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:

Hawkesbury Alumni Chapter  
PO Box 342  
Richmond NSW 2747  
E hac@uws.edu.au