

## University of Exeter Society Alumni Event Guide

Below is a checklist of things to think about before, during and after your event

### **Before the event**

Room for event booked.	
Event advertised to society members to ensure a good turnout.	
Overnight accommodation booked for alumnus/a (if applicable)	
Trains booked for alumnus/a (if applicable)	
Taxi booked for alumnus/a from station or parking space booked if driving (if applicable)	
Confirm details with alumnus/a of exactly what they will be speaking on/doing at the event.	
All details of the day emailed to alumnus/a - where they need to go, when, who they will be meeting, details of hotel/train, nature of audience, number of audience, contact details in case of delay etc.	

### **On the Day**

A member of the society there to greet the alumnus/a when they arrive and introduce them to the society at the event.	
Refreshments made available for alumnus/a including water if speaking and dinner/lunch if applicable.	
Room and IT set up and fire exits pointed out.	
Once the event has finished ensure they know where to go next.	

### **After the day**

Be sure that you thank the alumni for their time, ask them for their feedback so that you can tailor future events.	
Offer to pay for their travel/subsistence expenses (support fund available please email <a href="mailto:H.crowther@exeter.ac.uk">H.crowther@exeter.ac.uk</a> )	
Ensure the alumni office is kept informed about the event and how it went so we can ensure that we thank them and that we have a record of their visit.	