



The University Of Sheffield.

Development Alumni Relations & Events.

**Where do I start?**  
**A step-by-step guide to organising your reunion**

Have you ever wondered what your University friends are up to now, and where they are? Many Sheffield alumni are keen to find out, so why not consider organising a reunion?

Don't be put off by the thought of the work involved in planning a reunion – The Development, Alumni Relations & Events Office is here to help. If you can provide the interest and enthusiasm to organise an event, we can assist you in locating former class mates using our alumni database, which holds contact details for more than 180,000 alumni in more than 185 countries.

The University's Accommodation & Commercial Services can help with venues, catering and accommodation, and we can even suggest some local hotels offering special rates to Sheffield Alumni.

This step-by-step guide will act as a simple checklist to organising a successful event.

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If possible it is best to allow a minimum of **six months** to plan your reunion, as our experience shows this is generally how long the organisation will take from start to finish.  
Many reunions may require even longer than this, so be sure to give yourself plenty of time.  
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**STEP 1: Decide on the group you want to reunite**

For example, all 1987 History graduates? All students who studied French from the early 1970's? Or all former members of the 1950's rowing club?

You may like to celebrate a particular anniversary since your graduation, or since starting at University, such as the 10<sup>th</sup> or the 25<sup>th</sup>. It may be that you only want to meet up with half a dozen friends, or you may wish to hold a gathering for as many people as possible. The range and scale of the event is entirely up to you.

**STEP 2: Decide what sort of event you want to have and where to hold it**

Have you thought about trying to tie in with an event already taking place at Sheffield? Or would you prefer to visit Sheffield and have a private get together?

Do you want to include lunch or dinner on campus, visit your old department, have a night at the Students' Union or see how the city of Sheffield has changed?

If you are located elsewhere in the UK or overseas, it may be more practical to arrange an event somewhere other than Sheffield, and to make contact with fellow graduates living in the same region/country. All you need to do is source an appropriate venue and we can help to promote your event.

If Sheffield is your chosen location, here are a few contact details you may find useful:

- **The University's Conference Office** - for information on room hire and accommodation options – email [conferences@sheffield.ac.uk](mailto:conferences@sheffield.ac.uk) or call 0114 222 8822. Visit their website <http://withus.com/conferencewithus/>
- **The Students' Union** – for help booking or getting access to the Union's venues - email [union@sheffield.ac.uk](mailto:union@sheffield.ac.uk) or call 0114 222 8500
- **Sheffield Tourist Information** - (<http://www.sheffield.gov.uk/out--about/tourist-information>) - for ideas on the attractions you could visit.

- If you plan to dine out in Sheffield, [www.tripadvisor.com](http://www.tripadvisor.com) is a good place to source restaurants by cuisine and read reviews,

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Remember to take into account how much the event will cost, both in terms of money and time, and how you can divide the cost between the attendees. The more affordable the event, the more likely it is that people will attend.

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### **STEP 3: Find the names and contact details for your group**

Try to find as many names and contact details as you can, even if they are a little out of date. The Development, Alumni Relations & Events Office can help to complete your list by searching the Alumni database to find graduates by subject, department and year of graduation. Although we are unable to give out contact details, we can provide an email forwarding service (see Step 4).

### **STEP 4: Sending out invitations**

We can contact selected Sheffield graduates on your behalf by sending out email notices. Due to the Data Protection Act we are unable to give out contact details, but we can forward on a message on your behalf. Please contact [alumni@sheffield.ac.uk](mailto:alumni@sheffield.ac.uk) in the first instance, with details of your request and we will send you our email forwarding guidelines.

### **STEP 5: Wait for responses**

All replies should be directed to you, as organiser. This means that you will be able to monitor the progress of who is coming to your event. All we ask in return for forwarding your emails is that you encourage all attendees to inform us of any change in their contact details, via email to [alumni@sheffield.ac.uk](mailto:alumni@sheffield.ac.uk) or via our online form <https://bit.ly/1CpEMNv>. We'd also like to know the names of all those who attend.

### **STEP 6: Turn up on the day and enjoy yourself!**

Once the event has taken place, please send in a write-up together with any photos you would like to share with us. We will add it to the alumni website and we may even feature it in a future edition of our annual alumni magazine, *Your University*.

If you have more questions or would like to talk through some options, call the Alumni Relations Team on 0114 222 1079 or 0114 22 1039; or email us at [alumni@sheffield.ac.uk](mailto:alumni@sheffield.ac.uk)