



Hawkesbury Alumni Chapter

PO Box 342
Richmond NSW 2753

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Reunion Resource #1
Planning a Reunion

Date of Event: _____ Event Time: _____

Location: _____

Directions to Location(s):

RSVP's:

How will RSVP's be accepted? Mail _____ Phone _____ Email _____

RSVP Contact Name: _____ Email: _____

Telephone: Home () _____ Business: () _____

Reservation Deadline: _____ Reservations Capped At: _____

Organisers Names & Information: _____

Overview of Reunion: _____

Marketing Plan:

I/we plan to use the following to advertise this event: (check the marketing device on left and follow date guidelines on the right)

To obtain contact details of HAC alumni in your class / sub-branch contact HAC Executive Officer – PO Box 342, Richmond NSW 2753, P 02 45701525, E hac@uws.edu.au

HAC Journal _____ Journals published June and Dec ed deadline 1 month before: _____

Email _____ I need to have email prepared and into office by _____

Formal Invitation: _____ Invite must be mailed by _____

HAC Reunion Web Page _____ I need to have update into office by _____

Local Publicity (newspaper, radio, television): _____

Number of Volunteers Needed: _____

Materials Needed: _____

Some ideas:

First Aid Kit, Water Cooler, Snacks, Banner/Zip Ties, Name Tags, Artline Pen, Masking Tape

Event Follow-Up: (fill in date these items were completed and by who)

_____ Thank you letters written

_____ Caterer paid

_____ Beverage paid

_____ Venue paid

_____ Event post mortem done

_____ Email capture form done

Please email or send to HAC Executive Officer a recap of the reunion in conjunction with Post Mortem to:

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