



## Alumni Event in a Box

The Office of Alumni Engagement welcomes alumni to host events in their home, club or local restaurants to encourage community-building among those associated with the University. This document can provide some insight into the services and support that the Alumni Office can provide, a suggested timeline for communication and planning, and the expectations of the hosts for each event.

### Office of Alumni Engagement Services and Support

The office is currently able to offer the following services to event hosts:

- Send electronic communications to the alumni and/or parent invitation list 6-8 weeks prior to event and a reminder email prior to the event
- Provide hosts with invited guest list (provided a volunteer agreement has been signed)
- Link event details on the Alumni Events website
- Record RSVP's and communicate updates with host on a regular basis
- Provide reimbursement for qualifying expenses, provided a valid receipt is supplied and prior approval has been given by the Alumni Engagement Office
- Send to host, prior to event, the following, as available:
  - Duquesne Signage
  - Duquesne Favors or Decorations
  - Current Publications and Hand-outs
  - Nametags

### Host Responsibilities

- To communicate regularly with the Office of Alumni Engagement
- To determine a menu and other arrangements for the day of the event
- To provide a welcoming environment for Alumni and Guests to gather
  - Greet and thank attendees for participating
  - Encourage introductions among attendees
  - Provide hand-outs or favors that were provided by the Office of Alumni Engagement
  - To take some photos (or assign a guest to take photos) at the event and provide to the Alumni Office afterwards
- To follow up with the Office of Alumni Engagement post-event with wrap-up, suggestions for the future and photo(s)

### Suggested Timeline

At least eight weeks prior to event date:

- Speak with an alumni engagement staff person to request list and discuss ideas for event (host)
  - Determine Guest List, with guidance from the Alumni Office (i.e. limited class years, distance from venue, targeted audience)
- Determine date and time for event (host)

- Reserve space/venue, if applicable (host)

Six weeks prior to event date:

- Office of Alumni Engagement will send electronic invitation to alumni in the area and post on social media (Alumni Office)
- Determine a menu and activities (host)
- Start making personal contacts (phone and/or email) with those invited to encourage attendance (host and other local alumni, if applicable)

Two weeks prior:

- Touch base with Office of Alumni Engagement for updates on RSVP's (host)
- Post reminder on Facebook and other social media outlets, if applicable (Alumni Office and/or host)

Week of Event:

- Final update from Office of Alumni Engagement on RSVP's (Alumni Office)
- Box of Duquesne items to be sent to host (Alumni Office)

At event:

- Welcome group and encourage introductions (host)
- Distribute nametags (host or other volunteer)
- Take a group photo/candid photos (host)

Post-event:

- Send/phone in update to the Office of Alumni Engagement on number of attendees, feedback on event, etc. (host)
- Send photograph from event, if applicable, to be added to the Alumni Engagement webpage and social media pages (host)
- Send any applicable receipts to the Office of Alumni Engagement for Reimbursement (host)

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