

DARAMALAN COLLEGE



Alumni Reunion & Event Guide





YOUR REUNION & EVENT

The Daramalan Alumni community has more than 60 years of history and with thousands of graduates, you are a member of a very big family.

We reunite our past students through Year Group reunions every decade, however, we understand that you might want to see each other more often.

No matter if your student days ended in 1967, 1988 or 2022; whether you live in Canberra, Melbourne or Europe – there will always be a place for you and your classmates within our global Daramalan College Alumni community.

We recognise that reconnecting with your classmates is an important part of your story. This guide will explain how the Daramalan College Alumni and Community Officer, and you as the event organiser, can work together to ensure the success of your event.

The Guide provides you, as our Alumni, with information on how to best organise a get together of your graduating class or group of interest, and celebrate your time together.

Who we can assist

- Year Groups
- Sporting Groups
- Music Bands
- City/Country Reunions
- You name it!

- Plan it with a friend (or two!) if possible.
- Give yourself plenty of time to plan the event.
- Find a date that gives those who are travelling enough notice.
- Consider an event that would be of interest, and is affordable to all your classmates.
- Collect money for the event beforehand.
- When deciding on your venue, remember to consider whether or not you will be extending the invitation to the partners of Alumni.
- Ask your contacts if they are still in touch with anyone you have lost touch with.

Tips & Tricks



REUNION ORGANISER'S ROLE

If you and your fellow Alumni want to hold a reunion, here is some information to help with your planning.

You will be accountable for ensuring there is enough initial interest before beginning to plan the event. Responsibilities will include event organisation, such as making the final decisions and serving as a main point of contact for the event.

Provide content/details for the email invitation

Pull together all the key details, like the location, time, catering, theme, RSVP deadline and contact information for the Daramalan College Alumni and Community Officer to be able to issue the invite on your behalf.

Venue hire and catering

As a first step, feel free to reach out to the Alumni and Community Officer to request contact details for available on-campus venues and recommendations.

Ticketing/funding of the event

If you're planning to fund the reunion through the members of your graduating class, ensure that this information is clearly indicated on your invitation.

Organising all logistics

Ensure you have a timeline mapped out ahead of time so that you take all the right steps at the right times.

Collate photos from the Archives (if applicable)

If you'd like to feature photos from your graduating class during the reunion, contact the Daramalan College Alumni Officer to search our Archives. Additionally, it would be great to ask your classmates to submit any photos they might have.



ALUMNI & COMMUNITY OFFICER'S ROLE

My role as the Alumni and Community Officer is to provide support in as many ways as possible to ensure you have a successful

If your event takes place in ACT, we can discuss the possibility of arranging school tours or organising a relevant keynote speaker at the event (e.g. teacher, staff member).

Please note this may be subject to staff availability.

- **Provide advice on venue**
We have some venue options available for events at school and can assist in suggesting venues that suit your event.
- **Provide relevant contacts at Daramalan College**
Once you are ready to take the next step, we can help you get in touch with current and former teachers and staff members.
- **Design and send email invitations on your behalf**
Once we have the content from you, we can send out the invitations on your behalf to all your classmates that we have updated contact details for.
- **Promote your reunion on the Daramalan College Alumni website and social media.**
- **Provide a template and instructions for name tags.**

Email:
alumni@daramalan.act.edu.au

TIMELINE

6+ MONTHS PRIOR

- Notify Daramalan College Alumni and Community team of your upcoming reunion and initial plans
- Assemble Reunion Committee Members (if applicable)
- Begin collating contact details of classmates to invite
- Look into potential venues and suitable dates/times

4 MONTHS PRIOR

- Confirm date/time and book venue
- Work out costs per person and ticketing for the event
- Create a draft schedule of what is to be featured/included at the reunion (e.g. slideshow, speeches etc.)

2 MONTHS PRIOR

- Liaise with Daramalan Alumni and Community Team to create email invitations to be sent to classmates
- Begin to gather memorabilia and historical photos for the event (e.g. collect from classmates)
- Send reunion email invitations 6 weeks before event

1 MONTHS PRIOR

- Ensure there is a Run Sheet, and logistics for the day are organised
- Follow up on any classmates who have not responded

2 WEEKS PRIOR

- Confirm final guest list
- Ensure all RSVPs and payments have been received
- Create name tags for the event

EVENT TIME!