



**DALHOUSIE
UNIVERSITY**

SCHULICH SCHOOL OF LAW

**2022 ANNUAL LAW ALUMNI REUNION WEEKEND
CLASS ORGANIZER HANDBOOK**

We're Here to Help!

Reunions are a chance to renew old friendships, share memories, and stay connected with the Law School. The Alumni Office is here to support you and provide you with the tools you need to have a successful reunion.

2022 Annual Law Alumni Reunion Weekend

The Annual Law Alumni Reunion Weekend is a celebration for all law alumni with a special invitation extended to those classes celebrating milestone years. The 2022 Annual Law Alumni Reunion Weekend will take place from Friday, September 9 until Sunday, September 11. The law school will host a dinner on the Friday evening at the Nova Centre in downtown Halifax and we encourage classes to organize class-specific activities for the Saturday and Sunday.

Reunion Class Organizers

Class organizers play a pivotal role in making reunions a success. Without the enthusiasm of at least one person who is willing to say to classmates, "Let's get together!" most reunions would never happen. Your role as class organizer is to serve as a contact person for your class, liaise with the Law School Alumni Office, encourage classmates to participate, and help make decisions about your private class events. You are encouraged to contact other classmates and to form an organizing committee—this helps encourage attendance and builds enthusiasm.

Class Contact Information

We will provide you with a class list that includes any contact information we have on file for your classmates. *Please note, before receiving the contact information for your classmates, you will be asked to agree to a confidentiality agreement.* While the university's alumni database is not 100% accurate, we do have at least one form of contact for most alumni. If you have more current contact details for a classmate, please let us know so we can update the database. We also ask that you encourage all classmates to update their email addresses directly with the Alumni Office at lawalum@dal.ca. Unfortunately, you may notice that we don't have any contact details for some of your classmates. Please feel free to try to track them down through online searches or providing a list of "the missing" in your first note to your classmates. This method can be quite effective in finding this information.

Communicating with Classmates

The Alumni Office can assist with communication to your classmates. Most of the communication will be conducted via email. In some cases, we will only have a mailing address on file for a classmate. The Alumni Office will take care of mailing any paper documents on your behalf to those who can only be reached by this method. You are also encouraged to reach out via phone to classmates if they are unreachable by other means. Some classes also have Facebook groups set up to keep everyone connected. A reminder to ensure that you use the BCC (blind carbon copy) function when emailing all classmates to protect their privacy.

Sometimes a Phone Call is Better

One of the most effective ways to get people excited about attending their reunion is to personally call them. This is an instance where the task can be divided among multiple organizers. These phone calls are a friendly reminder and often result in more people attending. Former class organizers have indicated that this is one of the most enjoyable and effective methods of contacting classmates and catching up.

A Word About Confidentiality

Once you have agreed to the confidentiality agreement and have been provided with the contact information for your classmates, we ask that you only use this information for alumni reunion purposes. You are not permitted to share any personal information with other people unless that person has given you permission to do so. Often a classmate may ask you for the contact information for another. Rather than provide that contact information, inform them that you will contact the person on their behalf and they can choose to contact them directly. Please also refrain from posting or sharing class lists and contact information as this is in contravention of the privacy agreement.

Event Planning Support

The Alumni Office is here to assist you with your reunion planning to ensure an enjoyable and seamless experience. We will guide you and keep you on track so you don't miss any details. This document provides suggestions and contact details for venues and activities your class might consider.

Registration for Class Events

The Alumni Office can assist with setting up online registration where classmates can RSVP for events. Unfortunately, we are unable to collect fees for events.

Contracts with Vendors

All contracts with venues such as restaurants are the responsibility of the class organizer(s). This includes paying deposits, payment of final bills and any related fees. Many classes coordinate with venues to have individual bills or pay-as-you-go arrangements for events.

To Do List

SPRING 2022

Write an initial message to your classmates that includes the following:

- Save the date
- Introduce the class organizing committee and/or ask classmates to volunteer to join the committee
- Ask classmates to update their contact information with the Alumni Office at lawalum@dal.ca – especially their email address to ensure they receive all updates
- Optional – include a link to an online survey to collect ideas and suggestions from your classmates
- Alumni Awards – encourage your classmates to nominate a classmate for the Weldon Award for Unselfish Public Service or the Bertha Wilson Honour Society (deadline for nominations is April 29, 2022).

Coordinate with other classes

The 2022 Annual Law Alumni Reunion Weekend is unique in that we will be hosting classes that are celebrating milestones from 2020 (the 5's and 0's), 2021 (the 1's and 6's) and 2022 (the 2's and 7's). This will allow for combined class opportunities for classes that were at the law school at the same time. Refer to the [list of class organizers](#) if you would like to reach out to another class to coordinate.

Secure venues for dinners/brunches/activities

It is never too early to contact restaurants and activity providers to secure the date you prefer and discuss options for food and beverage, room layout, audiovisual requirements, etc.

Class Gifts

Your reunion provides an opportunity to coordinate a special gift to the law school from your class, which is a very rewarding and impactful way to leave a legacy. You may direct a gift specifically to a project of choice (such as a scholarship or special project), or simply to the area of greatest need. Many classes already have a class gift and your reunion is an excellent time to encourage a renewed commitment to give. Tax receipts are provided on all donations. If you would like to discuss class giving, please contact Jessica Farrell at Jessica.farrell@dal.ca or (902) 220-8717.

EARLY SUMMER 2022

Second message to classmates

Send an update note to your classmates with information on how the reunion plans are shaping up. In this message, you may want to provide an update on classmates, mention individuals planning to attend the reunion, and request assistance with a phone campaign or other volunteer roles that are required. You might also want to include the following once details have been finalized:

- Schedule of events
- Registration link – provide a soft deadline
- Hotel information
- Information on any fees associated with activities and payment options (if applicable).

Follow Up

Once the soft registration deadline has passed for the September 9th reunion dinner, follow up with classmates who have not yet registered to see if they will be attending.

AUGUST 2022

Final Details and Reminder

- The hard deadline for your classmates to register for events should be no later than August 26, 2022 (two weeks before the reunion weekend). This allows enough time to do the final preparations for your event (confirming numbers with the caterers, accommodating dietary or mobility restrictions, etc.).
- Typically, guest numbers need to be confirmed with venues and caterers the week of the event, so this gives you some time to gather all the information you will need to provide to them.
- The week of the reunion, send a final email to your classmates that includes a schedule of events and any pertinent information such as parking locations, etc.

AFTER THE REUNION

A Post-Reunion Email

- Send a follow up email to all classmates with photos from the reunion and a request for feedback about the weekend.
- Ensure all vendors have been paid.

ACTIVITY IDEAS

Saturday afternoon

- Go on a [site seeing tour](#)
- Visit a [winery](#), [brewery](#), [cidery](#) or [distillery](#) or take a [food & drink tour](#)
- Afternoon of golf at one of the many [local golf clubs](#)
- Take a [boat cruise](#)
- Visit a [museum](#)
- Group volunteer activity
- Leave Saturday afternoon open for classmates to do as they please

Saturday evening

- Dinner at a [local restaurant](#)
- Enjoy a [pub night](#) with live music
- Casual evening at a classmate's home or cottage

Sunday morning

- Brunch at a [local restaurant](#) or classmate's home
- Group run through [Point Pleasant Park](#)
- [Attend a faith service](#)

ACCOMODATION OPTIONS

- [Lord Nelson Hotel & Suites](#)
- [Prince George Hotel](#)
- [Atlantica Hotel Halifax](#)
- [The Sutton Place](#)
- [Courtyard by Marriott Halifax Downtown](#)
- [Cambridge Suites Hotel Halifax](#)
- [The Hollis Halifax – a DoubleTree Suites by Hilton](#)
- [Homeward Suites by Hilton Halifax Downtown](#)
- [Residence Inn Halifax Downtown](#)
- [Westin Nova Scotian](#)
- [Halifax Marriott Harbourfront](#)
- [Four Points by Sheraton Halifax](#)
- [The Muir Hotel](#)
- [Hotel Halifax](#)

HELPFUL LINKS

- [Official Halifax Visitor Guide](#)
- [Discover Halifax](#)
- [Nova Scotia Tourism](#)
- [Halifax Stanfield International Airport](#)
- [Transportation from the airport](#)

SAMPLE MESSAGES

Save the Date

Re: Class of XXXX Reunion

Dear Class of XXXX Alumni:

Your classmate(s) _____, are organizing a reunion marking ____ years since graduation from Dalhousie Law School/The Schulich School of Law.

It's hard to believe it's been ___ years. Come and reconnect with your classmates. It's your reunion – so save the date for the weekend of September 9-11, 2022! More details will be available soon.

The Law School will be hosting the annual Law Alumni Reunion Dinner on the evening of Friday, September 9, 2022 at the Nova Centre in downtown Halifax. The rest of the weekend has been provided to us for our own class-specific events. As such, we need your input on possible activities. Please complete this short survey (insert link) to let us know if you plan to attend and what activities you would be interested in no later than XX date.

Once we receive your feedback, we will get to work on planning our class-specific event(s). You can get in touch with the class organizer(s) directly to offer suggestions, ideas, or get involved.

It would also be helpful if you could reach out to classmates to make sure they received this email and if not, let them know about plans for a reunion.

Your class reunion organizers(s) is/are:

Name

Email address/Phone number

Facebook page name (if created)

We hope you can make it!

SAMPLE MESSAGES

Second Message

Re: Class of XXXX Reunion

Dear Class of XXXX Alumni:

We have heard from many of you and are excited to share with you the details for our class activities.

Attached you will find a schedule of events for the reunion weekend as well as information on accommodation options.

We ask that you please register online (provide link) no later than August 1, 2022 so that we can secure your spot.

(optional - insert information on associated costs and payment information)

(optional – insert information on class giving)

You can also help by encouraging others to register and by passing on the reunion information to classmates we may have lost touch with.

Your class reunion organizers(s) is/are:

Name

Email address/Phone number

Facebook page name (if created)

We hope you can make it – register today!

Attachments:

- Schedule of events
- Accommodation options

SAMPLE MESSAGES

Reminder/Last Chance

Re: Class of XXXX Reunion

Dear Class of XXXX Alumni:

Don't miss the fun, the memories, and the chance to be part of this great reunion!

The final deadline for registration is August 26, 2022.

Register here: (provide link)

Attached you will find a schedule of events as well as accommodation options for the reunion weekend.

(optional - insert information on associated costs and payment information)

(optional – insert information on class giving)

You can also help by encouraging others to register and by passing on the reunion information to classmates we may have lost touch with.

Your class reunion organizers(s) is/are:

Name

Email address/Phone number

Facebook page name (if created)

We hope you can make it – register today!

Attachments:

- Schedule of events
- Accommodation options

SAMPLE MESSAGES

See you soon!

Re: Class of XXXX Reunion

Dear Class of XXXX Alumni:

Just a few short days until we gather in Halifax and celebrate our XX reunion!

We've attached the schedule of events for the weekend and are looking forward to seeing everyone.

If you need to reach us during the weekend, here are our contact details:

Name

Email address/Phone number

Facebook page name (if created)

See you soon!

Attachments:

- Schedule of events

Contact Us

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Director of External Relations

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Assistant to the Director of External Relations

Phone: (902) 494-5100

Email: lawalum@dal.ca

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Mailing Address

Alumni Relations
Schulich School of Law
6061 University Avenue
PO Box 15000
Halifax, NS B3H 4R2

Reunion Website

<https://www.dal.ca/faculty/law/alumni/events.html>