



Welcome to this short guide to planning a reunion at BU.

Reunions are a great opportunity to relive your university experience and reconnect with former classmates and lecturers.

Whether you left BU one year ago or 20 years ago, it is also a great way to build networks which could support your future career.

This guide has been produced to help if you are thinking about organising an informal event. It explains the support which the Alumni Relations Team can provide and offers advice about things you may want to do yourself. We hope that it helps get your plans underway, but if you have any other questions please do get in touch with us at alumni@bournemouth.ac.uk.

Best wishes

Jonathan Goode

Head of Alumni Relations





Step-by-step guide

Stay connected:


 @BmthUniAlumni

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 Bournemouth University Alumni Association

Contact us:

 alumni@bournemouth.ac.uk

 +44 (0)1202 961083

A reunion doesn't have to be a formal event. For casual get-togethers, all you need to do is book a centrally located venue - such as a bar, café or restaurant - and invite your former classmates. Here's a step-by-step guide to making your event a success.

1 Contact the Alumni Relations Team at BU

Once you have a date and format in mind, get in touch with us via email to let us know the details. Be sure to let us know who the reunion is for - including the course name(s) and year(s) of graduation. Here's how we can help:

- **Finding alumni** – we hold a database of alumni details and will be able to let you know how many potential attendees we can contact on your behalf. Please note that we cannot pass alumni contact details to you, but we can send out emails for you and direct people to make contact.
- **Contacting tutors and lecturers** – let us know if you would like to extend an invite to any of your former lecturers and we can get in touch with them to share the details.
- **Social media promotion** – we can promote your event via our alumni social media channels, to try to target those who have not signed up to receive emails from us.
- **Advice on accommodation and venues** – we have agreed some discounted rates for alumni at hotels in Bournemouth. We can provide details of these for anyone wanting to stay over. We can also use our local knowledge to suggest restaurants or bars which might make a good base for your celebrations.

2 Set up a social media group

Social media is a good way of keeping people informed about your event. Consider setting up a Facebook event, LinkedIn community or WhatsApp group. We can direct people to this when sending out email invitations.

3 Confirm numbers and make bookings

If you are planning to have a meal at a local restaurant, be sure to ask your fellow alumni to confirm their attendance so that you can make bookings well in advance. It's a good idea to be clear with attendees about the likely cost of the meal and agree how you will be splitting the bill.

4 Visiting campus

If you are holding your reunion in Bournemouth, do come and visit the campus. With a programme of development underway, there's always something new to see. Our campuses are open to visitors, so you don't need to book in or register your visit in advance. There are campus guides available from reception at Poole House (Talbot Campus) and Bournemouth House (Lansdowne Campus) which can be used as the basis for a self-guided tour.

5 Capturing your event

Please take lots of photos during your reunion and share them with us. We would love to feature pictures on our social media channels, and possibly include a brief write-up in our alumni e-newsletter.