



UNIVERSITY OF CANBERRA

Reunion guide

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Your Reunion guide

Your connection to the University of Canberra (UC) doesn't end when you cross the graduation stage.

As a UC alum, you're **connected for life**.

With a community of more than 106,000 graduates across 159 countries, you're part of a global network of creators, innovators and changemakers shaping the world in ways both big and small. Whether you completed your studies at UC a few years ago or graduated from the Canberra College of Advanced Education (CCAE) decades ago, there will always be a place for you here.

This Reunion Guide has been created to help you reconnect with your graduating class, social and sporting clubs, or even your former roommates. Inside, you'll find practical tips and guidance from our Alumni Engagement team to support you in planning, organising and celebrating your shared time at UC and CCAE.

Wherever life takes you, UC will always be a place you can return to, reconnect with old friends and create new memories.

This Reunion guide covers the UC Faculties, sporting groups and on campus accommodation.

UC Faculties

- **Faculty of Art and Design**
- **Faculty of Business, Government and Law**
- **Faculty of Science and Technology**
- **Faculty of Health**
- **Faculty of Education**

Tips and tricks to get you started

1 Share the load

Team up with a fellow alum or two. Planning is always easier (and more fun) when the work is shared.

2 Start early

Give yourself plenty of lead time. The more notice you allow, the smoother things will run.

3 Lock in a date that works

Choose a date well in advance, especially if fellow alum will be travelling from interstate or overseas.

4 Pick the right format

Think about what kind of event will resonate with your group, for example, casual, formal, on-campus or off-site. Remember to keep it accessible and affordable. Decide whether partners or families will be included and select a space that suits your guest list and chosen format.

5 Plan your budget up front

Collect contributions early if needed, so you're not left covering costs at the last minute.

6 Widen the net

Reach out to your fellow alum networks to reconnect with those you may have lost touch with.

7 Keep it personal

Add a few special touches such as old photos, stories or a playlist from your uni days to bring back the memories and make the event memorable.

8 Explore options to give back

As part of the reunion, you may wish to consider collecting donations. If you're interested, reach out to the **UC Foundation Team**, who can connect you with a cause that aligns with your values and guide you through the donation process.

Reunion organisers responsibilities

Taking on the role of organiser is both rewarding and important. You'll help bring people together and ensure the reunion runs smoothly.

Here are some of the key responsibilities:

1 Gauge interest first

Before diving into planning, check that there's enough enthusiasm from your fellow alumni to make the event worthwhile and affordable.

2 Lead the way

You'll be the main point of contact and decision-maker, but you don't have to do it alone (remember from tip 1, share the load). Form a small committee to share tasks and lighten the load.

3 Provide event details

Pull together the essentials — date, time, venue, catering, theme, RSVP deadline and a contact point so the Alumni Engagement team can send out invitations on your behalf*.

4 Secure a venue, catering and entertainment

Reach out to the Alumni Engagement team for on-campus venue and catering options, or explore other locations that suit your group.

5 Plan your budget and ticketing

If your guests (alumni) are contributing to costs, make this clear in your invitation and decide on the best way to manage payments.

6 Keep logistics on track

Work to a simple timeline, making sure each step, from bookings to communications is covered in good time.

7 Add a personal touch

Consider featuring photos or memorabilia. The Alumni Engagement team can assist with accessing UC's archives, and you can also encourage classmates to share their own images. Connect with the UC Foundation team to explore ways to give if this is of interest to you.

*The Alumni Engagement team is able to send out digital invitations via email where an email address is available for your intended invitees. This does not include ticketing set-up, management and reconciliation. This must be managed by the event organisers.

How the Alumni Engagement team can support you

Our role is to make sure you feel supported throughout the planning process and to help your reunion run smoothly. While the organising and management is led by you, we're here to guide, connect and provide resources along the way.

Here are some of the ways we can assist:

1 Advice and logistics

We can suggest suitable venues, catering options and event formats to match the size and style of your reunion.

2 Campus experiences

If your event is held at UC, we may be able to arrange tours of key spaces or coordinate a university representative, such as a Dean or Professor, to speak at your gathering (subject to availability).

3 Connections and contacts

We'll connect you with the right people across UC including UCx who manage venue bookings and catering so you have the support you need.

4 Invitations and communications

Provide us with the event details, and we'll design and send email invitations to your guest list using our alumni contact database (this does not include the management of the ticketing process).



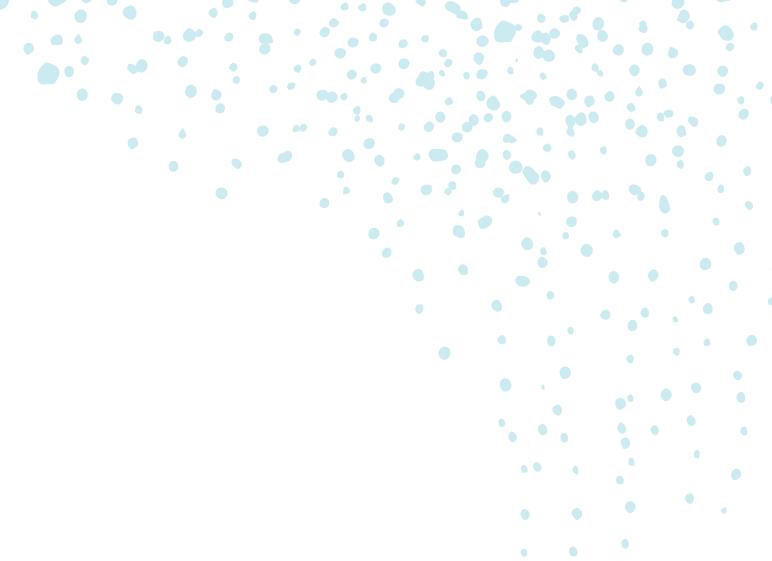
CCAE Graduation, 1983

5 Promotion

We can help spread the word by listing your reunion on the UC Alumni website, Facebook and featuring it in our alumni e-newsletter.

6 Memories and memorabilia

We can help you access UC's archives for photographs or materials from your graduating year, and we'll provide templates for name tags to make reconnecting easier on the day.



Reunion timeline

6 MONTHS+ PRIOR

- Get in touch with the Alumni Engagement team to notify about your upcoming reunion plans.
- Get together your reunion committee for an initial kick-off meeting with the Alumni engagement team.
- Begin collating contact details.
- Look into potential venue, dates, times and event format.

4 MONTHS PRIOR

- Book your chosen venue while confirming dates and times.
- Determine the cost per person and ticketing platform.
- Draft your timeline of the event as to what is to be feature during the event, such as guest speakers.

2 MONTHS PRIOR

- Get in touch with the Alumni engagement team and provide the content required for the email invitation to be sent out no later than 6 weeks prior to the event.
- Connect with the UC Foundation team should you want to explore ways to give.
- Begin to gather historical photos, stories and memorabilia you'd like to share at the event.

1 MONTH PRIOR

- Finalise all AV requirements with your chosen venue.
- Finalise all runsheets for the event and ensure these are distributed to the designated helpers.
- Follow up on fellow alum who have yet to RSVP for a final reminder.

2 WEEKS PRIOR

- Confirm final guest lists and ensure all RSVPs are completed including the required payments have been received.
- Share the guest list with the Alumni engagement team for record keeping.
- Create name tags for the event.



You're a UC Alum for life!

CONTACTS

Alumni Engagement team:
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