

Where do I start? -
A step-by-step guide to organising your reunion

Have you ever wondered what your University friends are up to now, and where they are? Many Sheffield alumni are keen to find out, so why not consider organising a reunion?

Don't be put off by the thought of the work involved in planning a reunion - The Development and Alumni Relations Office is here to help. If you can provide the interest and enthusiasm to organise an event, we can assist you in locating former class mates using our alumni database, which holds contact details for more than 125,000 alumni.

The University's Division of Accommodation and Campus Services can help with venues, catering and accommodation, and we can even suggest some local hotels offering special rates to Sheffield Alumni.

This step-by-step guide will act as a simple checklist to organising a successful event.

If possible it is best to allow a minimum of **six months** to plan your reunion, as our experience shows this is generally how long the organisation will take from start to finish.

Many reunions may require even longer than this, so be sure to give yourself plenty of time.

STEP 1: Decide on the group you want to reunite

E.g. all 1987 History graduates? All students who studied French from the early 1970's? or all former members of the 1950's rowing club?

You may like to celebrate a particular anniversary of your graduation, or since starting at University, such as the 10th or the 25th. It may be that you only want to meet up with half a dozen friends, or you may wish to hold a gathering for as many people as possible. The range and scale of the event is entirely up to you.

STEP 2: Decide what sort of event you want to have and where to hold it

Have you thought about trying to tie in with an event already taking place at Sheffield? Or would you prefer to visit Sheffield and have a private get together?

Do you want to include lunch or dinner on campus, visit your old department, have a night at the Students' Union or see how the city of Sheffield has changed? It may be more practical to arrange an event somewhere other than Sheffield, especially if you are living overseas and want to make contact with fellow graduates living in the same country.

If Sheffield is your chosen location here are a few contact details you may find useful:

- **The University's Conference Office** - for information on room hire and accommodation options - email conferences@sheffield.ac.uk or call 0114 222 8822. Visit their website www.conferencesheffield.com
- **The Students' Union** - for help booking or getting access to the Union's venues - email union@sheffield.ac.uk or call 0114 222 8500
- **Sheffield Tourist Information** - (<http://www.sheffield.gov.uk/out--about/tourist-information>) - for ideas on the attractions you could visit.
- If you plan to dine out in Sheffield, www.yell.com will give you full listings.

Remember to take into account how much the event will cost, both in terms of money and time, and how you can divide the cost between the attendees. The more affordable the event, the more likely it is that people will attend.

STEP 3: Find the names and contact details for your group

Try to find as many names and contact details as you can, even if they are a little out of date. You can also check *Sheffield Reunited* to see if any of the people you know are listed there. The Development and Alumni Relations Office can help to complete your list by searching the Alumni database to find graduates by subject, department, year of graduation and by present address. Although we are unable to give out addresses, we can provide a letter/email forwarding service.

To log-on or register with *Sheffield Reunited*, follow this link:
<https://www.shef.ac.uk/sheffield-reunited/welcome.do#nb>

STEP 4: Sending out invitations

We can contact selected Sheffield graduates on your behalf by sending out email notices or forwarding on letters. Due to the Data Protection Act we are unable to give out contact details, but you can send your email notice to alumni@sheffield.ac.uk and we will forward it on for you. Alternatively, send the correct number of letters to the Development and Alumni Relations Office, along with **unsealed stamped envelopes** for each person you wish to invite, and we will then address and seal the envelopes and post them on for you.

STEP 5: Wait for responses

All replies should be sent back to you, the organiser. This means that you will be able to monitor the progress of who is coming to your event. All we ask in return for forwarding your emails/letters is that you inform the Development and Alumni Relations Office of any changes to people's contact details so that we can keep our database up-to-date. We'd also like to know the names of all those who attend.

STEP 6: Turn up on the day and enjoy yourself!

Once the group has caught up and had an eventful time, please send in a write-up together with photos of the event. We will add it to the alumni website and we may even feature it in the annual alumni magazine, *Your University*.