



## Mercedes College Alumni

### HOSTING AN ALUMNI EVENT

Organising a reunion or gathering with fellow Alumni can be a rewarding experience, fostering connections and strengthening the sense of community within the Mercedes College family. This guide provides step by-step instructions on hosting a successful Alumni event.

#### Event Organisers

- Delegate who will coordinate the event. This can be managed by an individual or group.
- Designate one person as the main point of contact to collect RSVPs.

#### Event Details

- Determine the date, time, and location for your event.
- Examples of venues include pubs, wineries, restaurants, parks, or hosting the reunion at the College.
- Most 10-year reunions are typically held offsite to create a relaxed and social atmosphere.
- Ensure the chosen venue is accessible and meets the needs of attendees.

#### Funding

- All events are self-funded, and attendees are generally willing to contribute.
- Discuss and decide on the financial arrangements for the event:
- Will there be a set menu? Check if the venue has specific guidelines for food and beverages that can be shared in the invitation.
- Payments can be handled via TryBooking, or accepted at the event.

#### Invitations & Promotion

- Collaborate with Alumni team and Mercedes College to promote the event.
- Invitations can be promoted via social channels and the Alumni e-newsletter.
- Request assistance in creating a digital invitation or opt to design your own using the official Alumni logo, available upon request.
- Ensure the invitation includes all essential details: Event name and purpose | Date, time and location | RSVP information

## Collating RSVP's

- Decide on the method for collecting attendee RSVPs.
- Email, mobile phone, online platforms such as TryBooking or Eventbrite.
- Ensure the chosen method is clearly communicated on all invitations.
- Create a Welcoming Atmosphere
- Consider adding personal touches to the event, such as:
  - Displaying memorabilia or photos from the graduation year.
  - Preparing a brief welcome message to express appreciation for attendees' presence.

## Further Assistance & Support

The Alumni team at Mercedes College is here to assist you in every step of the planning process. Please do not hesitate to contact us at [mca@mercedes.wa.edu.au](mailto:mca@mercedes.wa.edu.au) should you require help with event promotion, invitations, or general advice. By following these steps, you will help ensure an enjoyable and memorable experience for your fellow Alumni, reinforcing the bonds and memories shared during your time at Mercedes College.