

# BCIT REUNION INFORMATION DOCUMENT

## Alumni Office

The BCIT alumni office can help you plan a successful reunion for your set, program or school. The following are several ways in which we can assist you.

### **Contacting guests**

The alumni office has an information bank of former students that we can access providing names, email addresses, phone numbers and home addresses. Once you have set a date and location we will send out e-invitations to those guests specified.

We will send out two email messages to your guest list. Please provide us with a message for the invitation. A sample reunion letter is included at the end of this document.

In some cases, our information is out of date and no longer valid. We ask that you provide us with any current contact information for guests to ensure higher attendance.

### **Advertising**

If desired, we can advertise your reunion through our online channels, including our social media sites, our website and in our quarterly e-newsletter (if time permits).

### **Registration**

If requested, we are able to track registration to your event online. We are also able to provide ticketing at an extra cost.

### **Funding**

As an alumni initiative, your reunion may qualify for event funding from the alumni association. If you require funding, please fill out the attached funding application form.

## **Event Assistance**

We are able to help you with room/equipment bookings on BCIT campuses.

## **Reunion Steps**

The following is a proposed timeline to ensure your event goes smoothly. Your event may be too large or too small for the following guidelines to apply directly to you but this list will provide basic advice.

1. If not already done, think about involving former classmates in the planning process of the reunion to help with event support.
2. Contact the Alumni office about your reunion.
3. Plan what you would like to do at your reunion. Will there be food/alcohol/a speaker/etc. How many guests do you expect?
4. Set a budget for your event. The alumni office can potentially provide some monetary support. Fill out and submit a funding request at least three months before your event.
5. Select a date and location in conjunction with alumni office.
6. Contact any special guest speakers you would like to have at your event to ensure their attendance.
7. Write a reunion letter message for the alumni office to send to your classmates, which includes an agenda for the event.
8. Alumni office will send out e-mail message.
9. Contact former classmates with reunion information. Post details of the event to your own social media pages.

10. Alumni office will post reunion details to social media and alumni website calendar.
11. If given permission, forward on current alumni contact details to alumni office so we can update our information.
12. Alumni office will send out additional reminder message closer to the event.
13. Collect RSVPs for reunion and confirm final numbers (may change event slightly and update catering/room size as needed).
14. Create registration sheet to use at event as sign in. Include spaces for guests to add their contact information.
15. Have BCIT alumni office signage and materials on display for guests.
16. After event, message our office with how the event went. Please send us any pictures from the reunion so we can host them on our social media/website. Please send the registration sheet from the event.

### **Reunion Tips**

- Have a sheet of nametags available for guests.
- Expect some classmates to bring family/guests to the event and plan for this.
- Create a photo slide show you may have from your time at BCIT to run during the reunion.
- If ordering food have options available for those with dietary restrictions.
- Take lots of photos during the reunion and take a group photo at some point during the event.

## SAMPLE REUNION INVITATION LETTER

Dear \_\_\_\_\_

It's been [NUMBER] years since our graduation from the BCIT [PROGRAM NAME] program in [YEAR].

With BCIT's 50th anniversary being celebrated in 2014, now is the perfect time to reunite with one another and catch up!

Take a look at the proposed date and information below. I hope you are able to reserve this date and attend our reunion.

Please help spread the word to those classmates you have contact information for, as some of the data from the alumni office is out of date and no longer valid.

### **Proposed Reunion Information**

[DATE]

[LOCATION – building/room number]

[TIME]

[ITINERARY/ AGENDA/ SPEAKERS/ ETC.]

If you have any questions, comments or concerns about the reunion please contact the BCIT Alumni office/reunion host

[NAME]

[EMAIL]

[PHONE]

For more information on BCIT's 50<sup>th</sup> anniversary celebration, please visit [WEBSITE NAME].

Sincerely,

[HOST NAME]

# Reunion Checklist

## Basic Planning Elements

- Name of Event: \_\_\_\_\_
- Event Date and Time: \_\_\_\_\_
- Person responsible for event logistics: \_\_\_\_\_
- Person responsible for event programming: \_\_\_\_\_
- Budget amount: \_\_\_\_\_
- Cost each attendee will pay: \_\_\_\_\_
- Venue and coordinates: \_\_\_\_\_
- All confirmed information to BCIT Alumni Association contact: \_\_\_\_\_

## Key Participants

- Invite List Coordinated: \_\_\_\_\_
- Number of guests anticipated: \_\_\_\_\_
- Special Guests (Keynote, Faculty, Dean) : \_\_\_\_\_

## Invitations/Communications

- Invitation drafted by: \_\_\_\_\_
- Save-the-date required (yes, no): \_\_\_\_\_
- Reminder required (yes, no): \_\_\_\_\_
- RSVP contact: \_\_\_\_\_
- Sent to Alumni Association for email invitations (yes, no, date sent): \_\_\_\_\_
- Information promoted on BCIT Alumni Association website and social media: \_\_\_\_\_

## Facilities / Location

- Venue selected (yes, no, name, date confirmed): \_\_\_\_\_
- Venue contact: \_\_\_\_\_
- Time venue can be accessed: \_\_\_\_\_
- Time venue booked for/ vacated: \_\_\_\_\_
- Capacity of venue: \_\_\_\_\_
- Insurance: \_\_\_\_\_

- Sound system & AV requirements: \_\_\_\_\_
- Coat racks required (yes, no): \_\_\_\_\_
- Facilities wheelchair accessible (yes, no): \_\_\_\_\_
- Additional Set-up: \_\_\_\_\_

### General Setup & Considerations

- Entertainment (yes, no, information): \_\_\_\_\_
- Swag Giveaways (yes, no, detailed information): \_\_\_\_\_
- Additional Giveaways (yes, no, detailed information): \_\_\_\_\_
- Parking/Transportation arrangements: \_\_\_\_\_
- Seating plan required (yes, no): \_\_\_\_\_
- Reception table for nametags, etc. (yes, no): \_\_\_\_\_

### Food & Beverage

- Refreshments required (yes, no): \_\_\_\_\_
- Catering provider: \_\_\_\_\_
- Type of meal (breakfast, lunch, dinner, reception): \_\_\_\_\_
- Menu format (seated & served, buffet, reception): \_\_\_\_\_
- Beverage format (cash, host, cash & tickets): \_\_\_\_\_
- Specific dietary requirements to consider: \_\_\_\_\_

### Pre-Event Administration

- Banquet Event Order printed: \_\_\_\_\_
- Nametags printed and prepared: \_\_\_\_\_
- Extra nametags: \_\_\_\_\_
- Guest lists printed: \_\_\_\_\_

### Post-Event Administration

- Guest list updated (attended, no-shows, unexpected arrivals): \_\_\_\_\_
- Final Attendee List and contact updates send to BCIT Alumni Association: \_\_\_\_\_
- Photos sent to BCIT Alumni Association: \_\_\_\_\_
- Post Event report: \_\_\_\_\_

### How to create a Facebook event page for your reunion

1. Set up a Facebook account and add friends using the search people tool.
2. Select events in the left-hand column of the home page. The column is also present in your profile page.
3. Select the "Create an Event" button at the top of the events.
4. Fill in the blank boxes with the information and description of the reunion. This includes the date and time, the type of event, where the reunion will be held and other pertinent information.
5. Select the guests. Click on the "Select Guest" button below the event information. A window containing your Facebook friends will appear. Select any of these friends whom you wish to invite to the reunion.
6. Click the "Invite by E-mail Address" box at the bottom of the window to invite old classmates who are either not on Facebook or are not your Facebook friend.
7. Add a personal message to the invitation. This is optional. Select the "Add a Personal Message" text in the bottom left corner of the window. Write the message in the text box. Click the "Save and Close" button when finished.
8. Choose a photo for the reunion page. Click the "Add a Photo" button at the top left of the screen. Select a photo from your computer. An old class photo may be a useful tool for sparking people's interest in the reunion.
9. Click the "Create Event" button at the bottom of the page when finished. Guests will receive an invitation and will see the reunion in their Facebook events page. You can track the guest confirmations using this page as well as update the page as needed.

**BCIT Alumni Set Reunion Funding Program Outline – Funding Outline**

<b>Amount</b>	<b>Criteria</b>
\$250	<ul style="list-style-type: none"> <li>✓ 20 to 40 in attendance</li> <li>✓ Promotes BCIT Alumni Association</li> <li>✓ Recognizes Alumni Association in promotion materials</li> <li>✓ Provides guest list and registration information</li> <li>✓ Alumni Association / Alumni team member can attend event</li> </ul>
\$500	<ul style="list-style-type: none"> <li>✓ 40 to 100 in attendance</li> <li>✓ Promotes BCIT Alumni Association</li> <li>✓ Recognizes Alumni Association in promotion materials</li> <li>✓ Provides guest list and registration information</li> <li>✓ Alumni Association / Alumni team member can attend event</li> </ul>
\$1,000	<ul style="list-style-type: none"> <li>✓ 50 to 150 in attendance</li> <li>✓ Promotes BCIT Alumni Association</li> <li>✓ Recognizes Alumni Association in promotion materials</li> <li>✓ Provides guest list and registration information</li> <li>✓ Alumni Association / Alumni team member can attend event</li> </ul>
\$1,500	<ul style="list-style-type: none"> <li>✓ 100 to 200 in attendance</li> <li>✓ Promotes BCIT Alumni Association</li> <li>✓ Recognizes Alumni Association in promotion materials</li> <li>✓ Provides guest list and registration information</li> <li>✓ Alumni Association / Alumni team member can attend event</li> </ul>
\$2,000	<ul style="list-style-type: none"> <li>✓ 200 to 300 in attendance</li> <li>✓ Promotes BCIT Alumni Association</li> <li>✓ Recognizes Alumni Association in all promotion materials</li> <li>✓ Guest speaker</li> <li>✓ Provides guest list and registration information</li> <li>✓ Alumni Association / Alumni team member can attend event</li> </ul>
\$2,500	<ul style="list-style-type: none"> <li>✓ 250 and above in attendance</li> <li>✓ Promotes BCIT Alumni Association</li> <li>✓ Recognizes Alumni Association in all promotion materials</li> <li>✓ Guest speaker</li> <li>✓ Provides guest list and registration information</li> <li>✓ Alumni Association / Alumni team member can attend event</li> </ul>



## BCIT Alumni Association – Alumni Event & Service Funding Program Outline

### **Purpose:**

To distribute funds from the BCIT Alumni Association to support events and services that engage BCIT alumni.

### **Eligibility:**

- Applicants must be a BCIT alumnus or employee
- Events must be alumni focused and create networking, social or professional development opportunities
- The applicant must be in an active role in regards to planning the event
- Must be planning a reunion taking place between September 2014 and September 2015

### **How to Apply:**

Submit the application form with the following support materials. Please provide as much detail as possible.

- Detailed documentation that provides proof of the required criteria.
- Provide a detailed budget outlining all expenses, other sources of funding, and a specific amount requested from the Alumni Association. **(with each submitted application)**
- Copy of promotional materials.
- Complete Post Event Report to receive 2<sup>nd</sup> Installment of Funding.**

### **Criteria:**

Please use the following criteria as a guide when you are compiling your application. Ensure that your event captures most or all of the check points.

- Alumni focused – over 50% of people in attendance must be BCIT Alumni
- Provides an opportunity to connect and work with other BCIT alumni, students, faculty and key industry contacts.
- Geared toward alumni participation, is sustainable, and provides an opportunity for students to be involved as alumni in subsequent years.
- Creates collaboration between various groups within BCIT.
- Promotes the benefits of being an engaged BCIT graduate, student, and employee.
- Will provide the opportunity to gain professional development experiences or career advancement techniques.

**Deadline:**

Applications must be received 10 weeks prior to your event date.

**Overall:**

Funding amounts will vary depending on the number of applications and the amount of available funds. It is imperative that your application detail how your event aligns with the BCIT Alumni Associations criteria (stated in the application). However, each submission will be judged on a case by case basis for potential funding.

**Please Note:**

All applicants approved of funding must follow up with a detailed written report about the event to receive second installment of event funding.

*For Office Use Only:*

*Alumni Event = Alumni led \_\_\_\_\_*

*BCIT Event Sponsorship = School or Department led \_\_\_\_\_*

**BCIT Alumni Association – Alumni Event & Service Funding Program Request Form**

**Application Details:**

Date:
Date funds requested are required:

Name of Applicant:
Group/Organization, Faculty or Department:
BCIT ID Number:
Role:

Phone:	Email:
Address:	
City/Province:	Postal Code:

**Event Details:**

Event Name:
Event Date:
Event Location:
Event Description:
Event Goals:

**Event Type:**

Please check one.

- Reunion
- Symposium
- Network Program
- Conference
- Trade Show
- Employment Fair
- Industry Oriented
- Social
- Other \_\_\_\_\_

**Funding Levels:**

The following are the various funding levels that are offered. Funding varies depending on the type of event that is being planned and how much recognition the BCIT Alumni Association will receive at the event.

How much are you requesting from the BCIT Alumni Association?

- \$250.00
- \$500.00
- \$1000.00
- \$1500.00
- \$2000.00
- \$2500.00

Please describe in details how the funds will be used:
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Number of People Invited:
Number of People Expected:
Number of Alumni Expected:

**Recognition:**

How will the BCIT Alumni Association be involved and recognized?

Please check all that apply.

- Can we set up a table at the event?
- Can a member from the alumni board attend as a guest speaker?
- Will the alumni logo be displayed on promotional material?
- Are we able to pull guest lists to update the alumni database?
- Other \_\_\_\_\_

How else will the BCIT Alumni Association be acknowledged at the event?

**Services:**

The BCIT Alumni Association has services that are available to you.

Please check all that you would like to utilize.

- Alumni Program Coordinators assist in planning
- Assist in promoting the event
- Facilitate or assist with the registration process
- Promote to alumni through the e-Newsletter

*\*Please attach all required support materials.*

**Submit Completed Applications to:**

Service Funding Program

The BCIT Alumni Association

Burnaby Campus

Building SE 40 Room 230

3700 Willingdon Avenue

Burnaby, BC V5G 3H2

Phone: 604.432.8847

Fax: 604.431.8911

Email: [alumni@bcit.ca](mailto:alumni@bcit.ca)