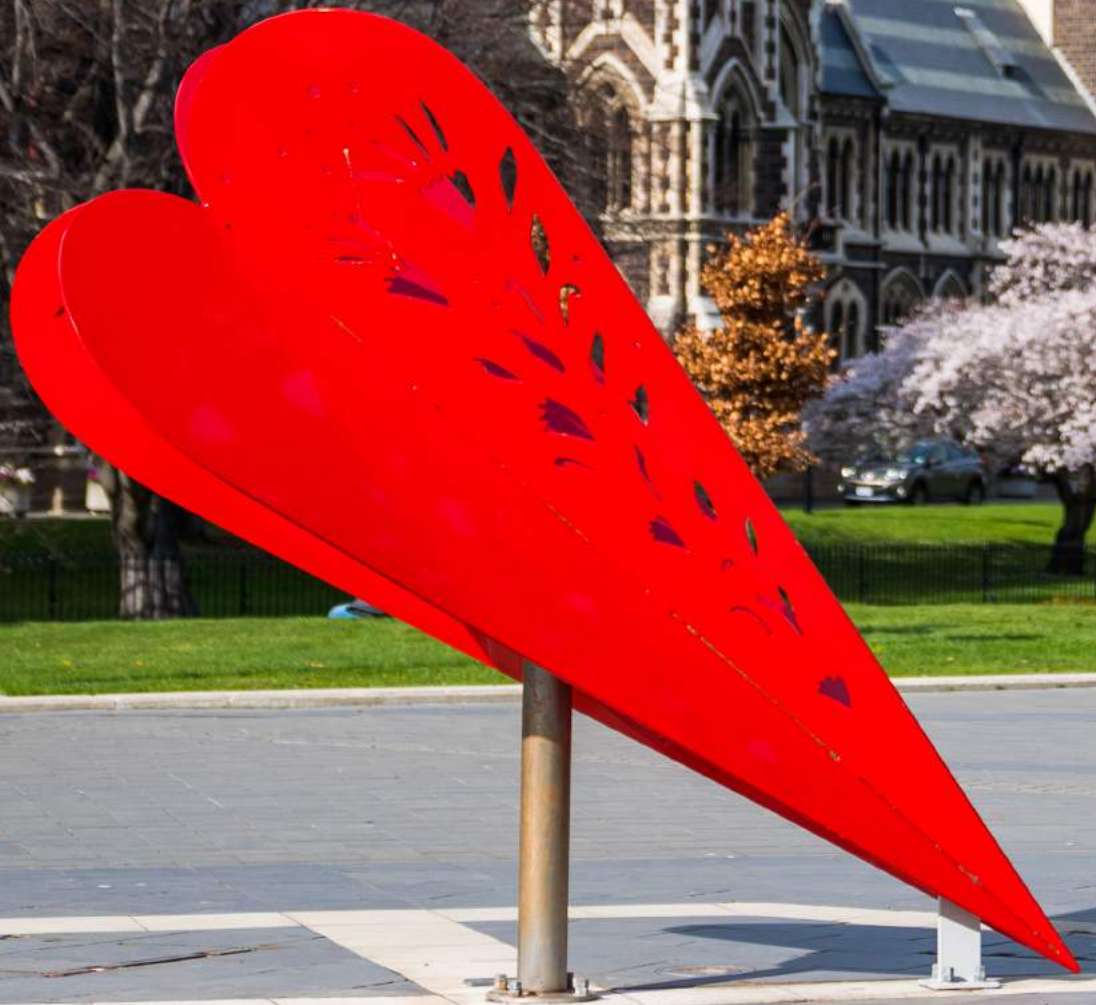




University of Otago
Alumni

Your Otago Alumni Reunion Guide





Welcome

Welcome and thank you for involving us in your reunion plans.

The Development & Alumni Relations Office (DARO) encourages and assists alumni to maintain connections with each other and the University. We have produced this booklet to assist you in preparing for your reunion. Within this guide you will find step-by-step help and advice on organising a successful reunion.

There are many ways we can assist you with your reunion, so please do not hesitate to contact us. We always welcome your questions and feedback regarding any reunion or alumni matter.

We look forward to hearing from you soon.

Good luck, and enjoy planning your celebrations!

*The Development
& Alumni Relations Team*

THIS GUIDE IS PRODUCED BY THE DEVELOPMENT & ALUMNI RELATIONS OFFICE

We're here to support our valued alumni and keep you feeling connected to your University.

We're in contact with more than 150,000 Otago alumni in 140 countries.

If you're visiting campus, you're welcome to make an appointment to see us: We'll give you a warm welcome, good coffee, and a tour of the campus.

Please note – Contact us to make an appointment before your visit to campus. This will ensure our availability.

FIND US AT:

Clocktower Building, Ground floor, Room G35
University campus

Email reunions.alumni@otago.ac.nz

Web www.otago.ac.nz/alumni

Phone 64 3 479 8487



Contents

P 3. Welcome

P 6. How to use this guide

P 7. Getting started – first steps

1. Contact us
2. Choose a date
3. Choose who you want to invite
4. Open a bank account

P 8. How we can help you

1. Invitations
2. Spreading the word and finding “lost” alumni
3. Publicity
4. Reunion programmes
5. Online registration forms

6. Sending your invitations
7. Special touches to add the “wow” factor

P 13. Supporting Otago students and research
as a class – Supporting the future

P 16. Checklist

P 18. After your reunion

P 19. Appendix

1. Accommodation in Dunedin
2. Venues in Dunedin
3. Sample registration fee calculator
4. Invitation examples
5. Class gift sample information