



Committee: Events

Roles and responsibilities of committee: Work with Alumni Director and other committees to plan and organize general alumni events and class reunions. Work with Class Agents to encourage Alumni to attend events.

Role of Chair: Coordinate committee meetings according to calendar and goals set forth by Alumni Office, notate meetings with committee, and communicate with the Council co-chairs and Alumni Director on status of assigned projects.

Calendar

Summer: Alumni event calendar distributed

September: Meeting to finalize reunions (location, speakers, events, etc.); “Save the Date” postcard mailed

November/December: Alumni Holiday party/Fall mixer

January: First promotion for reunion goes out

March: First print invite goes out to reunion classes; Gala

April: Follow up/reminder email from CEE to reunion years; Roundtable

May: Poker Night

June: Reunion (high school reunion is separate)

Spring: Plan event calendar for following year