



**DALHOUSIE  
UNIVERSITY**

SCHULICH SCHOOL OF LAW

**MAKING THE CONNECTION**

A

**Partnership  
Program**

FOR REUNIONS

## **INTRODUCTION**

Alumni departments like the one at the Schulich School of Law offer many programs and services to graduates. But when people think of alumni programs, reunions come to mind most often. It's not that alumni aren't interested in other activities, like chapters and the alumni magazine, but when graduates get together with those men and women that they knew so well 5, 10, or 25 years earlier – a certain magic happens.

## **PURPOSE OF REUNIONS**

Graduates participate in reunions for many reasons:

- to socialize and spend time with special friends
- to reminisce about former acquaintances and old times
- to pay special tribute to their program, their university or a classmate

## **OUR COMMITMENT TO REUNIONS**

In an ideal world, we would support every class and special group that wanted a reunion. But the reality is that our limited resources present a challenge. To respond to this challenge, we place emphasis on the following classes:

50<sup>th</sup>, 40<sup>th</sup>, 25<sup>th</sup>, 20<sup>th</sup>, 10<sup>th</sup>

Of course, if you are planning a reunion other than a 50<sup>th</sup>, 40<sup>th</sup>, 25<sup>th</sup>, 20<sup>th</sup> or 10<sup>th</sup>, please contact our office. We will provide you with advice and support.

## **TIPS FOR GREAT REUNIONS**

- start planning early, up to a year in advance
- great reunions are organized by great volunteers
- recruit a team of volunteers and delegate the work – it makes for more fun
- survey your class to determine what individuals want from a reunion and, importantly, whether they will attend
- all events should be organized on a cost-recovery basis
- the most effective way to ensure classmates will attend is to contact them by phone
- most alumni want to talk, reminisce and spend time with their classmates at a reunion, so build in sufficient time to allow this to happen

## **PLANNING SUGGESTIONS**

### **12 months prior**

- select reunion volunteer leader(s)
- send a letter/email to classmates to determine the level of interest in organizing a reunion; ask what type of events would be most popular
- include a survey; remember that campus locations are always popular, but there are other venues including restaurants, bars, etc.
- recruit a team of volunteers and begin to delegate responsibilities

### **9 months prior**

- invite former faculty and other VIPs to attend
- consider establishing a website or Facebook group to promote the event and to record confirmation of attendance
- book event venues
- determine budget and costs
- establish and mail/email an event schedule
- establish telephone trees to call classmates
- determine whether events and program will include spouse and children
- book a block of hotel rooms

### **6 months prior**

- begin the big push on attendance
- organize the formal part of your program, if appropriate
- begin to collect registration fees if required

### **3 months prior**

- finalize attendance
- continue to post registrations on the website/Facebook
- confirm menus
- organize transportation, if necessary
- organize incidentals such as decorations, name tags, games, etc.

### **1 month after your reunion**

- review event(s)
- make recommendations for next reunion
- distribute thank-you notes and other appropriate recognition

## HOW WE CAN HELP

The Alumni Relations Office at the Schulich School of Law is pleased to assist you with reunion planning. We will help you every step of the way with:

- expertise and advice
- class lists
- event planning
- postage to cover the cost of mailings
- samples of reunion letters
- name tags
- access to law school facilities
- tours of the law school
- access to university photographer for a class photo
- advertising your event on the school website and through social media
- wrap up review and recommendations for next reunion

For further information on reunions and reunion planning, please contact:

**Tammi Hayne**

Assistant to the Director

SCHULICH SCHOOL OF LAW | Alumni Relations  
Weldon Law Building, Room 116  
6061 University Avenue  
PO Box 15000 | Halifax, NS B3H 4R2 Canada  
[902.494.5100](tel:902.494.5100) | [tammi.hayne@dal.ca](mailto:tammi.hayne@dal.ca)



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