



How to Host a Mini-Reunion

Main Checklist:

1. Send out a **save the date email** to your classmates ASAP!
2. Choose a date and time.
3. Decide on a location.
4. Arrange food and drink - if needed.
5. If sharing costs, set a price and collect funds.
6. Send your date, time, location, and other details to mini-reunions@alumni.stanford.edu and we will update your Mini-Reunion on your class webpage within two weeks.
7. When all details are confirmed, send out an official invite to classmates.
8. The day of the event, show up early and **have a great time!**

#1: Send out a Save the Date Email

As soon as you receive your Mini-Reunion group's *contact list*, **send out a save the date notice** to your group. Starting a dialog with classmates interested in attending will help in selecting the best date, time, and location for your Mini-Reunion. Consider using one of these online tools to send a message to all your invitees:

[Evite](#) / [Facebook](#) / [Eventbrite](#) / [Paperless Post](#) / [Smilebox](#)

#2: Choose the Date and Time for your Mini-Reunion

In lieu of a central Mini-Reunion event (which has happened at past reunions), this year we are encouraging coordinators like yourself to plan your Mini-Reunion at the time and location you think works best for your group. Some groups prefer to dine out at a restaurant, gather at someone's house, or meet elsewhere off campus. This option requires a bit of work by the organizer and any additional costs (such as food) would need to be covered by the Mini-Reunion organizer/group, but we've heard wonderful success stories about these types of gatherings.

Alternatively, if you'd like to have your Mini-Reunion on campus and closer to the main action of Reunion Homecoming, we suggest any of the following options:

- *Thursday at Class Headquarters Tent prior to Registration (no food provided)*
- *Friday Class Lunch at the class headquarters tent*
- *Friday late afternoon (3:30-6ish pm time slot) after the Class Panel and before the Class Party at a campus location of your choice*
- *Saturday Tailgate at the class headquarters tent ***
- *Sunday morning breakfast or lunch on campus (these meals are included as part of the Sunday day pass, or you could meet on your own)*

If you'd like to hold your event at one of the class lunches, the Saturday tailgate, or at either of the Sunday meals, simply invite your group to register for these events when registration opens in August. SAA will provide a sign for your event, and you'll want to arrive a bit early to find your table. If you choose to host elsewhere on campus, we recommend that you bring your own sign with your group name on it so you can be easily spotted.

**Please note that we won't know the exact time of the tailgate until a week or two before Reunion which is when the ACC announces the kick-off time. The Alumni Association plans for several different scenarios and we will communicate the final schedule as soon as the ACC announces the game time. If you decide to have your Mini-Reunion at the tailgate, please encourage your attendees to be flexible until timing is confirmed.

#3: Choose Venue

- Classmate's Home – Guests may enjoy catching up in a more intimate environment.
- Restaurant or Bar – Having your event at your old stomping ground can be a blast. Start early and reserve a venue. [Palo Alto Online](#) is a great link to restaurants in the area, or if you want to host off-site, utilized the Off-Campus Directory found online here in [Tips & Resources](#).
- On-Campus Location – These can be challenging to reserve, and each location has unique restrictions but there are options. If you want to explore an on-campus location, please check out the [On-Campus directory](#) or contact Jake Wellington at mini-reunions@alumni.stanford.edu for more info.

These are just options and resources. Choose any proper venue that works best for your group.

#4: Arrange Food and Drink

If your event will span more than two hours, you may want to have food and drinks available. There are many possible options to include food and beverages which may overlap with your location choice, including organizing a potluck, hosting a BBQ, coordinating a meal at a local restaurant, or hiring a caterer for an event at an alumni's home. Feel free to be creative.

Although this is a small subset of possibilities, choose something that best fits your group and your budget. If you choose a venue or place to meet outside of the Class Lunches or Tailgate, all costs associated with food and venue are the responsibility of the organizer.

#5: Set a Price

If you have expenses associated with your Mini-Reunion, then you will need to decide whether to charge for or cover all expenses yourself. It goes without saying that the less expensive the event, the more people will be enticed to attend.

Note: Mini-Reunions are volunteer-led events so the Stanford Alumni Association cannot assist with financial resources.

#6: Email Details to SAA for Webpage Updates

Aim to finalize your Mini-Reunion plans and share details with SAA by **mid-August**, when Registration opens, to ensure accuracy of event details when classmates are reviewing the reunion schedule.

Connect with your Mini-Reunion Chairs, and don't forget to email your Mini-Reunion date, time, location details to SAA at mini-reunions@alumni.stanford.edu as early as possible. Be sure to list any co-hosts and their contact information, too! Send us as many details as you have, including if refreshments will be provided, if there is a cost to attend, and how you plan to arrange payments. We will do our best to incorporate appropriate details in your listing.

Review your listing on the [Mini-Reunion website](#) to confirm the details are accurately listed.

We update the website frequently. It may take us two weeks or more to post your Mini-Reunion details on your class webpage.

Note: we do not post phone numbers or alumni residences on our website. However, we do hyperlink to email addresses so members can contact their hosts directly.

#7: Send an Official Invitation with Details to Classmates

Once you have planned all the logistics for your Mini-Reunion, it's time to share the details with your classmates. Early planning and communication will encourage others to participate and make plans to attend Reunion Homecoming. We recommend completing these steps in

early August before Reunion Homecoming registration opens. If you use a tool with an RSVP feature, such as Evite, encourage classmates to RSVP for your event so others can see who is planning to attend.

To increase attendance, consider calling classmates and personally inviting them to attend. You can also recruit other group members to help with calling. You may also wish to start an email thread or use online tools listed above to generate excitement.

Members of your group who aren't in your class will not automatically receive Reunion registration materials, so please encourage them to view the Reunion website and register for events if they are interested.

#8: The Day of the Event

Show up early enough to set up your area. You may wish to bring decorations or other identifying signs so that guests can locate your group. Then sit back, relax, and have a great time at your Mini-Reunion knowing that you brought your group together again!