

MEDICINE, NURSING & HEALTH SCIENCES REUNION TOOLKIT

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INTRODUCTION

Reunions are a wonderful opportunity to reconnect with your fellow classmates and exchange the latest news, share your professional experience and remember your time at Monash. You can also reconnect with the University and enjoy the benefits and opportunities for engagement and enrichment that are on offer to alumni.

This guide has been prepared to help alumni plan and host reunions within Australia. Monash can provide you with support in a range of areas to assist you in planning your reunion:

- Understanding data and privacy issues
- Tools and templates to help with planning your event
- Electronic event-related communications e.g. Save the date, Email invitation, Event reminder

If you're thinking about arranging a reunion please contact the MNHS Alumni Relations team at least 6 months prior to discuss your plans.

Faculty of Medicine, Nursing and Health Sciences Alumni Relations Team: med-alumni@monash.edu

GETTING STARTED

Before you get started we recommend you consider the following:

- **Event Objectives, Key Messages/Outcomes** - Why are you hosting a reunion event and what would you like to achieve?
- **Target Audience** - Who will you be inviting to the event and how many guests do you expect will be available to attend?
- **Format** - Will your reunion event be a morning tea, picnic, afternoon drinks or a dinner? This will determine what sort of venue you will need.
- **Organising committee** - Reunions are easier to organise if you have a committee working together to organise the event and multiple people hosting on the day.
- **Budget** - We recommend getting together with your organising committee and putting together a budget and confirming how to collect advance payments from guests which can be used to pay the venue and/or catering deposits etc.
- **Time/Date/Duration** - When you are considering dates you may wish to avoid school holidays and busy periods i.e. December, when lots of people are attending Christmas parties and venues are busy.
- **Venue/Location** - Select a venue that suits the style of the event and your guests.
- **Anatomy lab tour** - Would your cohort be interested in seeing the anatomy labs on campus?
- **Timeline** - We recommend planning your event six months in advance and sending out invitations three months in advance. This gives you plenty of time to locate classmates who you may not have seen for a while, find a venue, send out invites and reminders etc.
- **Risks** - Are there any risks you need to take into consideration.eg. hot weather, rain?
- **Checklist** - You may find creating a checklist is helpful during your planning. A checklist template is available for use in Appendix 1. Event Checklist (page 9).

FOOD & BEVERAGE

Food and beverage is important at any event, regardless of how casual. Whether you're self catering or have booked a venue, there are a few things you may wish to consider.

- **Catered vs Self Catered** - Reunions can be hosted as a morning tea, buffet luncheon, picnic or BBQ in a park, or a sit down lunch or dinner at a venue. It's possible to find venues that will allow you to self cater e.g. local bowls club or tennis club, however it's often easier to secure a venue that can look after all the food and beverage for you. This allows everyone to focus on socialising rather than organising.
- **Time of the event** - The time and duration of your event will determine what sort of catering you will need to provide and how much. Ensure you have sufficient food if your event is being held over lunch or dinner.
- **Dietary Requirements** - Special dietary requirements may include food allergies such as nuts, intolerances such as gluten or lactose, religious requirements including Kosher and Halal or dietary restrictions such as vegetarian or vegan. Check you have these options available to your guests when you're booking a venue.

VENUES

When organising an event, choosing a venue is one of the first and most important decisions that you will make. In order to select your venue, you will need to have a clear understanding of your budget, estimated event size and space requirements. It is recommended that you make this decision as early in your planning as possible and visit the location to make sure it is suitable.

A venue checklist will be of assistance to you at this step. A template is provided in Appendix 2 (page 10).

Location

Give thought as to where the majority of your guests are likely to be travelling from in order to attend your event. Consider if the venue is easy to access, either via car, public transport or on foot and whether travel is likely to coincide with peak commuter periods.

Campus Venues

The [Monash Club](#) and [The Count](#) are licensed venues that can be contacted directly and booked by alumni for reunions. Otherwise the team at [Monash Venues](#) can advise or propose suitable options. They will also be able to help with catering, audio visual equipment, and supplier recommendations. All events held on campus need to be booked through [Monash Venues](#), bookings can be made using the online [venue booking system](#).

Monash University self-guided tours

Cohorts may be interested in seeing how Monash's campuses have evolved through a self-guided tour.

The [Monash Pocket Explorer](#) is a self-guided tour that allows you to physically explore our campus from the palm of your hand.

University Chancellery

A celebration of the University's past, present and future, [the Chancellery](#) combines mid-century modernism and the beautiful natural surroundings of the Monash Clayton campus. Architectural information can be [viewed here](#).

Furniture and AV

Additionally, you will need to think through the logistics and requirements of your event to ensure that all avenues have been covered. For example, does your space offer adequate seating for guests especially those with mobility issues? Is there existing furniture that you can use to reduce costs instead of hiring from a third party? In terms of audio visual equipment required, here is a list of items you may like to consider:

- lecterns and microphones

- projectors or screens
- speakers
- stage
- lighting
- laptops for content
- remote clickers/mouse

For any event with an audio/visual component, it is recommended that you schedule a rehearsal with your Master of Ceremonies (MC) and speaker so that all equipment is tested, and most importantly, all your speakers know how to work the microphone properly so everyone in the audience can hear.

ANATOMY FACILITIES

Located in the Monash Biomedical Learning and Teaching Building on the Monash Clayton Campus the Monash Centre for Human Anatomy Education and Teaching Laboratories is home to an entire floor of innovative spaces dedicated to anatomy education.

Our Monash community can view the facilities through a guided tour organised by the [MNHS Alumni Relations team](#).

To request a tour booking for your cohort

- Please note: A lead time of **5 months** is required, and tours are not guaranteed. Updated government regulations apply to this space and must be adhered to. A 5 month lead time allows for appropriate lab planning.
- Tours are **not** available on weekends or during semester (for information on semester dates, please see this [link](#))
- During the planning stages of your reunion, please speak to the [MNHS Alumni Relations team](#) about securing a guided tour of the facilities. The team will then liaise directly with the Director of the facilities to secure your tour.
- If a tour is confirmed for your chosen date and time, the MNHS Alumni Relations team will be in contact to discuss next steps

VIRTUAL TOUR

If your cohort is not able to take a physical tour of the anatomy labs, take a look inside the state-of-the-art anatomy facilities through the virtual tour.

[Monash Centre for Human Anatomy Education Teaching Laboratories](#)

ENTERTAINMENT

The most inexpensive option is to provide your own background music using a Spotify or Apple playlist and a portable speaker. You can then tailor the playlist to suit your audience and event format. Ask the venue if they have speakers you can connect to your playlist.

If you would like live music you may wish to engage artists from the [Sir Zelman Cowen School of Music](#) or the [Monash Musical Orchestra \(MMO\)](#) at Monash. The artists can be solo, duo, trio, quartet or quintet and play a variety of genres such as jazz and classical.

ALUMNI BANNER

A Monash Medicine, Nursing and Health Sciences alumni pull-up banner is available for use at reunions subject to availability. Please contact the [MNHS Alumni Relations team](#) to organise.

EVENT BUDGET

The event budget is your estimate of income and expenditure, which will provide an essential tool for prioritising how and where you will spend your allocated funds. It is crucial to establish your budget prior to making any solid plans for your event so that you are able to adapt as planning progresses.

Additionally, the budget will need to be tightly managed throughout the event planning and implementation process in order to ensure that costs don't blow out. Effective pre-event budgeting will assist in determining an appropriate admission fee per person to charge in order to achieve break-even or profit across income for the event (if applicable).

Key budget inclusions:

- venue hire, staff, cleaning and security
- catering including food and beverages, as well as associated expenses
- audio visual incorporating AV hire, staging, delivery and set-up, staffing and damage waivers
- stationery including, name tags, programs, place cards and menus
- design and decor elements such as floral arrangements, theming and hire of furniture and linen
- photography and videography
- entertainment such as musicians and performers

A sample event budget is available in Appendix 3. (page 11).

GUEST LISTS, INVITATIONS AND RSVPs

Before you start planning your event draw up a list of all the former classmates you would like to invite and check to see if you have up to date contact details for them e.g. phone or email. A good place to start would be to reference your Graduation Ceremony Program if you still have a copy. Faculty representatives may also be able to assist you to identify individuals who studied in the same cohort or same degree.

Please note that Australian Privacy laws prevent Monash from sharing personal contact details of alumni with external parties, however faculties may be able to assist you with sending out invitations using the University's official email system. See Monash University's data protection and privacy [website](#).

You will need to make contact with the [MNHS Alumni Relations team](#) and provide all event details at least 16 weeks prior to the event date for them to draft an invitation, distribute the invitation and manage responses.

Please keep in mind there is usually a 20-30% drop off rate from RSVPs to attendees, so you may wish to build this figure into your final catering numbers.

OCCUPATIONAL HEALTH & SAFETY (OHS)

Monash University is committed to providing staff, students, contractors and visitors with a healthy and safe environment. Please work with your faculty representative to ensure the University's [OH&S Guidelines](#) are followed when planning and setting up your event. Your event will also need to comply with any current [COVIDSafe Event Settings](#) in your home state or country.

ORDER OF PROCEEDINGS / EVENT RUN SHEET

Agree on an order of proceedings (OOP) or agenda for your event with your organising committee a few weeks prior to your event. An order of proceeding helps you map out exactly who is speaking e.g welcome, MC, official speaker etc and when.

The event run sheet should also detail all logistical elements including supplier and behind the scene actions

as well. It is helpful to outline these sorts of actions in a different colour font to easily differentiate these from official order of proceeding actions.

An OOP template is available in Appendix 4 (page 13).

FORMALITIES

Most events will have some sort of official component whether this is single speech, brief presentation or full program. Agreeing on a host or MC for your event is highly recommended as they play a key role in setting the tone of the event and bringing guests together as a cohort.

As a guide, speaking notes for the MC could include the following components:

- welcome to guests and introduction of themselves
- acknowledgement of Country or introduction of Welcome to Country
- acknowledgement of any VIP or official guests in order of precedence (though this is sometimes done by the first speaker)
- any housekeeping notes including an overview of the event and what will be taking place and any key messages
- introductions to each speaker if applicable
- closing remarks and any information required as guests depart

Recognising Traditional Owners

Monash University respects Aboriginal and Torres Strait Islander people and culture and invites alumni to incorporate an Acknowledgement of Country into your event.

An Acknowledgement of Country can be made by anyone, Indigenous or non-Indigenous, as a sign of respect. When meeting on Monash University campuses and sites in Melbourne, the following is suggested:

I wish to acknowledge the people of the Kulin Nations, on whose land we are gathered today. I pay my respects to their Elders, past, present and emerging.

Information on organising a Welcome to Country or making an Acknowledgement of Country at Monash can be found on the [William Cooper Institute website](#).

GET INVOLVED

Who inspired and assisted you to achieve your career outcomes? We invite cohorts to make a difference - inspire and support the next generation of medical and health professionals to reach their full potential.

Monash Multiple Mini Interview (MMI) Program

At Monash University, Multiple Mini Interviews (MMI) are used as part of the selection process for entry into the Monash University Bachelor of Medical Science and Doctor of Medicine program.

The community plays a vital role in the selection of the next generation of medical providers as it is only through the participation of volunteer interviewers from various backgrounds that we are able to run this important aspect of the admission selection process.

We encourage reunion organisers to inform their cohorts of this opportunity to be involved in the MMI Program. [Our website explains](#) what is involved, how the interviews are conducted, the essential training provided and how to register.

Keep in touch

Updating contact details allows alumni to keep in touch with the latest news, alumni offers and events. We encourage cohorts to update their contact details through the [alumni portal](#).

MNHS Alumni LinkedIn group

We have a LinkedIn Group solely dedicated to our Monash Medicine, Nursing and Health Sciences alumni - the [Monash Medicine, Nursing and Health Sciences Alumni \(Official\) Group](#).

Through this channel MNHS alumni have the opportunity to connect with each other, find former classmates and make new valuable professional connections in the healthcare sector.

Alumni can also stay up to date with upcoming engagement opportunities and the latest news and research from our Faculty.

GIVING

You can be a champion for change by donating to a cause you care about. By making a gift today you are joining our community of donors who are making a lasting impact; whether you choose to support education for disadvantaged students through the Achieving Potential Scholarships program, or save lives through important global health and human rights research programs, your gift will positively impact communities locally and worldwide. Together, you and our Monash community have the power to make a huge difference in people's lives.

[Ways to Give - Monash University](#)

[Ways to Give - Faculty of Medicine, Nursing and Health Sciences](#)

The [MNHS Alumni Relations Team](#) can also put you in touch with monash colleagues who can assist with giving to monash.

EVENT DAY

Early on in the planning process, you will need to give thought as to who you will need to support you on the day of the event. It is often helpful to identify areas of responsibility or management and then delegate team members to fulfil each of these.

Consider the following:

- **Registration:** Are you checking guests in and handing out name badges?
- **Photography:** Do you have someone who is responsible for taking photographs?
- **Audio Visual:** Do you have someone who is responsible for running any slides and microphones etc
- **Other Activities:** Do you need someone to manage other activities during the official proceedings such as catering set up or the turn-around of a secondary space?

POST EVENT

There are a few final tasks to complete post event as outlined in further detail below:

- **Guest list** - Please provide the names of guests who attended, and those who didn't, to the [faculty representative](#) who helped you with the event. Monash will keep a record of this attendance list which can be shared with you when you hold your next reunion.
- **Budget reconciliation** - Make sure all suppliers are paid in full and reconcile the budget.
- **Photographs** - You are invited to share some highlight photos with your [Monash faculty representative](#).

The [University Archives](#) provides storage, access and reference services for permanent records, as well as advice on retention and disposal of records. If you have images relevant to the history of Monash University and you would like to donate them to Archives, you can do so by completing the steps below and they will be added to the online image database [Monpix](#).

- email archives@monash.edu a high res version of the image/s with details
- name/s of the people in the photo
- event title
- venue
- date
- photographer

APPENDIX 1. EVENT CHECKLIST

Event Name:				
Location:				
Day, Time, Date:				
Faculty Manager:				
EVENT CHECKLIST				
TASK	RESPONSIBLE	DUE DATE	ACTIONED	COMMENTS
Pre planning				
Establish reunion team (if required)				
Identify save the date and invitation requirements				
Develop event budget				
Establish event communications				
Guest lists and Invitations				
Request guest list				
Draft invitation copy				
Create invitations				
Send invitations				
Collate and check RSVP's				
Send RSVP reminder email				
Send reunion attendance reminder email				
Logistics				
Identify venue options (conduct site visits if required)				
Confirm and book preferred venue				
Book Audio Visual (if required)				
Book catering (if required)				
Book decorations (if required)				
Book photographer (if required)				
Book music (if required)				
Organise gifts for speakers (if required)				
Confirm menu selection				
Confirm speech and speaker requirements				
Confirm MC requirements				
Identify parking arrangements				
Draft Event Run Sheet (Order of Proceedings)				
Establish opening remarks and speech acknowledgements required				
Conduct a risk management plan				
Confirm security requirements				
Review COVID safe event requirements				

Finalise seating plan (if required)				
Prior to event				
Finalise guest list				
Finalise catering and numbers				
Venue - finalise venue and parking access				
Finalise and distribute OoP/Agenda				
Check presentations (if required)				
Confirm onsite roles				
Print name tags (if required)				
Post Event				
Finalise invoices				
Finalise budget				
Share highlight photos with the Faculty				
Send attendance list to the Faculty				

APPENDIX 2. VENUE INSPECTION CHECKLIST

VENUE INSPECTION CHECKLIST				
TASK	RESPONSIBLE	DUE DATE	ACTIONED	COMMENTS
Pre planning				
Establish reunion team (if required)				
Identify save the date and invitation requirements				
Develop event budget				
Establish event communications				
Guest lists and Invitations				
Request guest list				
Draft invitation copy				
Create invitations				
Send invitations				
Collate and check RSVP's				
Send RSVP reminder email				
Send reunion attendance reminder email				
Logistics				
Identify venue options (conduct site visits if required)				
Confirm and book preferred venue				
Book Audio Visual (if required)				
Book catering (if required)				
Book decorations (if required)				
Book photographer (if required)				
Book music (if required)				

Organise gifts for speakers (if required)				
Confirm menu selection				
Confirm speech and speaker requirements				
Confirm MC requirements				
Identify parking arrangements				
Draft Event Run Sheet (Order of Proceedings)				
Establish opening remarks and speech acknowledgements required				
Conduct a risk management plan				
Confirm security requirements				
Review COVID safe event requirements				
Finalise seating plan (if required)				
Prior to event				
Finalise guest list				
Finalise catering and numbers				
Venue - finalise venue and parking access				
Finalise and distribute OoP/Agenda				
Check presentations (if required)				
Confirm onsite roles				
Print name tags (if required)				
Post Event				
Finalise invoices				
Finalise budget				
Share highlight photos with the Faculty				
Send attendance list to the Faculty				

APPENDIX 3. REUNION BUDGET

REUNION BUDGET					
EVENT NAME					
Location:					
Day, Time, Date:					
Reunion Manager:					
Key Partner Contact:					
Expected Numbers:					
Final Numbers:					
	Provider	Description	Forecast	Actual	Variance

<u>Venue</u>			\$0.00	\$0.00	\$0.00
Venue hire			\$0.00	\$0.00	\$0.00
Venue staffing			\$0.00	\$0.00	\$0.00
<u>Catering and Beverage</u>			\$0.00	\$0.00	\$0.00
Food				\$0.00	\$0.00
Beverages				\$0.00	\$0.00
Staff				\$0.00	\$0.00
<i>TOTAL COST PER PERSON (auto populated)</i>			#DIV/0!	#DIV/0!	#DIV/0!
<u>Design & Décor</u>			\$0.00	\$0.00	\$0.00
Furniture hire			\$0.00	\$0.00	\$0.00
Linen			\$0.00	\$0.00	\$0.00
Signage					
Other theming eg. Flowers			\$0.00	\$0.00	\$0.00
<u>Entertainment</u>			\$0.00	\$0.00	\$0.00
Musicians			\$0.00	\$0.00	\$0.00
Performers			\$0.00	\$0.00	\$0.00
Other			\$0.00	\$0.00	\$0.00
<u>Audio/Visual & Technical</u>			\$0.00	\$0.00	\$0.00
AV Hire			\$0.00	\$0.00	\$0.00
Staging			\$0.00	\$0.00	\$0.00
Staffing			\$0.00	\$0.00	\$0.00
<u>Photography/Videography</u>			\$0.00	\$0.00	\$0.00
Photographer			\$0.00	\$0.00	\$0.00
Videographer			\$0.00	\$0.00	\$0.00
<u>Program & Attendees</u>			\$0.00	\$0.00	\$0.00
Speaker fee			\$0.00	\$0.00	\$0.00
Airfare costs			\$0.00	\$0.00	\$0.00
Hotel costs			\$0.00	\$0.00	\$0.00
Gifts			\$0.00	\$0.00	\$0.00
Other			\$0.00	\$0.00	\$0.00
<u>Parking/Transport</u>			\$0.00	\$0.00	\$0.00
Parking			\$0.00	\$0.00	\$0.00

Promotional Materials/Collateral			\$0.00	\$0.00	\$0.00
Design			\$0.00	\$0.00	\$0.00
Printing			\$0.00	\$0.00	\$0.00
					\$0.00
Supplies & Miscellaneous			\$0.00	\$0.00	\$0.00
Nametags, registration supplies			\$0.00	\$0.00	\$0.00
Event kit supplies			\$0.00	\$0.00	\$0.00
Other			\$0.00	\$0.00	\$0.00
		Total Activity Cost	#REF!	#REF!	#REF!

APPENDIX 4. ORDER OF PROCEEDINGS

ORDER OF PROCEEDINGS

Time	Action
00.00am	Event organisers arrive onsite for set up
00.00am	Check venue and furniture is set up Contact: Ph: See attached order
00.00am	Floral delivery arrives Da Bloom Florist (Dani) Ph: +61 422 864 312 Delivery: xx floral arrangements, xx colour, to use in vases stored in the garage
00.00pm	Guests are welcomed and checked in by event organisers <i>Refreshments and canapes service begins</i>
0.00pm	<i>Main course is served (40mins)</i>
0.00pm	<i>Main course is cleared (10-15mins)</i>
0.00pm	<i>Dessert is served (20mins)</i>
0.00pm	<i>Tea and coffee are served (allow at least 15 mins until conclusion of event)</i>
0.00pm	Food and Desire bump out
0.00pm	Place Settings/Harry the Hirer – furniture collection
0.00pm	Security notified of bump out and conclusion (if required), ESE staff depart