

ual:

Day-before reunion email template

Below is an outline of the information you need to include in the email to send out the day-before the 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
Thank people for confirming their attendance	Thank you for registering to attend the [Course] Reunion on [Date]. We're looking forward to seeing you there and are pleased to provide you with some more information about the event	
An outline of what the event will include	The day will include ...	
Repeat the itinerary	Include meeting time, and location, and times of any key activities (e.g. start of the tour, or the time the table is booked for, address of the pub)	
Ask people to 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 update their details with the Alumni Relations Team to make sure they don't miss out on any future news and events.	https://artslondon.wufo.com/forms/z16ivxg3189pyka
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 an email address and mobile number

Example:

Saturday 29 September

From 2:30pm

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

Dear [firstname]

Thank you for registering to attend the MA Graphic Design 10 year reunion on Saturday. I'm looking forward to seeing you there and are pleased to provide you with some more information about the [day/ event/ reunion].

Highlights

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.

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]

I have not been able to reach everyone, so 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.

Please get in touch if you have any access requirements or if you have any queries about the event. Please email me at [email address] or give me a call on [mobile number].

See you on Saturday!

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 they need to.

