



THE UNIVERSITY  
OF QUEENSLAND  
AUSTRALIA

CREATE CHANGE

# Alumni Reunion Planning Guide 2023





## Message from the Executive Dean

We are delighted to provide you with our 2023 reunion planning guidelines to assist you in organising your milestone reunion event.

The Faculty of Medicine Advancement and Alumni office provides assistance and support to alumni who wish to volunteer and help coordinate an event to celebrate major milestone anniversaries - 10, 20, 25, 30, 40 and 50 years. We encourage alumni to celebrate and strengthen the bonds built during their time at The University of Queensland.

For alumni wishing to organise reunions between the milestone anniversaries mentioned above, we can still offer support by providing class lists and advertise your event on the Faculty of Medicine's website.

Our Alumni Engagement Coordinator can assist you to make your reunion planning experience a fun and well-organised endeavour.

We look forward to further strengthening our partnership with you and building on the many ways in which we can improve health and well-being for generations to come.

Professor Geoff McColl  
Executive Dean, Faculty of Medicine  
The University of Queensland

## Reunion Class Gifts

A class reunion is a special time to celebrate the past and recognise current accomplishments with your classmates. It's also a time to look forward to the future and your continued impact on it. Previous reunion classes have found that organising a philanthropic Reunion Class Gift adds an additional positive dimension to their reunion and further strengthens the bond between classmates.

A Reunion Class Gift can support a deserving student with a scholarship or fund life-improving medical research. It can also be structured to honour or memorialise a beloved professor, classmate or colleague. We can assist with finding a UQ fund that resonates with your class.

Once you decide the cause you wish to support, we manage the Class Gift logistics. Donations are optional and made during the registration process. 100% of your donation supports your nominated area – no overheads or administrative costs are deducted from donor dollars, and all gifts over \$2 are tax-deductible.

Some of our current priorities are listed below:

### The Queensland Commitment

We believe that education and opportunity must be available for all Queenslanders. Our goal, through the Queensland Commitment is to break down all personal, financial and geographical barriers facing Queensland students aspiring to study at UQ by 2032.

### Rural Health Scholarships

Rural Health Scholarships provide much needed financial assistance to regional and rural medical students, easing study and living costs for our future doctors.

If you would like to discuss how you can support life changing research or scholarships, please contact the Faculty of Medicine Advancement and Alumni office.

For further details contact:

Faculty of Medicine Advancement & Alumni office  
The University of Queensland  
+61 7 3365 5063  
[med.alumni@uq.edu.au](mailto:med.alumni@uq.edu.au)  
[medicine.uq.edu.au](http://medicine.uq.edu.au)





*Image: Class of 1981 reunion in 2022*

## The role of the reunion organising committee

### The role of the Organising Committee and Reunion Organiser

We suggest that a committee is formed with a maximum of four classmates to share the tasks of organising each reunion. The committee will need to make decisions on the venue, date and the format of the reunion such as:

- Dinner, lunch or breakfast
- Cocktail function
- High Tea
- Activity
- Lecture or presentation

**Please note that multiple day events can not be coordinated by the alumni office.**

The committee is strongly encouraged to nominate one member as the Lead Reunion Organiser. The Lead Reunion Organiser is the main point of contact for UQ, which greatly assists to facilitate decision-making and communication between the committee and the alumni office to obtain approvals for event decisions and logistics.

The committee are responsible for making personal contact with other classmates to encourage attendance.

### Privacy

The University of Queensland is governed by the **Privacy Act 2009 (IP Act)**. Under the IP Act, The University of Queensland (UQ) is legally required to comply with the Information Privacy Principles. Due to privacy laws, UQ can not share any contact details directly with an organising alumni committee. We are however able to share a cohort list of names with the organising reunion committee members.

### Finding 'lost' classmates

The University of Queensland strives to maintain accurate records for all its alumni. However, contact information you have may be more up-to-date than ours as we lose touch with alumni who haven't updated their contact details with us as time passes. You might like to explore the following avenues to get back in touch with them:

- Ask other classmates to speak to friends and colleagues to try and locate missing contact details
- Sign up to UQ's ChangeMakers platform (see details on next page)
- Explore social media, e.g. LinkedIn, Facebook, Twitter
- The Australian Health Practitioners Regulation Agency (AHPRA)

# How UQ can support the organising committee

## Arrange tours of the campus and/or talks by relevant UQ staff

We can arrange tours of the facilities on all UQ campuses and organise talks from senior Faculty of Medicine staff. We can also book rooms or lecture theatres on campus for you if you would like to hold a lecture or talk. Please note that bookings depend on teaching activities, which take priority.

## Email, print and post save-the-date flyers and invitations

We have standard save-the-date and invitation templates that can be tailored to your reunion. Emails are sent using a marketing software, which provides professional-looking emails while respecting UQ privacy requirements.

## Attend your reunion

We can attend your reunion to oversee logistics - if required.

## Professional photographer

If desired, we can book a UQ-approved reunion photographer for your event and organise payment as part of the registration fee. The photos will be shared with attendees after the event using the UQ ChangeMakers page. If you decide to use a non-UQ photographer or an alternative service, payment cannot be made through UQ.

## Cancellation, minimum spend and RSVP guidelines

Venues with minimum spend obligations will require a small cost recovery fee to be included in the ticket price to assist the event to proceed should anticipated attendance not be achieved.

If tickets purchased are less than required to meet the minimum spend of the venue by the RSVP date, UQ reserves the right to cancel or postpone the event in consultation with the reunion committee following a review of the events financial viability.

### RSVP

The event RSVP date will be set by the alumni office in accordance with the venue's cancellation policy. This is normally at least 30 days prior to the event date.

### Ticket cancellations

UQ will advise the committee of the ticket cancellation policy for your reunion guests and the policy will be advertised on the payment portal. This will be dependent on the venue's policy for confirming final numbers. Generally no refunds will be permitted if the cancellation request is received 7 days or less prior to the function date.

## Promote your reunion

Your reunion will be advertised on the Faculty of Medicine website and in UQ Alumni communication. If desired, you can use social media, such as a UQ ChangeMakers or a Facebook group or event, to help promote the reunion.

## Collect RSVPs and payments

If the venue and other service providers are booked and paid by UQ, we can set up an online reunion registration website to collect RSVPs and guest payment. All reunion costs must be agreed on before the venue is contracted and invitations are sent out, after which the registration fee or package offerings cannot be modified.

The reunion ticket price will include a small administration fee of \$5 per person which also covers incidentals such as name badges and postage costs.

## Entertainment

If desired, we can book a band or DJ for your event and organise payment. All entertainment costs will need to be included within the reunion ticket price and confirmed prior to reunion tickets being made available for purchase.

## UQ ChangeMakers

Harness the power of your global community of 325,000+ alumni on the UQ ChangeMakers platform.

### Give back

Introduce, employ and offer to act as a mentor to our graduating students.

### Re-connect with old classmates at UQ

UQ ChangeMakers allows you to both re-connect with old classmates as well as enabling you to utilise the trusted The University of Queensland environment to expand your professional network.

### Your community

By fully integrating with social networks, and cultivating a culture of helping and giving back, you will be amazed how vibrant your The University of Queensland community is!

### To learn more visit:

[changemakers.app.uq.edu.au](https://changemakers.app.uq.edu.au)



# Venues and event spaces

UQ is able to assist with the coordination, booking and the payment of your event venue. Committee members are requested not to pay venue deposits or sign contracts without consulting UQ to ensure the best possible outcome can be achieved for your reunion.

We encourage you to consider one of the many wonderful UQ operated venues from the list provided below. Please note that these spaces are multi-hire and your preferred date may not be available. A site inspection can be arranged, pending venue availability.

If you would like to host your venue at a non UQ venue, we can still support the coordination, planning and payment. When short listing venues, please consider the following:

- Accessibility (lifts and ramps available at the venue)
- Proximity to accommodation and ease of accessing via public transport
- Minimum spend requirements and payment dates

## The Atrium

Located in the heart of the CBD, The Atrium at 308 Queen Street (pictured below), is a free co-working and collaborative space for our valued UQ alumni with complimentary coffee, tea and Wi-Fi.

Register for an event, meet a mentor for coffee or simply pull up a chair to work from The Atrium. Click the link in the below list for more details.

Venue	Website	Location
Customs House	<a href="http://www.customshouse.com.au">www.customshouse.com.au</a>	Brisbane CBD
Saint Lucy Café	<a href="http://www.saintlucy.com.au">www.saintlucy.com.au</a>	St Lucia
Mayne Event Space	<a href="http://www.medicine.uq.edu.au/mayne-refurb">www.medicine.uq.edu.au/mayne-refurb</a>	Herston
Patina at Alumni Court	<a href="http://www.patinaalumnicourt.com.au">www.patinaalumnicourt.com.au</a>	St Lucia
The Atrium (308 Queen Street)	<a href="https://alumni.uq.edu.au/uq-brisbane-city">https://alumni.uq.edu.au/uq-brisbane-city</a>	Brisbane CBD
UQ Art Museum	<a href="https://art-museum.uq.edu.au/venue-hire">https://art-museum.uq.edu.au/venue-hire</a>	St Lucia



Image bottom right: River Terrace, Customs House  
Image top right: The Atrium, 308 Queens Street.  
Image left: Patina at Alumni Court, St Lucia

## Reunion Timeline Guide

We recommend the following timelines are followed when planning your reunion event to ensure a successful and memorable occasion.

12 to 9 months prior to your reunion	Responsible
Form a committee and nominate a lead reunion organiser	Committee/UQ
Meet with the Faculty of Medicine Alumni Engagement Coordinator and agree on your level of involvement in the reunion planning.	Committee/UQ
Obtain your graduating class list from UQ and search for lost classmates	Committee
Identify and shortlist reunion venues, format type and date for event	Committee/UQ
9 to 5 months prior to your reunion	
Email and post a save-the-date, once approved by the Reunion Organiser	UQ
Decide whether to raise funds for a student scholarship, prize or research project through a Reunion Class Gift	Committee/UQ
Finalise the venue booking on preferred date and select food and beverage package*	UQ
Calculate the registration/ticket fee per person and obtain committee approval	UQ
Confirm logistics if the committee decide to arrange a tour and/or guest speaker	UQ
Confirm the logistics if the committee decide to arrange a tour and/or guest speaker from UQ	UQ
If desired, use social media platforms (e.g. Facebook group and/or UQ ChangeMakers) to help promote the reunion	Committee
4 months to 1 month prior your reunion	
Email and post invitation with ticket registration link, once approved by Reunion Organiser	UQ
Collect RSVPs and registration payments	UQ
Remind classmates about the reunion and encourage them to purchase a ticket.	Committee
Email and post the reunion reminders	UQ
Finalise reunion logistics details including floor plans, menus and order of proceedings	UQ
1 to 2 weeks prior to your reunion	
Confirm final numbers and dietary requirements of guests with venue	UQ
Week of your reunion	
Contact all confirmed attendees and provide final details	UQ
Prepare nametags	UQ
Attend elements of the reunion to oversee logistics, if required	UQ
Post-reunion (week following)	
Send guests a post-event email, which includes a survey to obtain guest feedback	UQ
Share reunion photos, if a UQ-approved photographer was hired	UQ

*\*The food and beverage package selection is required at the time of venue confirmation as it determines the event format, anticipated costs and hire duration. Menu and beverage items can be selected up to the month prior to the event.*

### For further details contact:

Faculty of Medicine Alumni office  
The University of Queensland  
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