

## Temerty Medicine Alumni Reunions – Advancement Office Support

Reunions are a perfect opportunity to reconnect with old friends and your alma mater.

If you would like to organize your reunion as an Alumni Reunion Ambassador, the Advancement Office can help. We are a centralized unit within the Temerty Faculty of Medicine and include an Alumni Relations team that works directly with our alumni, providing meaningful engagement opportunities and fostering a community of support among alumni and students. For MD class reunions, we also work in collaboration with the Medical Alumni Association, an independent association of U of T alumni.

### We will provide you with:

- Your alumni class contact list from the U of T alumni database (alumni volunteers sign a confidentiality agreement)
- Invitation support: we can provide email invitation templates that you can personalize and send to your classmates OR we can send email invitations on your behalf, which allows us to collect metrics like open rates for you (and keeps bouncebacks and autoreply messages out of your inbox) – note, you would still receive any responses people send
- Communications support: including event promotion via the Faculty website and social media (as appropriate)
- Registration support including:
  - Creating a registration page and managing RSVPs (for paid or free events)
  - Providing weekly/bi-weekly registration updates
- Event advice including:
  - Reunion planning checklist and draft timelines
  - Reunion timing suggestions
  - Reunion format suggestions (social, lecture, professional development, etc.), including examples from other successful in person and virtual events
  - Providing budget expertise (e.g., establishing the event budget, best practices around ticket pricing)
  - Event program suggestions (ideal timing, speaker suggestions, order of proceedings, etc.)
  - Event logistics (provide suggestions for virtual event platforms, venues for in-person reunions, special gifts, review contracts, etc.)
  - Vendor advice (technical providers, paid entertainment, gift items, catering, photographers, etc.)
  - Expertise on class giving initiatives (often reunions include a class giving effort in support of current students)
- Nametags and alumni swag (e.g. pins, pens) for in-person events

### As the Alumni Reunion Ambassador volunteer, you will:

- Be the contact person for your graduating class and promote the reunion within your network.
- Provide the alumni relations team with contact information updates from your classmates, so the University database is more accurate.
- Represent your classmates in organizing a reunion event that will be meaningful to them.

The alumni relations team will support and guide you through every step in your reunion planning – we are here to help! To start planning your reunion, please contact our team at [lola.cullen@utoronto.ca](mailto:lola.cullen@utoronto.ca).