



# REUNION

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# PLANNING GUIDE

# Doane College Reunion Planning Guide

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DOANE COLLEGE



Dear Doane College Alumni,

Thank you for your interest in coordinating an alumni reunion! A reunion is an exciting opportunity for our alumni to share their fondest memories and pride for Doane College with friends and family.

The reunion planning guide was created to help you in the process of coordinating your reunion. We ask that you read through this planning guide as it was prepared especially for you to become more aware of the many services that your Alumni Relations office provides. Most importantly, it provides you with the essential tools to create a fun and successful event!

Reunions provide an excellent opportunity to come together with old classmates and friends, expand your professional network and get updated news on how the College is advancing. When you come back to Doane College you can revisit your favorite places and learn how the College and local community are thriving. Reunion planning is a gratifying experience that involves plenty of work---recruiting committee members, preparing an invitation list, choosing a venue and promoting your event, etc. One key factor in the success of your reunion is dependable upon the commitment of your reunion planning committee. A well-organized and dedicated team will definitely speak volumes to the success of your event.

Your class or group will remember the College in its own distinctive way. Your event(s) should be fun and enjoyable, and even educational for all reunion participants. You may plan for many exciting opportunities to engage all age groups, interest, and abilities. The College and communities offer various entertaining and family-oriented venues to hold your reunion events and activities.

We'll work with you to make your event(s) a wonderful experience for all that attend. Remember to keep your Doane traditions alive!

Go Tigers!

Anne Golden '04, '10A  
Director of Alumni Relations

### **What makes a successful alumni reunion?**

Thank you for your interest in coordinating a Doane College alumni reunion! Reunions provide alumni with an opportunity to share their personal and fondest memories of Doane College with other alumni and friends. Class and affinity group reunions play a significant part in the engaged alumni experience long after graduation.

A successful reunion begins at the core of a well-organized, dedicated committee. It is essential to include a good mix of 4-6 resourceful former classmates or group members in the planning process. Make sure that everyone has their individual responsibilities or a defined set of tasks to complete. Be sure to hold bi-weekly or monthly meetings to assure all reunion planning updates are shared and that everyone is staying on task leading up to the day of the reunion.

In your reunion plans, include fun and memorable activities and events for all to enjoy. You may want to bring along old photos and scrapbooks, arrange to have a former faculty member or advisor as a guest of honor or compile personal notes for a reunion memory book. There are endless possibilities when creating your reunion and the format of your event(s) is flexible.

### **What are your reunion committee responsibilities?**

Prior to the reunion:

- Notify Alumni Relations of your reunion plans and date.
- Prepare and direct all plans (see timeline for additional specifics). Partner with Alumni Relations in hosting a memorable reunion for your class or affinity group.
- Cover all expenses for the reunion – all reunions are self-supporting. Alumni Relations will be responsible for all promotional expenses.
- Talk up the reunion! If you know anyone who hasn't yet heard of your reunion plans, invite them!
- Encourage your reunion participants to spread the word and wear Doane Tiger apparel to the reunion!

During the reunion:

- Have fun with your fellow alumni and their families and friends!
- Wear your Doane Tiger gear with pride.
- Greet guests and provide direction for a brief introduction and/or program.
- As possible, your Alumni Relations representative will be there to assist with the event details, program, etc.

After the reunion:

- Send any photos that were taken during the reunion to Alumni Relations so they can be used on the website, the alumni magazine and sent to attendees.
- Provide a final list of who did and did not attend the reunion.
- Provide feedback on the reunion and the planning process to the Alumni Relations office.

### **How can the Alumni Relations Office help with reunion planning?**

The Doane College Alumni Relations Office is your connection to the campus community. As alumni, your role is vital to the succession of the College and keeping Doane traditions and pride alive. The Alumni Relations staff can provide you assistance in your reunion planning process from beginning to end. The following resources from Alumni Relations can be helpful to you during your reunion planning:

- Communicate with classmates or affinity group members on your behalf to inform of reunion events/activities.
- Assist in mailing reunion notices to your class or affinity group members.
- Manage on campus venue bookings, mailings, photography, audio-visual needs, and catering.
- Handle communication with Doane College VIPs.
- Promote your reunion in the Doane College alumni magazine (full event details must be shared by the publication date deadline) and on the Alumni web site.
- Review all contracts and agreements with all vendors. Alumni Relations must review each document to assure that all arrangements are in compliance with Doane College policies and procedures. Alumni Relations must sign off on all legal documents regarding reunion activities.
- Provide reunion banners and giveaways for your event(s).
- Create name tags, place cards, programs and any other special notices.
- Supply campus maps and other important campus brochures and fact sheets.
- Provide an Alumni Relations staff member to attend main event and welcome attendees.
- Collect money and cover full accounting of event's finances.

**Please note: The Alumni Relations Office will collect all money from reunion participants for both your on and off-campus events for ease of registration purposes. Funds for reunion purchases can be handled by the following options:**

- 1. Direct billing to Alumni Relations.**
- 2. Reunion committee members may pay for reunion expenses prior to the reunion and then provide proof of purchase(s) (i.e. original receipts and invoices only) for reimbursement.**

**3. Vendors/venues may provide invoices to Alumni Relations following the reunion to complete payment.**

**Frequently asked questions about reunion planning**

***How do I get started planning a reunion?***

Please advise the Alumni Relations Office that you are interested in planning a reunion in order for staff to begin assisting you throughout the planning process.

***How do I obtain a list of class or group members?***

The Doane College Alumni Relations office will not disclose alumni contact information to anyone unless it is official Doane College business (i.e. reunions, alumni gatherings and tailgates, etc.). The lists provided to you will be for the exclusive use of making contact with alumni to encourage them to participate in reunion activities, which is considered official College business. Once you have signed this form, a list of your reunion group members and their contacts information will be given to you for use within your committee.

***How should I begin forming my reunion committee?***

Recruit classmates/group members who are willing and able to dedicate their time and commitment to coordinate your reunion.

***Where should we hold our reunion?***

Select a date that is likely to be convenient for the largest number of people. You may want to consider holding your event during another major event, like Homecoming, to take advantage of programming and/or entertainment going on at the time.

***How do we set a budget?***

Take into consideration whether your reunion activities will include classmates/group members in addition to family members and friends. Remember that your overall budget will need to account for all individuals in attendance at your reunion activities/events.

Once you have made all the decisions regarding the program, menu, special touches, etc., you can develop the budget and decide on an event fee(s) for your reunion. Determine the costs for everything you would like to accomplish and set the event fee to ensure that all costs are covered. Reunions are designed to work on a break-even basis. The Alumni Relations staff can offer assistance on developing the budget and can advise you on any items you may have accidentally overlooked. Please remember, if you wish to offer special guests complimentary tickets to your event, this must be included in the reunion budget.

***What type of event should we have and where should we have it?***

The type of activities/event(s) you plan will depend on the length of the reunion, your budget, facilities available (on and off-campus), and how much effort is dedicated to planning. Get

creative, have fun! *Check out our supplemental information on reunion event ideas at the end of the reunion guide.*

When deciding on a venue to hold your reunion event(s), please keep in mind the following concerns that your reunion attendees may have: location, family-oriented atmosphere, handicap accessibility, etc.

***What catering options are available?***

Please speak with the Alumni Relations staff for details about catering options on campus. Multiple options are available for any events from a reception to a formal dinner. Cash bar service is also available. Please note that if your event will be on campus, it is College policy that you use Sodexo campus catering. Any other community venue will be held at the responsibility of your committee to make this contact. To view the campus catering menu, please visit <http://www.doanedining.com/catering.html>.

***How do we plan the activities for the reunion? What other concerns should be considered?***

Planning for the main reunion event may involve organizing an agenda for the evening. This may include a welcome statement, keynote address, a special recognition/award segment. Many reunion groups arrange for a keynote speaker (i.e. faculty member past class/group president, etc.) to speak during the main event. If there is a fee for the keynote speaker, please remember to include this expense in your budget. The Alumni Relations staff is available to assist in finding speakers for your event.

You may wish to include some form of entertainment for your reunion (a band, DJ, or speaker, etc.). If you would like to use any audio/visual equipment (i.e. microphones, speakers, podium, projector, etc.) please make sure these requests are known to the Alumni Relations staff. A nominal fee to use this equipment should be included in your reunion budget.

***How do we promote the reunion through Alumni Relations?***

Your reunion committee may send your event(s) details to the Alumni Relations staff. They will post your event(s) details on the Alumni website and the College calendar.

***Will the Alumni Relations office provide alumni merchandise or giveaways?***

The Alumni Relations office will be able to provide your class or group with special commemorative alumni merchandise at your reunion. You may also wish to decorate your venue and/or bring memorabilia to display. Please discuss these and other considerations well in advance with the Alumni Relations reunion coordinator.

***Should we have a photographer or videographer?***

The Alumni Relations staff can assist in arranging for a College photographer to take group photos and other candid photos at your event. Following the event, Alumni Relations can assist you in distributing photos to your reunion group members.

***How do I plan for hotel blocks?***

If your reunion committee is arranging a group rate at a local hotel, be sure to arrange well in advance. You may contact the Alumni Relations staff to inquire about assistance with arranging a special hotel rate for your group.

***How do we handle invitations and registration information?***

Your invitations will outline your planned reunion activities and will inform your class/group members about your upcoming event. Be sure to share your enthusiasm with them! Personalize the letter. The Alumni Relations staff can assist you in locating “lost” class or group members and to gather information to update their alumni records.

Your letter along with a registration form and any other pertinent reunion information, will be mailed through the College’s mail services to all class/group member for whom we have current addresses. If “lost” class or group members are located after the reunion mailing is sent out, please contact the Alumni Relations staff to ensure your reunion information can be sent to this individual(s).

## **Reunion planning checklist (suggested)**

### **12 months before the reunion**

- Make key contacts
  - Contact the Alumni Relations Office to assist with your reunion planning:  
Phone: (402) 826-6795  
E-mail: [alumni@doane.edu](mailto:alumni@doane.edu)
- Develop your reunion committee and arrange your first meeting.
  - Coordinate the search for former classmates/group members (if you need assistance, please contact your coordinator).
- Agree and provide signature on the Reunion Coordinator/Committee Agreement Form and obtain list of reunion class or group members.
- Develop your reunion budget
  - Estimate reunion attendance
  - Estimate expenses (i.e. venue, catering, entertainment, etc.)
  - Estimate reunion event(s) prices

### **9 months before the reunion**

- Make files for organizing all committee paperwork.
  - Plan the reunion's main event.
  - Work with staff to locate possible venues (on and off campus).
  - Once the committee has decided, book the venue and arrange meeting with the staff to discuss proper College policies/procedures on signing contracts/agreements.
- Prepare the first announcement of your reunion. Keep in mind that the staff will send all emails regarding your reunion to your class or affinity group members. If you need assistance, work with staff to arrange mass email or letter to reunion class or group.
- Develop your main event menu. Contact the staff to arrange a meeting with campus catering staff for on-campus events.
- Identify and contact your keynote speaker (optional).
- Select the entertainment (please provide alumni coordinator a copy of this contract/agreement).

- Re-visit reunion budget to make sure all expenses are documented and accounted for.

### **6 months before the reunion**

- Make updates to alumni class or group list.
- Contact special guests, College administrators, key community figures, etc.
- Begin preparing memory album (optional)
- Work with Alumni Relations Office to coordinate schedule with College photographers.
- Work with Alumni Relations Office to prepare announcement for alumni magazines, alumni e-newsletter, webpage and College calendar.

### **3 months before the reunion**

- Make updates to alumni class or group list.
- Work with Alumni Relations to prepare reunion online registration web page.
- Plan décor, special touches for reunion (table centerpieces, flowers, giveaways, etc.).
- Arrange for all reunion volunteer responsibilities and set meeting with volunteers.
- Make sure all reunion committee members are registered to attend the reunion.

### **1 month before the reunion**

- Send reunion reminder notices to all reunion class or group members.
- Create a printed program
- Prepare the program for the main event (include all spoken program notes).
- Prepare all reunion signage, collages, and special displays.
- Prepare a form to indicate the photo lineup for each photograph taken (for College photographer).
- Edit alumni information for memory album (optional).
- Develop a reunion day task list (provide each committee member and volunteer a list and inform everyone to bring it with them the day your reunion begins).

### **2-3 weeks before the reunion**

- Work with Alumni Relations to verify attendance and obtain a list of paid reunion guests.
- Verify attendance of special guests and make arrangements for special guests.
- Confirm attendance of entertainer(s), photographer and videographer.
- Proof and finalize memory album to prepare for printing (optional).
- Work with Alumni Relations to mail all reunion confirmation letters, tickets, special notices.

### **1 week before the reunion**

- Work with Alumni Relations staff to obtain final list of paid reunion guests.
- Work with Alumni Relations staff to prepare all reunion guest registration packets.
- Provide catering staff (on and off campus) final counts.
- Verify with banquet manager that all requested items will be present at event (i.e. registration table, easels, microphone(s), podium, etc.). If your event is on campus, work with the Alumni Relations staff to make these contacts for you.

### **Day(s) of reunion**

- Bring Reunion day task list.
- Have all volunteers accounted for and in designated roles/areas.
- Distribute memory albums to those who purchased and in attendance (optional)
- Retrieve all supplies at the end of the reunion.

### **Post reunion**

- Send thank you notes to all reunion class or group members who attended. Include a link for online photos.
- Send out memory albums to those who didn't attend the reunion. (optional)
- Account for all final reunion expenses. Send in final budget.

**Possible reunion event ideas:**

- Off-campus excursions
- Receptions
- Brunches, lunches, or dinners
- Cocktail/Social hour
- Dances/talent show
- Picnic
- Sporting events
- Campus tour
- City tour, concerts, keynote speakers
- Tailgate
- Reserved seating at special campus events
- Tiger Tales recorded reminiscing sessions
- Visit with the President
- Current student encounters
- Golf
- Karaoke
- Visit classes occurring on campus
- Ice cream social
- Meet at familiar hangouts
- Current or former favorite professor receptions
- Boswell Observatory star gazing tour.
- Class reunion scholarship drive
- MANY MORE! Choose your own adventure...

**Who would I work with in Alumni Relations?**

**Anne Golden '04, '10A**

**Director of Alumni Relations**

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## Information Release Agreement

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The Office of Advancement has an obligation to maintain the confidentiality of the information entrusted to it by the College's alumni, friends and parents. The Office of Advancement also has the desire to support the activities of the College by providing assistance regarding events and communications which bring together alumni, donors and friends. The below signatory has requested an alumni mailing list from the Office of Advancement and has agreed to the following statements.

1. The requesting party is a current student or volunteer alumnus/a who is associated with the College-affiliated organization and/or alumni constituent group listed below.
2. The information released to the requesting party is confined to public information.
3. Public information is defined as: full name, address and telephone number, degree(s) and date of degree (s) awarded by Doane College, e-mail address, fax number(s).
4. The information will be used only in support of approved college activities.
5. Approved activities are defined as: alumni relations, development, school/office communications to alumni/constituents, student recruitment, continuing education programs.
6. If there is a dispute about what constitutes an approved activity of Doane College, the final decision will rest with the Vice President of Institutional Advancement and Marketing or his/ her designee.
7. No information will be released on records coded "Privacy Record," which indicates the alumnus/a requested that his/her information not to be released.
8. The requesting party will not release or share the information with anyone who is not associated with the College-affiliated organization and/or alumni constituent group listed below.
9. The requesting party will take reasonable measures to protect the provided information and will allow members of their College/Alumni Organization to opt out of any communications.

I agree to the above terms and conditions:

\_\_\_\_\_  
Requesting Party Printed Name

\_\_\_\_\_  
College/Alumni Organization

\_\_\_\_\_  
Requesting Party Signature

\_\_\_\_\_  
Date

**Consent for Use of Volunteer’s Name on Doane College’s Web Site**

By signing below, I hereby give Doane College and its employees permission and the right to list electronically on any part of the Doane College Web Site, at any time in the future, my name as a volunteer for the College and my preferred email address. Further, I waive the right to inspect or approve the finished product. In addition, I hereby release Doane College and its trustees, officers, employees, and representatives from any and all liability, claims, charges, complaints, or causes of action whatsoever that may arise out of or from any third-party’s user interpretation of the electronic listing of my name.

In addition, I understand and agree that the purpose for listing my name is to give me recognition for my contributions and/or to encourage others to become volunteers at Doane College.

Moreover, I hereby execute this Consent with the intent to bind myself, my spouse (if applicable), my heirs, assigns, and legal representatives. I further state that I am at least 18 years of age and competent to sign this affirmation and release. I understand that I may rescind this consent at any time in writing.

ACCEPTED AND AGREED:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

**Approved Contact Information**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Degree year(s)

\_\_\_\_\_  
Address, City, State, Zip

\_\_\_\_\_  
Home Phone

\_\_\_\_\_  
Work Phone

\_\_\_\_\_  
Cell Phone

\_\_\_\_\_  
Preferred E-mail

\_\_\_\_\_  
Occupation

\_\_\_\_\_  
Employer

*Name, degree year, and preferred email will be listed online, unless otherwise specified.*