

# Medicine Alumni Reunions – Working Together

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