Each year alumni from the Faculty of Veterinary and Agricultural Sciences organise varied reunions for their class groups, enabling old friends to reconnect and remain in touch. This guide provides an overview of the main steps involved in organising a reunion, and the support reunion organisers can expect from the Faculty’s Alumni Relations Manager.

**Before you get started**

**Support provided**
The Faculty supports alumni reunion organisers in the following ways:

- Providing a list of names of relevant alumni for the reunion
- Offering suggestions and advice
- Assisting with initial email contact to alumni
- Promoting the reunion through alumni communications
- Preparing an Update Contact Details Form for the reunion to ensure latest alumni details are retained by the Faculty for future event planning

**Privacy of personal information**
In line with Australian privacy laws, the University is able to provide reunion organisers with a list of relevant 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](http://www.unimelb.edu.au/unisec/privacy).

**Planning your reunion**

**Getting started**
Depending on the complexity of your reunion, it might be worth sharing the planning requirements and setting up an organising committee. Members of the committee will be able to take ownership of the event, and responsibility can be allocated to individuals for key aspects. While Faculty staff will provide support, organisational responsibility rests with the reunion organisers.

**Lead time**
It is best to allow plenty of time to plan your reunion event and give ample notice to your alumni group. We recommend that you allow at least eight to ten weeks to plan, organise and finalise the details of your reunion.

**Date and location**
Consider the following:

- Weather / time of year
- Long weekends, public holidays and if relevant school holidays
- Is there a large event happening at the same time in your chosen location, eg Melbourne Cup, AFL Grand Final?
- Will the location require travel and accommodation?
Type of reunion
- Do you want a formal dinner?
- Would you prefer an informal gathering?
- Do you want a full weekend or just a lunch/dinner?
- Would you like the Faculty to be involved, e.g. the Dean or other Faculty staff to attend?

Communications
It is advisable to send four email communications:
1. Six months prior to the event – send a ‘Save the Date’ to inform the group about the tentative plans, any costs involved and expressions of interest. Responses to this will provide an indication of numbers and assist with further planning.
2. Three months prior - to confirm final plans and invite registrations, with a deposit or full payment as required. If payment is required, it is recommended to set a deadline in this email no later than two weeks prior to the event.
3. One month prior – reminder for registrations and final payments.
4. Just prior – a final reminder and warm up email for a great reunion ahead!

Contact the Faculty
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