



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 ideas 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 offer advice and ideas for how to run a successful reunion.
- ❖ We can email your classmates on your behalf to inform them of your reunion.
- ❖ Materials for your reunion – Alumni returning to King's often would like to know what is happening at their alma mater. The Alumni Relations team can provide you with leaflets, flyers and brochures.
- ❖ We can get in touch with your former department to help you reconnect with former lecturers.
- ❖ 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 loves seeing reunions take place, and it's often from seeing your pictures and stories that other alumni are inspired to plan their own.

So, what are you waiting for?

Contact us on...



reunions@kcl.ac.uk



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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 this can take up to six weeks, though it will usually be quicker than this.) *

2. Plan your event

If you would like to hold your reunion on campus, [King's Venues](#) can give excellent advice on the types of venue we offer, as well as a discount for alumni bookings. If you would prefer that your event take place off-campus, you can take some inspiration from [these past reunions](#).

3. Advertise your reunion

The Alumni Relations Team will send out the invitations to your former classmates. While this is happening, you can promote your event with through social media networks. We can recommend the following:

[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!

6 months before the event

1. Set up a social network group to gauge interest in your reunion and to confirm a date.
2. Let the Alumni Relations Team know how you will advertise and plan your event- so that we can make any suggestions.
3. Fill in the [online reunion request form](#).
4. Choose a date and venue for your reunion.

4 months before the event

5. The Alumni Relations team will send out your invitations to your fellow alumni
6. Alumni will start to get in touch with you confirming their attendance.

1 month before the event

7. Send out a final reminder to your guests.
8. Confirm the attendance numbers with your venue.

On the day of the reunion

9. Make sure that the guests fill out the reunion attendance sheet.
10. Have fun and take lots of pictures!

After the reunion

11. Get in touch with the Alumni Relations Team to share the attendance forms, your photos, and a write-up of the reunion.

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.

Title	First Name	Surname	Contact email (optional)