



UNIVERSITY OF TASMANIA ALUMNI

EVENT & REUNION GUIDELINES

Our aim

The Advancement Office aims to assist alumni to arrange their own reunion activities through promotion and administrative support.

These guidelines outline what the Advancement Office can do for alumni who wish to organise a reunion, and the activities for which alumni would be responsible. We recommend starting to plan a reunion several months in advance.

How Advancement can assist:

- Provide a list of names of the alumni from your year of graduation; this is public information. Please allow four weeks' notice to supply this
- Within the above list, we can let you know how many accurate postal and email addresses we hold on our database
- *Please note:* we cannot release any alumni contact details, as we are bound by the Personal Information Protection Act 2004 (Tas) and the [University's Privacy Policy](#)
- Send out on your behalf an alumni reunion invitation, drafted by you, on UTAS letterhead
- Put your reunion details up on our Alumni & Friends website ([event calendar](#))
- Post your reunion details to the UTAS Alumni [facebook](#) and [LinkedIn](#) sites, and advertise it in our monthly [Alumni eNews](#)
- Receive RSVPs and payments *electronically* via our website ([event registrations](#)). Please note we do not accept phone registrations, cheques or cash payments
- We will authorise debit by the venue of our UTAS credit card, limited to the total \$ amount of registration payments received
- We may be able to arrange a tour of campus facilities for your group on a weekday, if this is of interest
- After the event, post your reunion photos to the Alumni & Friends website (event photos) and the UTAS Alumni facebook site. (Note, you need to receive oral permission from people in the photos)
- Consider your reunion news stories for the Alumni & Friends website, and our biannual magazine, [Alumni News](#)



Your role in organising an alumni reunion:

- You select the venue, make all hire and catering arrangements direct with the venue, and organise any audio-visual requirements
- Receive RSVPs, if you prefer to do that yourself
- If you do collect the RSVPs, we ask that you seek alumni permission and pass up-to-date contact details back to the Advancement Office

To discuss a reunion, please write to Alumni.Office@utas.edu.au or phone 03 6324 3052