



OKLAHOMA CITY UNIVERSITY
SCHOOL of LAW
ALUMNI

OKLAHOMA CITY UNIVERSITY SCHOOL OF LAW ALUMNI REUNIONS



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REUNION SERVICES

RECORDS

We provide a class reunion list, which includes names and address status, i.e. if an alumnus/alumna has an active address (those we can mail to) or an inactive address (those we cannot mail to).

ADVICE

The Director of Alumni Relations is available to assist your group in an advisory capacity: answering questions, finding campus contacts and making recommendations.

PUBLICITY

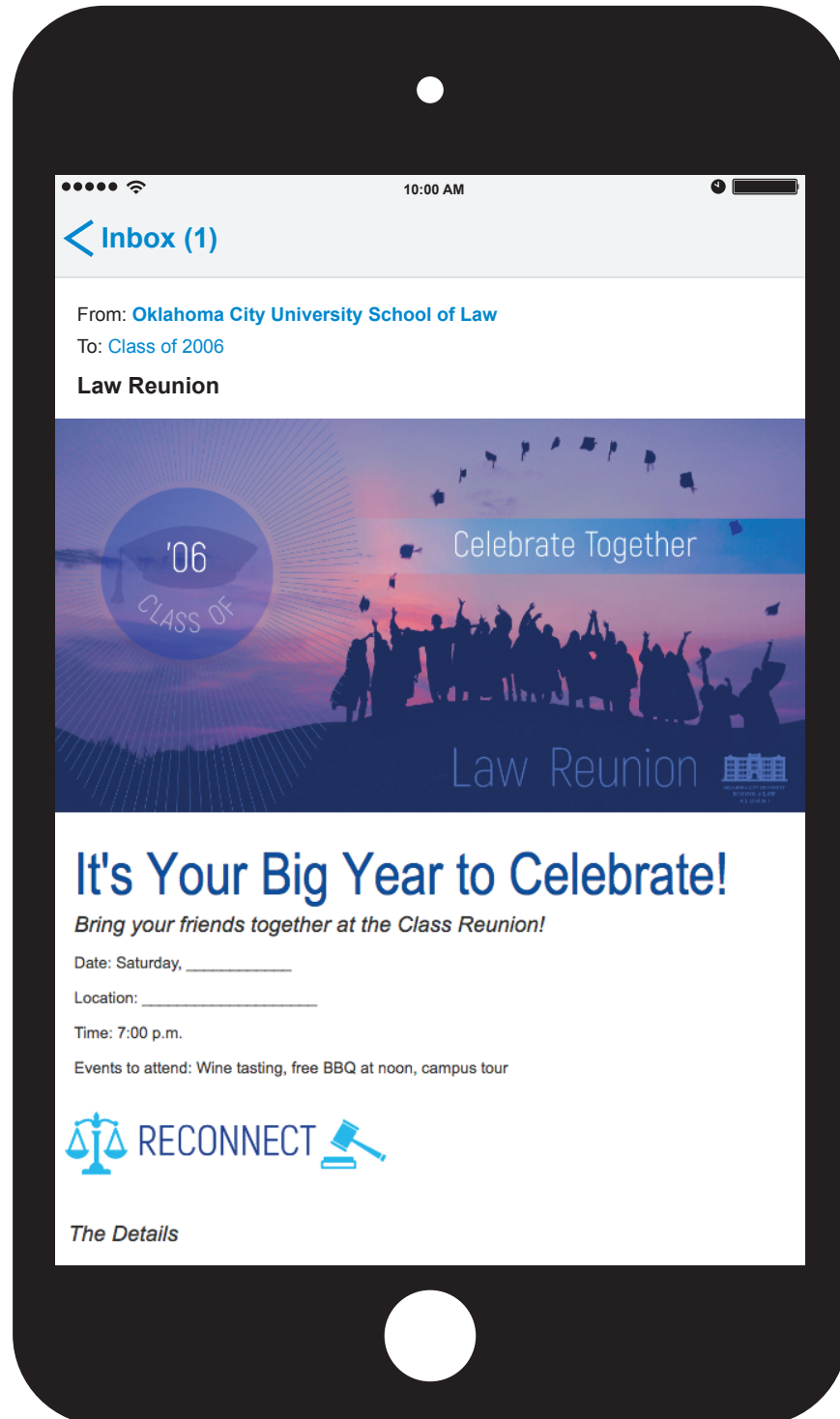
We will advertise your reunion on our website, on our social media sites, in our e-newsletters (under Upcoming Events) and in our *LAW Magazine* (pending deadlines).





EMAILING

We will send up to two email blasts per reunion to promote your event. Our reunion template is available for these emails (see below). We reserve the right to edit for space and content.



REUNION COORDINATOR RESPONSIBILITIES



Since each reunion is different, some of these guidelines may not apply to you. Keep in mind, however, that there are very few things that you can do TOO early!

** Please send us your attendee list after the event is over

6 MONTHS

- Contact Alumni Relations (AR) about your intent to host a reunion

REUNION COMMITTEE

- Recruit classmates to assist with planning and setting a meeting date
- Begin planning and generating ideas
- Select dates—check with AR for any conflicts on the event dates

5 MONTHS

- Request a class list from AR
- Begin spreading the word (phone, email, social media)

4-5 MONTHS

- Have a committee meeting
- Set a budget
- Gather all ideas for activities/events, meals, etc.
- Solidify reservations and schedule of events

4 MONTHS

- Continue to meet with the committee as needed
- Design invitation letter

3 MONTHS

- Send AR the invitation letter for mailing
- AR will print and mail invitations

1-2 MONTHS

- Re-confirm all arrangements
- Collect RSVPs

1 WEEK

- Send RSVP list to AR for nametags
- Call caterer to confirm final numbers

1 WEEK AFTER

- Send us any photos you would like submitted to the *LAW Magazine*
- Email us the RSVP list and/or those who attended



REUNION IDEAS AND TIPS

POTENTIAL EVENTS / ACTIVITIES



- Wine and cheese reception
- Theater or sporting event
- Brunch, lunch or dinner
- Pub night
- Dance
- Boat cruise
- Golf game
- Picnic
- Concerts
- Keynote speakers
- Reception at the home of a class member
- CLE

REUNION TIPS

- Ask classmates to bring old photos, memorabilia, clothes, etc. for display
- Create a running slide show
- Be prepared, 30% of your RSVPs will come 10 days prior to the event
- If ordering food:
 - Buffets or fixed menus work best
 - Remember to have options for dietary restrictions



- Invite classmates to post messages and photos on the Law School Facebook page and send to the Alumni Relations Office
- Take a group photo at the event and send it to Alumni Relations for submission to the *LAW Magazine*
- Determine if there will be a cost for the reunion and how funds will be acquired and spent
- Always have safe-ride-home options

SAMPLE REUNION INVITATION LETTER



Dear classmate,

We can hardly believe it's been _____ years since our graduation. Now is a great time for us to all get together, get reacquainted and reminisce.

I propose that we all catch up on _____. I hope that you will set this date aside and attend some or all of the great activities that have been planned.

Proposed Reunion Agenda (as an example)

Date: Saturday, _____

Location: _____

Time: 7:00 p.m.

Events to attend: Wine tasting, free BBQ at noon, campus tour

Any questions about the reunion agenda please contact Reunion Coordinator Name

- Email
- Phone

Many of our classmates have already committed to attend (profs, too!), and it promises to be a great time!

Please spread the word to those you keep in touch with, as we may not have been able to reach them all via this mailing.

Be sure to check out the Alumni Relations Office website at law.okcu.edu for more information and to ensure your contact information is up-to-date!

Sincerely,

Reunion Coordinator(s) name(s)