



Alumni Event in a Box

The Office of Alumni Engagement welcomes alumni and parents to host events in their home, club or local restaurants to encourage community-building among those associated with the University. This document can provide some insight into the services and support that the Alumni Office can provide, a suggested timeline for communication and planning, and the expectations of the hosts for each event.

Office of Alumni Engagement Services and Support

The office is currently able to offer the following services to event hosts:

- Provide hosts with guest list
- Send electronic communications to the alumni and/or parent invitation list 6 weeks prior to event and a reminder email prior to the event
- Link event details on the Alumni Events website
- Record RSVP's and communicate updates with host on a regular basis
- Provide reimbursement for qualifying expenses, provided a valid receipt is supplied and prior approval has been given by the Alumni Engagement Office
- Send to host, prior to event, the following:
 - Duquesne Decorations
 - Duquesne Favors/Trinkets
 - Current Publications and hand-outs
 - Nametags

Alumni or Parent Host Responsibilities

- To communicate regularly with the Office of Alumni Engagement
- To determine a menu and other arrangements for the day of the event
- To provide a welcoming environment for Alumni and Parents to gather
 - Greet and thank attendees for participating
 - Encourage introductions among attendees
 - Provide hand-outs or favors that were provided by the Office of Alumni Engagement
- To follow up with the Office of Alumni Engagement post-event with wrap-up, suggestions for the future and photo(s)

Suggested Timeline

At least eight weeks prior to event date:

- Speak with an alumni engagement staff person to request list and discuss ideas for event (host)
 - Determine Guest List, with guidance from the Alumni Office (i.e. limited class years, distance from venue, targeted audience)
- Determine date and time for event (host)
- Reserve space/venue, if applicable (host)

Six weeks prior to event date:

- Office of Alumni Engagement will send electronic invitation to alumni and/or parents in the area and post on social media (Alumni Office)
- Determine a menu and activities (host)
- Start making personal contacts (phone and/or email) with those invited to encourage attendance (host and other local alumni, if applicable)

Two weeks prior:

- Touch base with Office of Alumni Engagement for updates on RSVP's (host)
- Post reminder on Facebook and other social media outlets, if applicable (Alumni Office and/or host)

Week of Event:

- Final update from Office of Alumni Engagement on RSVP's (Alumni Office)
- Box of Duquesne items to be sent to host (Alumni Office)

At event:

- Welcome group and encourage introductions (host)
- Distribute nametags (host or other volunteer)
- Take a group photo/candid photos (host)

Post-event:

- Send/phone in update to the Office of Alumni Engagement on number of attendees, feedback on event, etc. (host)
- Send photograph from event, if applicable, to be added to the Alumni Engagement webpage and social media pages (host)
- Send any applicable receipts to the Office of Alumni Engagement for Reimbursement (host)

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