

Reunions

The Office of Alumni Relations & Annual Giving hosts class reunions based on alumni interest with the class year prior and after included. Reunions for Greek organizations and other campus organizations can also be hosted. Generally, reunions are held on Alumni Weekend and Gold Rush Weekend. Successful reunions require a group of dedicated alumni to play a significant role in promoting and planning the event. Class reunions can be hosted for these class anniversaries: 20, 25, 30, 40, 45, 50, 55, and 60-year reunions. Except for a class 50th anniversary, reunions are one-day events.

Planning Committee

- 3 -5 alumni commit to serve on the planning committee; 1 or 2 serving as chair/co-chairs
 - Planning Committee members are active members of UNGAA
- Planning Meetings:
 - Initial in-person planning meeting can be held at the Office of Alumni Relations or by phone
 - Subsequent meetings held via email or phone
- Reunion date, time & location scheduled with the Office of Alumni Relations
 - Reunion Weekends:
 - Other than 50th class reunions, all others are typically held either Alumni Weekend or Gold Rush Weekend; when exceptions are made reunions are March – November
 - Alumni Weekend is typically the 3rd weekend in April (every 4th year it is the fourth weekend, due to Easter falling on the 3rd weekend).
 - Gold Rush weekend is the 3rd weekend in October
 - Campus location options: Dining Hall Banquet Room, Alumni House Patio, Convocation Center's Multi-Purpose Room, Pine Valley, Memorial Hall, Promenade (site of former baseball field), Mike Cottrell Center for Technology & Innovation's banquet room.
 - Off-campus locations in Dahlonega: The Committee coordinates location, reservations, and food services. Typically per person, the cost will increase due to payment for the event site.
 - A listing of area venues is outlined in the Excel [Dahlonega-Lumpkin County Venues](#), which is on the alumni website.

Planning Committee Event Details Checklist

- Determine these preferences and provide them to Office of Alumni Relations:
 - _____ Formal or informal
 - _____ Location
 - _____ Start/end time (bar service is provided for 3 hours)
 - _____ Menu and meal cost
 - _____ Reunion Committee names, emails & cell numbers; all committee members are asked to be active members of the alumni association..
- Additional optional activities:
 - _____ Corps of Cadet Update
- 50th anniversaries can have up to three events:
 - _____ Friday evening informal gathering
 - _____ Lunch hosted by the president
 - _____ Saturday evening dinner

Marketing

- Recruit alumni to solicit for email & phone numbers & encourage attendance
- Encourage inactive UNGAA members to join the alumni association
- Social media
 - Create and manage a Reunion Facebook page
 - Use personal social media to promote the reunion
- Select 10 pictures from class yearbook for use in electronic and hard copy invitation
 - Small group photos work best, 3-8 people in the picture
 - Include most if not all from the particular class
 - Refrain from photos of deceased classmates
 - Candid and serious poses
 - Organizations: Sports, ROTC, Clubs

Scholarships

- If there is a class scholarship, work with Annual Giving Officer to raise funds for the scholarship
These classes have class scholarships: '51, '52, '57, '59, '61, '64, '69, '72, '73, '75, '79

Optional

- Responsibility of planning committee:
 - _____ Detailed decorations (i.e. fresh flowers, special lighting)
 - _____ Memorial tribute table
 - _____ Personalized name badges w/class photos (Alumni Relations provides name badges with pictures)
 - _____ DJ or live band

Food

- If coordinated by campus food vendor:
 - _____ \$25 - \$35* for informal meal (i.e. BBQ, slaw, chips) or heavy appetizers
 - _____ \$40 - \$50* for formal meal (buffet or seated)
 - _____ Non-UNGAA members pay \$5 upcharge
 - _____ Cash bar for beer & wine served for 3 hours
 - *Suggested pricing based on campus vendor's menu
- If event is off campus:
 - _____ Keep price range as described above and have cash bar service
 - _____ Non-UNGAA members pay \$5 upcharge.

Coordinated by Office of Alumni Relations

- Electronic copy of class roster for class of, year prior & after
- List of deceased classmates
- Electronic save the date sent 6-9 months prior to event
- Hard copy & electronic Invitations sent 12 weeks prior
- Corps of Cadet Update
- Day of Event:
 - Photographer
 - Student Workers who assist with check-in
 - Name Badges
 - Display sign of deceased classmates (upon request)

- Entertainment - school-era music via Spotify
- Post Event:
 - Event photos sent electronically