



Alumni-led Reunion Pack

Guide for Volunteers



THE UNIVERSITY OF
MELBOURNE



Alumni-led Reunion Pack Guide for Alumni Volunteers

Introduction

Reunions are a wonderful opportunity to reconnect with classmates and share memories of your time spent at the University. We are committed to supporting reunion volunteers and have put this pack together to guide you through the event planning process. Your pack includes:

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Reunion planning

Following the task list below will ensure your cohort are given plenty of notice about your reunion.

Please note that the size and complexity of your reunion will impact lead times, and you may wish to adjust accordingly.

Reunions hosted by reunion volunteers are self-funded and self-facilitated events. The task list below provides an outline of the support that is offered to you by the University, to assist with your event.

Minimum notice periods

The table below outlines our *recommended* timeframe, however the **minimum** notice periods required to support your reunion are as follows:

- Notification that you have scheduled, or wish to schedule a reunion – Three months prior to event date
- Preparation of class lists – Ten working days
- Email communication – Email content received four weeks prior to a scheduled email send date (you will be provided with an email schedule after providing the event date)

| Task | Timeline | Alumni Relations team support |
|---|----------|--|
| Before your reunion: <ul style="list-style-type: none"> • Request a class list from the Alumni Relations team (class lists show all alumni that graduated in your year and who we can contact on your behalf) • Check how many alumni from your cohort the Alumni Relations team can contact on your behalf • Check how many alumni you are in touch with through your networks | 6 months | We can check how many alumni from your cohort are contactable by email and where they are located and discuss this with you. See staff contact details in this pack to get in touch. |
| Schedule your reunion considering: <ul style="list-style-type: none"> • Best time of year • Best day of the week • Best time of day for your group • Public holidays and public events taking place | 6 months | We can give insight into major University events and include your reunion in our schedule to ensure there are no clashes. |
| Save the date email If your guests will be travelling from interstate and/or overseas, you may like to send out a 'save the date' email. | 5 months | We can send a 'save the date' email to your cohort. |
| Activate your networks: Your network will likely be able to invite alumni with whom the University is not in contact. | 5 months | We can provide you with a class list indicating who we can and cannot contact. Note that we cannot share contact details. See privacy information in this pack. |

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| <p>Format Determine the best format for your group e.g., a sit-down meal or cocktails, a lunch or evening event etc.</p> | 4 months | |
| <p>Venue booking Book your venue and pay the deposit (if applicable).</p> | 4 months | See list of venue recommendations and considerations in this pack. |
| <p>Catering Work with your venue to determine style of service and catering options. They will advise key dates for confirmation of guest numbers and final catering decisions.</p> | 3 months | |
| <p>Entertainment and photography Decide if you will have entertainment and/or a photographer.</p> | 3 months | See photography recommendation and entertainment recommendation in this pack. |
| <p>Price and guests Determine how much to charge per person and whether to include guests. The onus is on you to manage the budget and guest payments (including refunds where necessary).</p> | 3 months | |
| <p>RSVPs An online RSVP form is recommended for streamlining the guest management process and for ease of taking payments.</p> | 3 months | See registration platform in this pack. |
| <p>Email invitation Provide the Alumni Relations team with the event details to be emailed to your cohort. Please note that we cannot coordinate hard copy invitation mail outs.</p> | 3 months | See email invitation section of this pack for a list of details we require, and the notice period required to coordinate an email to your cohort. |
| <p>Invite special guests/speakers Think about having a speaker or inviting guests who hold special memories for your cohort.</p> | 2 months | We can reach out to Faculty staff on your behalf if desired. |
| <p>Monitor registration numbers Check registration numbers regularly and update your venue as required.</p> | Ongoing | |
| <p>Reminder email If registration numbers are low, contact the Alumni Relations team a month before your event and send through the current registration list.</p> | 1 month | We can send a reminder email on your behalf, 3- 4 weeks prior to your event. |



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| Running order We suggest you put together a run sheet including assigning roles for tasks. | 1-2 weeks | See sample running order in this pack. |
| Seating plan You may wish to prepare a seating plan. Speak with your venue about the best way to display a seating plan. | Week of event | |
| Name tags If you would like to provide guests with name tags, allocate someone to prepare them. We suggest using printable name badge labels for ease of preparation and transport. | Week of event | An example of the printable name badges we recommend are Avery Fabric Name Badge Labels . |

Registration platform

We recommend using the online platform, Eventbrite to collect guest details and take payments <https://www.eventbrite.com.au/>.

To ensure you have all the information you need and to enable your guests' attendance to be updated on the University database, we ask that you use the following mandatory fields as part of your registration form:

- Title, first name, last name
- Alumni ID (the Alumni Relations team can populate this on invitations for easy reference)
- Dietary requirements
- Accessibility requirements
- Contact phone number
- Email address
- Additional guest details (spouse/partner)



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Venue recommendations

When booking your venue, consider transport, parking, accessibility, and the cost and size of the venue. Some venues will take bookings subject to minimum numbers or a minimum spend on food and beverage. We recommend the following venues on or near to the Parkville campus precinct:

University House at The Woodward

Located on Level 10 of the Law Building at the University of Melbourne and features spectacular views of the city. <https://unihouse.org.au/function-private-dining-conference/>

University House Professor's Walk

Located on the University's Parkville campus in an elegant Victorian house with varied function and dining spaces, set amongst beautiful gardens and court yards. <https://unihouse.org.au/function-private-dining-conference/>

Contact details: Phone (03) 8344 5254 Email functions@unihouse.org.au

Melbourne Connect

Part of the innovation precinct, located at 700 Swanston Street. This new building boasts smart and sustainable design and has a range of meeting rooms accommodating up to 42 people as well as several large multi-purpose event spaces*. <https://melbconnect.com.au/>

Contact details: Phone (03) 9035 5553 Enquiry form: <https://airtable.com/shrqsFj4FgR1qylQx>

Naughtons Parkville Hotel

Located at 43 Royal Parade, they have private areas available to book for seated dining functions for up to 50 guests, or for standing functions with canapes and drinks for to 120 guests*.

<https://naughtonshotel.com.au/functions/>

Contact details: Phone (03) 9347 2255 Email info@naughtonshotel.com.au

Prince Alfred Rooftop & Bar

Located at 191 Grattan Street, they offer private and semi-private spaces, both indoor and on their rooftop, across two levels. Dining functions can seat up to 40 in the dining room or top bar and standing functions with canapes and drinks can host up to 450 guests*.

<https://www.princealfred.com/>

Contact details: Phone (03) 9982 1813 Email info@princealfred.com

The Clyde Hotel

Located at 385 Cardigan Street. This historical hotel is one block from the University of Melbourne and has a range of function rooms accommodating from 30 to 120 seated guests*.

<https://www.theclydehotel.com.au/>

Contact details: Phone: (03) 9347 1874 Email events@theclydehotel.com.au

It is your responsibility to ensure that all laws are complied with when organising and running an event including obtaining any necessary permits and consents.



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Entertainment recommendation

Music adds ambiance and a welcoming feel to your event. If you are planning on having live music, we recommend using [Artist Bookings](#) or the University of Melbourne Medical Student’s Society Orchestra (UMMSSO) to perform at your event.

Contact details: orchestra@ummss.org.au <https://www.facebook.com/UMMSSO/>

Please speak with your venue prior to booking live entertainment, as they may have space and sound considerations that you need to be aware of.

If you do not have budget or space at the venue for live music, your venue should be able to play background music through their sound system. Please check this with your venue.

Photography recommendation

Celebrate your reunion by hiring a photographer to capture the event for years to come. The Alumni Relations team recommends using the University of Melbourne photography club, Fotoholics. Fotoholics is one of the largest photography clubs in Melbourne. It is a student-run non-profit organisation and is based at the University of Melbourne.

Contact via Facebook: <https://www.facebook.com/fotoholics.org>

The Alumni Relations team also recommend Artificial Studios who are regularly sourced by the University for large scale events. You can contact them via email: info@artificialstudios.com.au.

Sample running order

This is an example of a running order that you may like to use. Note that tasks and activities will need to be updated depending on the nature of your reunion.

EVENT RUNNING ORDER

EVENT NAME
DATE AND TIME
VENUE

| Time | Activity | Task | Responsible |
|--------|--|--|-------------|
| 6pm | Guests arrive at venue Bar service available for guests | Meet early arrivals. Ensure bar is serving drinks | |
| 6.45pm | Guests are seated for dinner | Make announcement and/or usher guests to seats | |
| 7.00pm | Welcome speech | Ensure music is paused. Prompt speaker | |
| 7.15pm | Dinner served | | |
| 8.15pm | Dessert served | | |
| 8.30pm | Group photo | Make announcement for guests to gather | |
| 9.00pm | Event concludes | | |
| 9.30pm | Venue closes | Ensure all guests are departing | |



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This is a good place to include information that you will need easy access to on the day of your reunion, such as contact numbers for your speaker and photographer.

Email Invitation

The Alumni Relations team can facilitate communications to your cohort on your behalf, including:

- Save the date email
- Email invitation
- Reminder to register email

Once we know your event date, we will provide you with a schedule detailing your email send dates and deadlines for email content to be submitted. We must receive your email content **at least four weeks prior** to the scheduled send date. Note that this is the date the email is being sent, not the event date.

Email Schedule Example:

Event date 2 October 2026

| Email | Timeline | Content deadline | Email send date |
|----------------------|-------------------------|------------------|------------------|
| Save the date | 5 months prior to event | 3 April 2026 | 1 May 2026 |
| Invitation | 2 months prior to event | 6 July 2026 | 3 August 2026 |
| Reminder to register | 1 month prior to event | 6 August 2026 | 3 September 2026 |

For an invitation email, we require the following details:

- Name of the event and a brief message to your guests
- Date and time
- Venue details (or name of online platform if being hosted online)
- Accommodation details if relevant
- Link to registration form. See [registration platform](#) section of this pack for a list of required fields to include in your registration form
- Contact details for enquiries

Privacy information

In line with Australian privacy laws, the University can provide reunion volunteers with a class list of alumni names as this information is available in the public domain. The University is not able to provide any further information, including contact details, to a third party in accordance with the legislation. Further information on the University's privacy policy is available at www.unimelb.edu.au/unisec/privacy.

The University is only able to update alumni contact details through express consent from the individual not via a third party. Should you or your classmates need to update your contact details, please create an account, and do so at this link: [Update Contact Details](#).



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Disclaimer

The University of Melbourne's Alumni-led Reunion Pack is a guide only. The University of Melbourne does not warrant that the content of the guide is accurate or correct. It is your responsibility to ensure that all laws are complied with when organising and running an event including obtaining any necessary permits and consents. The University of Melbourne accepts no liability for any loss or damage incurred by you or a third party in connection with this guide or any event organised by you.

Staff contact details

To have a conversation about running a reunion, please contact the Alumni Relations team.

Advancement Office
Alumni Relations

Jana Algra-Cramond
Alumni Relations Officer
alumni-reunions@unimelb.edu.au
+613 8344 9481

Good luck with planning your reunion and thank you for creating this opportunity for alumni to strengthen their ties with each other. We trust you and your guests will have a wonderful time and look forward to hearing stories from your event.