

# Reunion Planning Manual



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## Alumni Reunion Background

The University of Queensland alumni reunion program was officially launched in 2012 by the Alumni & Community Relations team. The program offers assistance and support to alumni who wish to volunteer to get their class or affinity groups back together to celebrate a milestone anniversary. Our aim is to encourage alumni to get together, come back to campus and reminisce about their time here at the University.

Alumni & Community Relations is here to assist in making your reunion experience as enjoyable as possible and hopefully maintain a regular reunion for you and your class or group in the coming years.



Final Year of Electrical Engineering, 1960 (UQ Archives)



1985 Dentistry Reunion, The Gunshop Café, 27 May 2015

## Types of Reunions

The University of Queensland alumni reunion program was officially launched in 2012 by the Alumni & Community Relations team. The program offers assistance and support to alumni who wish to volunteer to get their class or affinity groups back together to celebrate a milestone anniversary. Our aim is to encourage alumni to get together, come back to campus and reminisce about their time here at the University.

### Class Reunions

Class reunions are gatherings of alumni based on their graduation year and cohort (i.e. 1965 Bachelor of Veterinary Science, 1990 Bachelor of Physiotherapy etc.).

Classes celebrating major milestone anniversaries – 10yrs, 20yrs, 25yr, 30yrs, 40yrs and 50yrs – are the main focus of the reunion program. We also encourage ongoing participation from classes outside these milestone anniversaries.

### Affinity Reunions

Affinity reunions are gatherings of alumni based on common interests, identities and experiences shared during their time at UQ, such as living at college, playing on a sports team, membership in a special group or club, etc. Unlike class-based reunions, Affinity Reunions can encompass people of all ages, regions, graduating classes and professions and may include individuals from all areas of the broader UQ community including alumni, teachers, staff, students, parents and friends. For further information on Affinity Reunions please contact the Alumni Office on +61 7 3346 3166.



The University of Queensland First Alumni Reunion and Commemoration Garden Party at Queensland House, Rosalie, 19 May 1967 (UQ Archives)



## The Role of a Class Organiser

Class organisers play a very important role in making the reunion a success. Without the knowledge and enthusiasm of the class organiser getting in-touch with classmates, most reunions will not happen. The role of the class organiser is to be the point of contact for the Alumni & Community Relations office, contact classmates and make decisions on when, where and how your reunion will run.

You are encouraged to form a committee which will help share the load of organising your reunion, as well as call on our assistance to make it an enjoyable experience. This will also help in contacting classmates that may have been lost over the years.

The Alumni & Community Relations team will do all we can to make your planning as easy as possible and handle many of the tasks that you may not have the time for, such as:

Share class lists to help you find lost classmates

- Promote your reunion on our alumni webpage
- Email or printing and postage of invitations, 'save the date', and
- confirmations
- Assist with venue options
- Arrange tours of the campus and/or talks by Heads of School
- Collect monies on behalf of the organiser for events
- Assist with the collation and printing of reunion booklets
- Provide a small gift for each class member
- Source photos and memorabilia from UQ Archives



Civil Engineering 50 Year Reunion, Customs House, 2018

## Reunion Timeline

### Initial planning phase

- Sign and return the Confidentiality Agreement form
- Obtain your graduating class list (includes contact details) from the Alumni & Community Relations Office and start searching for lost classmates.
- Send the “Expression of Interest” letter (p.14) to your classmates and collect responses on their preferred reunion date and type of function they’d like to have.
- Encourage classmates to help you track down contact details for lost classmates.
- Start investigating possible reunion venues and packages.

### Planning your reunion (recommended up to 3 months prior)

- Finalise your reunion date and, if necessary, book your venue.
- Email your classmates with a ‘Save the Date’ claimer including an approximate date on when they should receive the formal invitation via email.
- Prepare a draft program of reunion activities and calculate the cost per person.
- If applicable, decide on a reunion class gift
- Ask your classmates for photos and memorabilia to share with the class.

### 2-3 months before the reunion

- Send the “Reunion Invitation” email to your classmates.
- Collect RSVP’s and payments (if applicable).
- Ask classmates for a brief biography to include in the reunion booklet.
- Finalise RSVP’s and other reunion details.

## Finding Lost Classmates

The University of Queensland tries to maintain accurate alumni records for every alumnus, however in some cases classmates are lost and have not updated their contact details with us. You may also find that the contact details you have for classmates are more current. If you are finding it difficult to locate classmates that we do not hold details for, you might like to explore the following avenues:

- Enlist a couple of other classmates to speak to friends and colleagues to try and locate 'missing' contact details for classmates.
- Explore social media. For example, LinkedIn; Facebook and Twitter can be very helpful in tracking people down.
- Industry associates who have members may be able to assist in contacting members on your behalf. E.g. Engineers Australia, Veterinary Surgeons Board of Queensland, Australian Physiotherapy Council etc.
- The White Pages can be helpful if you know the approximate location of your classmate or their work place.
- Library and industry publications are another source of information

The Alumni & Community Relations office can assist at any stage of your planning process!



Priestley Building, St Lucia Campus, 1990 (UQ Archives)

## Privacy

The University of Queensland is governed by the Privacy Act 2009 (IP Act). Under the IP Act, the University is legally required to comply with the Information Privacy Principles. The University of Queensland is only permitted to provide contact information to reunion organisers for the purpose of planning a reunion ONLY. Class organisers will only receive contact information for classmates after signing a Confidentiality Agreement which outlines the purpose and responsibility for the recipient. A copy of the agreement is available at the back of this manual.

When planning a class reunion, you are not allowed to share personal information on a classmate with other classmates unless the person has given their consent. Please see below examples:

1. Mary Jones phones you and would like to call Sarah Smith for a catch up. You are not permitted to give out Sarah's details without her permission. You can ask Mary if you can pass her details on to Sarah.
2. You cannot collate a list of emails, phone numbers and addresses to distribute to your class unless you have the permission from each individual.
3. The University of Queensland is not able to add updated email addresses to our database for marketing purposes without the consent of the individual.



Civil Engineering 50 Year Reunion, Customs House, 2018



## Planning a Reunion Function

### What?

Consider your classmates and their interests when planning what your reunion might involve. Also consider a reasonable cost which is affordable for all of your classmates. Some functions suggestions you might like to consider:

- Dinner and reception
- Tour of your School followed by a cocktail reception
- Lunch
- High Tea
- BBQ at a park with families
- Wine or coffee appreciation
- Speaker and cocktail reception
- Lunch and a sporting match

### When?

You might like to give your classmates a couple of date options in your initial correspondence to find a preferred date which suits most. Decide on a date which will give those coming from interstate or overseas enough notice to travel. Be careful of scheduling events around school or public holidays. Pick a time which will maximise your attendance and avoid weekdays if most of your classmates are still working.

### Who?

Will guests and partners be invited to join in the celebration? Will children be invited? Perhaps you can tailor your reunion to include partners and children, for example, a reunion dinner for alumni and partners or a family BBQ. You may also like to invite past or current staff to attend your reunion.

### Cost

It is a good idea to have a set upfront cost for your reunion if you are planning on holding an event which requires collection of money. This will save you the headache of dividing costs between people on an individual basis on the day. Think carefully about having a beverage package at your event as some people don't drink. It's often preferable to have a cash bar on the night for those who wish to purchase alcohol.

Please note, the Alumni & Community Relations office can ONLY take online payments on your behalf and pay the venue directly if your event has a fixed price.

### RSVP's and Minimum Spends

If there is a minimum spend requirement for the venue you have chosen, it is very important to monitor RSVP's. If we are collecting online payments on your behalf we are happy to provide you with an updated RSVP list on a regular basis. However, if we are not taking payments on your behalf, it will be up to you to collect RSVP's directly.

## What Alumni & Community Relations can do for you...

### **Share class lists with you and help to find lost classmates**

Once you have signed your Confidentiality Agreement (Appendix A) we can share the details of your fellow classmates with you. We can also assist in finding classmates on the database that may have finished a year later or switched degrees but would still associate with your class.

### **Promote your reunion on our webpage**

We have a webpage on The University of Queensland's alumni website where your reunion will be listed for anyone who visits the site.

### **Printing and postage of letters and invitations**

We can help you draft and cover the cost of postage for two mail outs in relation to your class reunion, which usually comprises of an "Expression of Interest" letter (p.14) and "Reunion Invitation" email or letter (p.15). If you have email addresses for most of your classmates please consider this as your primary channel of communication. Email communication is more immediate and produces faster results.

### **Assist with venue options**

We can assist with sourcing up to three quotes from venues of your choice, this includes availability of the venue. Please remember that venues have very busy times of year and booking well in advance is advisable, this will save you from disappointment.

### **Arrange tours of the campus and/or talks by Heads of School**

We can arrange tours of the facilities on all campuses of the University and request talks by Heads of School or current staff if required. We are also able to make room bookings on campus if you would like to hold a lecture or talk.

### **Collect monies on behalf of the organiser for events**

Should your event require an upfront cost, the Alumni & Community Relations team can collect monies on your behalf and pay the venue of your choice. Please note that payments cannot be directly made to the organiser as we require an official invoice for payment. We are also able to cover venue deposits on your behalf if requested. Please note that we are not able to provide deposits for venues that do not offer a cancellation option.

### **Provide a small gift**

Alumni & Community Relations can provide each class member with a small gift to celebrate their milestone anniversary.

### **Assist with the collation and printing of reunion booklets**

We can assist with the collation of reunion booklets which generally include class biographies (supplied by your classmates), photos from your time at University and any other memorabilia associated with your class.

The Alumni & Community Relations office will provide two drafts of the booklet to the reunion organiser for proofing before sending the booklet to print. The reunion booklet will be capped at 50 pages (maximum 10 colour pages for photographs) and the Alumni & Community Relations Office will supply copies for all graduates attending the reunion.

### **Source photos and memorabilia**

The University of Queensland has an extensive Archives department who are able to source photos and memorabilia from your time on campus. We also encourage you to share memorabilia with Archives for future reunions and students.

### **Name tags**

Sometimes it is easy to forget names and faces as the years pass by, so the Alumni & Community Relations office can print name tags for each of your alumni and their guests attending the reunion.

### **Assist at the event**

The Alumni & Community Relations team can assist you at the event should you need special assistance.



Forgan Smith Building, St Lucia Campus, 1962 (UQ Archives)

## Reunion Class Gifts

Your reunion is a wonderful time to reconnect with old friends and reflect upon and celebrate where life has taken you since graduation. It's also an excellent opportunity to impact on the future of the University in a way that is meaningful to you and your classmates.

By choosing to include a Reunion Class Gift as part of your reunion activities, you and your classmates can choose to help advance vital programs and research, or perhaps provide new opportunities for students who follow in your footsteps at UQ.

As a class, you may choose to give collectively to a pre-existing program, such as a scholarship that exists within your School. Alternatively, you might prefer to define your own Class Gift Project, and seek to support something that particularly resonates with you and your Class – perhaps helping to develop a certain teaching space, or creating your own class scholarship for disadvantaged students.

We would be delighted to work with you to develop a collective gift that honours your Class, your alma-mater, and future generations at UQ who will benefit from your generosity. For more information on Reunion Class Gifts and opportunities to give within your School or Faculty, please contact the Alumni Office on +61 7 3346 3166.

All gifts to UQ over \$2.00 are tax-deductible.



1985 Dentistry Reunion, The Gunshop Café, 2015



## Reunion Booklet

We can assist with the collation and printing of reunion booklets which are a great addition to your reunion.

The booklets generally include a one page biography for each person including their achievements and highlights since graduation. We also encourage classmates to send in memorabilia and photos from their time at UQ which are also included in the booklet.

Alumni and Community Relations, with the assistance of the reunion organiser, collate the booklets and arrange the printing. These can be distributed to each class member at your reunion.

For more information on putting together a reunion booklet, please get in touch with the Alumni and Community Relations office.



1975 Dentistry Reunion, Victoria Park, 2015

## Tips and Tricks

The following are some tips that might be useful when thinking about planning a reunion:

- Start planning well in advance and try to form a committee to create a wider network and share the workload.
- Make sure attendees pay upfront.
- Keep your reunion event as simple as possible.
- Keep in regular contact with your classmates to gain momentum.
- Create nostalgia for your classmates by providing a class photo or an old story of campus in your communication.
- Get the opinion of at least one classmate with regards to location, cost and timing.
- Keep the location small, intimate and easy to access.
- Use our letter templates to start communicating with your classmates.
- Share names of lost classmates to help with contact details.

If you need help, call the Alumni & Community Relations office.



Great Court Cloisters, St Lucia Campus, 15 May 1990 (UQ Archives)

## “Expression of Interest” Letter Template

Friday, 1 March, 2019

### EXPRESSION OF INTEREST: 1965 CHEMICAL ENGINEERING REUNION

Dear John,

It's hard to believe that 2017 marks the 50 Year anniversary since our graduation from the University of Queensland with a Bachelor of Engineering (Chemical).

With the assistance of the UQ Alumni and Community Relations Office, I have volunteered to be the main contact for a reunion of our 1967 graduating class. At this point, I am just seeking to gauge your interest in attending a reunion in 2015 with a date and venue to be confirmed based on the response from our classmates.

If you would like to attend a reunion of our class, please let me know which of the following date/s best suits you and I will try to accommodate your preference:

- 25 September, 2019
- 10 October, 2019

I would also be interested to hear your ideas on the type of function and activities you would like to include as part of our reunion program.

To make our reunion as successful as possible, your assistance in locating everyone from our class would be greatly appreciated.

Please contact me on the details below to confirm your best mail and email address (for the invitation) or if you can help me track down contact details for any classmates on the attached list. I am also collecting any photos and mementos you might still have and are willing to share.

Please send responses and class information to me by 28 April at:

Email: sarahsmith@hotmail.com  
Telephone: (07)3777 7777  
Mobile: 0433 000 000

I hope to catch up with you at our reunion!

Kind  
Sarah  
1967 Chemical Engineering Reunion

regards,  
Smith

## “Reunion Invitation” Email Template

1 June, 2019

### INVITATION: 1965 CHEMICAL ENGINEERING REUNION

Dear John,

On behalf of our 1967 graduating class, I am very pleased to extend a warm invitation for you and your partner to attend the 50 Year Chemical Engineering Reunion in September.

Please click on the registration button below to confirm your attendance and follow the prompts for online payment. Registrations close 13 September, 2019 at (11:59pm AEST) but we would appreciate your RSVP as early as possible.

Date: 25 September, 2019

Time: 6:30pm-11:00pm

Where: The Ship Inn, Stanley Street, SOUTH BANK

Dress: Smart casual

Cost: \$58.50 per person

Inclusions and other information:

- Three course alternative drop menu
- Drinks not included – cash bar available
- All dietary requirements can be catered to – please advise when registering online

To register for the above event, please [click here](#).

As part of our reunion, I am also putting together a booklet of our achievements and pathways in life since graduation. Please email me a brief biography (max. 250 words) by 16 August, 2019 that includes your career summary, family highlights, special honours or awards and your current interests and projects.

Finally, in honour of our friend and valued teacher Gus Wiles, please consider making a donation towards our Reunion Class Gift when registering your attendance online. Our collective donations will be gifted to the R.J. ‘Gus’ Wiles Scholarship Endowment Fund for Chemical Engineering students and will serve as a lasting impact of our time together at UQ. All donations over \$2.00 are tax deductible.

I hope to see you at the reunion!

Kind regards,

Sarah Smith

1967 Chemical Engineering Reunion

Email: [sarahsmith@hotmail.com](mailto:sarahsmith@hotmail.com)



## Alumni & Community Relations Contacts

If you need assistance or advice in any stage of your reunion planning process, please do not hesitate to contact the Alumni and Community Relations office.

We are very happy to assist in making your reunion the best it can be!

### **Prue Roche**

Alumni Engagement Officer

Phone: +61 7 3443 3206

Email: [prue.roche@uq.edu.au](mailto:prue.roche@uq.edu.au)

### **Amanda Briggs**

Alumni and Community Events Manager

Phone: +61 7 3346 3916

Email: [a.briggs1@uq.edu.au](mailto:a.briggs1@uq.edu.au)

### **Alumni Relations and Engagement Office**

Phone: +61 7 3346 3166

Email: [uqalumni@uq.edu.au](mailto:uqalumni@uq.edu.au)

Telephone: (07) 3346 3166



1975 Physiotherapy reunion, Customs House, 2015

## Alumni Event Volunteer Confidentiality Agreement

I understand that my role as a volunteer alumnus for a UQ Alumni event involves working with confidential information.

The reputation of the University of Queensland could be negatively affected by the misuse or disclosure of the information to which I have access. I understand that the Information Privacy Act 2009 governs the collection, use, and disclosure of personal and confidential information.

The alumni lists to which I am privy can only be used for the following stated purposes:

1. To communicate details about the specific University of Queensland alumni event that I am assisting in planning.
2. To verify any address updates of my classmates which I am aware of.

I abide by the provision of the Information Privacy Act 2009 that the information that I am privy to shall not be made available or disclosed, either intentionally or accidentally, except for the purposes stated above.

I acknowledge that I have read and understand the above information.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Name (please print) \_\_\_\_\_

Degree and Year of Graduation \_\_\_\_\_

Witness Name \_\_\_\_\_

Witness Signature \_\_\_\_\_

## UQ Venues

Listed below are some UQ venues which have been used in the past for reunion groups. Also listed are some of the catering companies which we like to work with on and off campus.

### **Sir Llew Edwards Terrace**

Ideal for: Cocktail Reception, Presentations

### **Saint Lucy's Café**

Ideal for: Breakfast, Lunch, Dinner and Cocktail

team@saintlucy.com.au 07 5635 5980 [www.saintlucy.com.au](http://www.saintlucy.com.au)

### **The View Point Room**

Ideal for: Cocktail, small dinner, presentations

### **UQ Art Museum**

Ideal for: Cocktail, small lunch and tours

### **Alumni Court**

Ideal for: Barbecue

### **Customs House (city)**

Ideal for: Breakfast, Lunch, Dinner, Cocktail, High tea

## Other Venues

Listed below is a sample some of the venues which have been used for reunions in the past. You are welcome to select your own venue or ask Alumni and Community Relations for recommendations and assistance with venue selection.

### **Hillstone St Lucia - St Lucia**

Ideal for: Breakfast, Lunch, Dinner and Cocktail

enquiries@hillstonestlucia.com.au 07 3870 3433 [www.hillstonestlucia.com.au](http://www.hillstonestlucia.com.au)

### **The Ship Inn – Southbank**

Ideal for: Breakfast, Lunch, Dinner and Cocktail

office@theshipinn.com.au 07 3844 8000 [www.theshipinn.com.au](http://www.theshipinn.com.au)

### **The Stokehouse – Southbank**

Ideal for: Email: Phone: Web: Lunch, Dinner and Cocktail info@stokehousebrisbane.com.au 07 3020 0600

[www.stokehousebrisbane.com.au](http://www.stokehousebrisbane.com.au)

The Charming Squire – Southbank

Ideal for: Email: Phone: Web: Lunch, Dinner and Cocktail

bookings@thecharmingsquire.com.au 07 3077 7254

[www.jamessquires.com.au/brewbars/thecharming-squire-queensland](http://www.jamessquires.com.au/brewbars/thecharming-squire-queensland)

### **The Story Bridge Hotel - Kangaroo Point**

Ideal for: Breakfast, Lunch, Dinner and Cocktail

07 3391 2266 [www.storybridgehotel.com.au](http://www.storybridgehotel.com.au)

### **The Regatta Hotel – Toowong**

Ideal for: Lunch, Dinner and Cocktail

07 3871 9595 [www.regattahotel.com.au](http://www.regattahotel.com.au)

## Contact details

### Alumni & Community Relations

T +61 7 3346 3166

E [uqalumni@uq.edu.au](mailto:uqalumni@uq.edu.au)

W [alumni.uq.edu.au](http://alumni.uq.edu.au)

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