



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

- Designate an individual or group to coordinate the event.
- 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, etc.
- 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 and provide this in your invitation.
- Will there be a set menu? Check whether the venue has specific food and beverage guidelines that can be shared in the invitation, and ensure dietary requirements can be catered for.

Invitations & Promotion

- Collaborate with the Mercedes College Alumni Team to promote the event.
- Invitations can be promoted via social channels, the website, and the Alumni e-newsletter.
- Ensure the invitation includes all essential details: Event name and purpose | Date, time and location | RSVP information

Collating RSVPs

- Decide on the method for collecting attendee RSVPs.
- Methods for collecting RSVPs may include email, mobile phone, or online platforms such as Eventbrite.
- 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 Mercedes College Alumni team is always happy to support your event by promoting it across our social media channels and website, helping to increase visibility and encourage fellow Alumni to attend. As the event is independently organised, the planning and coordination will remain with the event organisers, but we're more than happy to help where we can. If you have any questions along the way, please feel free to get in touch, and we'll do our best to assist and help share your event with the wider Alumni community.

Please contact us at mca@mercedes.wa.edu.au with your event details and promotional information, and we will be happy to assist with sharing your event with the wider Alumni community.

We'd love to see your event! Take plenty of photos along the way and share them with the MCA Team so we can celebrate your gathering in our newsletter.

Most importantly, enjoy the opportunity to reconnect, reminisce and celebrate together!