

# ual:

## Reunion invite template

Below is an outline of the information you need to include in the reunion invite. We recommend sending invitations 6-8 weeks before your event:

To include	Example	Links (you can copy and paste these into your email)
Date, time and location		It's helpful to link to the venue website
A line about the reason for the reunion	2019 marks 10 years since you graduated from [Course] at [College]. To celebrate the occasion ...	
A brief outline of what the event will include	The day will include ...	
RSVP button	RSVP to confirm your attendance	Link to your email address so people can respond directly to you
Itinerary	Include meeting time, and times of any key activities (e.g. start of the tour, or the time the table is booked for)	
Share the event with friends who may not have heard about it	If you know anyone from [Course] who may not have heard about this reunion please do forward this email on to them. They can also <b>update their details</b> with the Alumni Relations team to make sure they don't miss out on any future news and events.	<a href="https://artslondon.wufo.com/forms/z16ivxg3189pyka">https://artslondon.wufo.com/forms/z16ivxg3189pyka</a>
Ask people to update their own contact details	Have your details changed? Then you can <b>update them online</b> .	<a href="https://artslondon.wufo.com/forms/z16ivxg3189pyka">https://artslondon.wufo.com/forms/z16ivxg3189pyka</a>
Make sure to ask if anyone has any access requirements	Do you have any access requirements? Then please email or give us a call on	Include your email address and mobile number
If you're arranging a meal with a set menu, or having any snacks/nibbles, make sure to ask people if they have any dietary requirements	If you have any specific dietary requirements then please email me as soon as possible.	Include your email address
If you're planning to take pictures, let people know	Photos will be being taken at this event and will be shared with the UAL Alumni Team. If you do not want your photo taken, please let me know. [You are responsible for letting us know if anyone has opted out and will need to help us identify the person/s].	Include your email address
Encourage people to contact the Alumni Relations Team if they have something that UAL archives may be interested in (photos/work etc.)	<b>Donations to archives</b> If you have anything from your time at [College] that you would like to donate to the archives, please <b>contact the Alumni Relations Team</b> . Donations are considered on a case by case basis.	<a href="mailto:alumni@arts.ac.uk">alumni@arts.ac.uk</a>

Example:

**Saturday 29 September**

**From 2:30 pm**

**London College of Communication, Elephant and Castle, London, [SE1 6SB](#)**

Dear [firstname]

2018 marks 10 years since you graduated from your MA in Graphic Design from the London College of Communication. To celebrate the occasion I have organised a reunion at the Elephant and Castle campus, and would love you to join!

The day will include a tour of LCC by a current Graphic Design student, before moving on to a local pub. This reunion promises to be a great chance for you to reconnect with old friends, reminisce about your time at LCC and hopefully make new connections.

**[RSVP to confirm your attendance](#)**

#### **Itinerary**

**2:30pm - 3pm:** Gather outside LCC

**3pm – 4pm:** Tour of LCC

**4pm - onwards:** Move on to a local pub to continue catching up! [Include pub address]

If you know anyone from your Graphic Design course who may not have heard about this reunion please do forward this email on to them. They can also [update their details](#) with the Alumni Relations team to make sure they don't miss out on any future news and events.

Have your details changed? Then you can [update them online](#).

Do you have any access requirements? Then please email me at [email address] or give me a call on [mobile number].

Photos will be being taken at this event and will be shared with the UAL Alumni Team. If you do not want your photo taken, please let me know (see contact details above).

#### **Donations to archives**

If you have anything from your time at LCC that you would like to donate to the archives, please [contact the Alumni Team](#). Donations are considered on a case by case basis.

Hope to see you there.

Best wishes

[Your name]

**NB:** ensure your mobile number/ the mobile numbers of other key organisers for the event is always included in any pre-event emails. It means people will be able to find your contact number easily on the day of the event if needed.