

Medicine Alumni Reunions – Working Together

| | CLASS Responsibilities | ALUMNI Commitment |
|-----------------------|---|--|
| Venues | <ul style="list-style-type: none"> Identify preferred space and atmosphere for your reunion <i>When works best for your class?</i> <i>Will it be a simple dinner or a weekend in the mountains?</i> | <ul style="list-style-type: none"> Provide advice regarding venues Review & sign contracts with vendors Pay deposits for venue and catering Liaise with venue coordinator Finalize room block, AV requirements & catering numbers with venue |
| Activities | <ul style="list-style-type: none"> Identify a class lead for activities Determine the reunion activities <i>Will there be CME?</i> <i>Is babysitting required?</i> | <ul style="list-style-type: none"> Provide online registration and collect reunion fees Provide CME attendance certificates |
| Communications | <ul style="list-style-type: none"> Identify a class lead for communications Review class lists and provide updates Spread the word Approve outgoing email messages to your classmates Forward updated contact information to the Alumni Office Identify and invite special guests | <ul style="list-style-type: none"> Coordinate mass emails from database Follow up communications Send postal mail to those without valid email addresses Help locate “lost” classmates Facilitate contacting any special guests |
| Budget | <ul style="list-style-type: none"> Pay reunion fees on time Determine if your class would like to fundraise for a class gift or contribute to an existing bursary | <ul style="list-style-type: none"> Provide some financial sponsorship Facilitate payment of costs associated with the event (except personal room costs and alcohol) Introduce class lead(s) to fund development colleagues if appropriate |