

ual:

Follow-up email template

Below is an outline of the information to include in the follow-up email, to be sent a few days after the reunion:

To include	Example	Links
Thank you	It was great to see you and so many alumni at the [reunion name] on [date], thank you for attending.	
A brief outline of what the event was	We hope you had the chance to reconnect with former course mates, the college and your tutors, and to catch up with friends.	
Link to photographs	Don't forget to send us your photos for us to put on the Facebook page! Photographs from the event can be viewed on the UAL Alumni Facebook page .	https://www.facebook.com/UALalumni/
Ask people to get in touch with the Alumni Relations Team with their suggestions	If you have any ideas or comments on future activity that you would like to share then please contact the Alumni Relations Team at alumni@arts.ac.uk . They would be delighted to hear from you.	alumni@arts.ac.uk

Example:

Dear [firstname]

It was great to see you and so many alumni at the MA Graphic Design 10 year reunion on Saturday, thank you for attending. I hope you had the chance to reconnect with former course mates, the college and your tutors, and to catch up with friends.

Don't forget to send us your photos for us to put on the Facebook page! Photographs from the event can be viewed on the UAL Alumni **Facebook page**.

If you have any ideas or comments on future activity that you would like to share then please contact the Alumni Relations Team at **alumni@arts.ac.uk**. They would be delighted to hear from you.

Best wishes
[Your name]