise your event – so that we can make any additional suggestions.	1 Year – 6 months before	
Choose a date for your reunion.	8– 6 months before	
Select a venue, style and catering for your reunion.	8 – 6 months before	
King's send out invitations for your reunion.	6 – 3 months before	
Alumni start to contact the reunion leader to confirm their interest in attending	5 – 3 months before	
Reunion leader sends out a final reminder and confirm numbers with your chosen venue.	1 month before	
Enjoy your reunion!	On the day	
Return the attendance form.	After your reunion	
Share photos and write-up with the Alumni Office.	After your reunion	

## Checklist

For reference, please find below a handy checklist of tasks that you need to complete. We have also indicated below tasks that we in the King's Alumni Office will undertake to help your reunion run as smoothly as possible.

Your tasks - Pre-event	Alumni Office tasks - Pre-event
Fill in the online form to tell us you are planning a reunion. Alternatively you can contact King's Alumni Office via <a href="mailto:reunions@kcl.ac.uk">reunions@kcl.ac.uk</a> or by calling 020 7848 7926.	
Complete and sign by hand the Request Form, being as detailed as possible, and return it to the King's Alumni Office.	
Plan a reunion to remember! Choose a venue, and let us know your plans so we can answer any enquiries from alumni.	Compile a list of available contact details for your reunion group, which can take up to <u>6 weeks</u> .
	Contact classmates by email, providing reunion leader's details for them to get in touch with the reunion leader directly.
	Advertise your event on our alumni communications channels.
Liaise with classmates who are interested in attending the reunion, clarifying the date and details.	Check in with the reunion leader a few weeks before to see if further help is needed.
	Provide literature and materials for your reunion.
We are always here to answer any queries about the reunion if alumni call us. For specific reunion enquiries we will direct alumni to their reunion leader.	

Your tasks – During the event	Our tasks – During the event
Enjoy catching up with old friends! Take plenty of pictures, reminisce about times gone by and catch up on where your post-university life has taken you.	
Circulate the attendance sheet and encourage attendees to provide up-to-date contact details.	

Your tasks – After the event	Our tasks – After the event
Send a copy of the attendance list to the King's Alumni Office (either by post or as a scanned document).	
If you would like to, we invite you to write a short summary of your reunion and include any pictures you'd like to share.	Publish your summary on our past reunions page, and potentially in <i>InTouch</i> too!

# Reunion Attendance Sheet



We'd also like to keep you up-to-date about alumni news, events and King's fundraising by email and phone, so we can get news to you quickly, keep our costs down and do our bit for the environment by saving on printing. In order for us to be able to do this please enter your contact details below.

King's College London will hold your details to keep you up-to-date on alumni news, events, fundraising and what's happening at King's. If you would prefer not to hear from us in future, please contact us on +44 (0)20 7848 3053 or email [alumoff@kcl.ac.uk](mailto:alumoff@kcl.ac.uk)

For information on how we will use your details please see our privacy policy: [alumni.kcl.ac.uk/privacy-statement](http://alumni.kcl.ac.uk/privacy-statement)

Reunion Leader name:
Date:
Subject:
Class of:

Please fill out the fields below to mark your attendance.				Enter your details below to stay up-to-date about alumni news, events and King's fundraising.				
Title	First Name	Surname	Date of Birth	Address	City	Postcode	Contact Number	Contact Email

Please print as many copies of this page as you require.