



ALUMNI REUNION GUIDE

The ultimate guide to planning a reunion

Forever King's

Your global alumni community

Philanthropy & Alumni Engagement Office | reunions@kcl.ac.uk | kcl.ac.uk/alumni
Reunions

THE ALUMNI RELATIONS TEAM

Welcome to the King's College London Alumni Reunion Guide. It is wonderful to hear that you are looking to organise a reunion and get in touch with former classmates and friends. We are excited to provide all reunion leaders with inspiration and support throughout the planning process.

This guide will take you through the journey of planning a reunion, from getting in touch with old friends to choosing a venue and what to do after the event.

How the Alumni Relations Team can help you:

- ❖ We can direct you to [these past reunion stories](#) for some inspiration.
- ❖ We can email your classmates on your behalf to inform them of your reunion.
- ❖ Materials for your reunion – Alumni returning to King's often want to know what is happening at their alma mater. The Alumni Relations Team can provide you with leaflets, flyers and brochures.
- ❖ Follow up – We would love to share your reunion story.

Every reunion is different, and there may be some of the above steps that you don't feel are necessary. The King's Philanthropy & Alumni Engagement Office will be able to support your reunion planning no matter what form it takes, and we are always happy to hear if you'd like to do something a bit differently.

The King's alumni community love seeing reunions take place, and it's often from seeing pictures and stories that alumni are inspired to plan their own.

So, what are you waiting for?
Contact us on...



reunions@kcl.ac.uk



+44 (0)20 7848 3053



Virginia Woolf Building,
King's College London,
22 Kingsway, WC2B 6LE

ORGANISING YOUR REUNION

Follow these 3 quick and easy steps to plan your reunion:

1. Let your classmates know

Please fill in this [online reunion request form](#). Provide us with the details of your event along with who you would like to get in touch with and the message you would like to send them.

The Alumni Relations Team will send out email invitations with your message to your classmates, asking them to get in touch with you. (Please note that while we aim to be as speedy as possible, it can take up to six weeks for us to send invites for your reunion.)*

2. Plan your event

If you would like to hold your reunion on campus, [King's Venues](#) can offer great advice as well as a small discount if you mention that you are an alumnus. If you would prefer a non-campus venue, you can take some inspiration from [these past reunions](#).

3. Advertise your reunion

After completing the online reunion request form, the Alumni Relations Team will advertise your reunion on our [website](#) as well as reviewing advertisement on other channels you request.

In addition to this, a fantastic way to promote your event with your classmates is through social media networks.

[King's Connect](#) – our online networking platform is a great way to create groups and keep in touch with others. Our [LinkedIn](#) and [Facebook](#) groups are also useful to spread word of your reunion.

**In compliance with Data Protection legislation please note that our ability to put you in touch with your classmates is dependent on the availability of sufficient information on our database.*

SUGGESTED REUNION TIMELINE

Please note that this timeline is a suggested timeline for the planning of your reunion, great reunions can still be planned within a shorter time frame!

Let the Alumni Relations Team know how you will advertise and plan your event – so that we can make any suggestions.

Fill in the [online reunion request form](#).

Alumni start to get in touch with the reunion leader confirming their attendance.

Be sure that all guests fill out the reunion attendance sheet.

12 months before

1

Set up a social network group to gauge interest in your reunion and to confirm a date.

2

9 months before

3

Choose a date and venue for your reunion.

4

6 months before

5

The Alumni Office send out invitations for your reunion

6

1 month before

7

Reunion leader sends out final reminder and confirms numbers with venue

8a

The Reunion

8b

Have fun & take lots of pictures

9

After the reunion, get in touch with the Alumni Relations Team to share the attendance forms, your photos and write-up of the event.

REUNION ATTENDANCE SHEET

Reunion Leader Name:

Reunion Date, Venue & Time:

Reunion Subject & Class of:

King's College London will hold your details to keep you up-to-date on news, events, fundraising and what's happening at King's College London. If you would prefer not to hear from us you can unsubscribe from all further communications at any time by telephone on 020 7848 3053 or forever@kcl.ac.uk. For information on how we will use your details please see our privacy policy at <https://www.kcl.ac.uk/alumni/privacy-policy>.

Please fill the fields below to mark your attendance.			Enter your details below to stay up to date about alumni news, events and fundraising.			
Title	First Name	Surname	Address	Post Code	Contact Number	Contact email