Welcome Home Alumni
Alumni Weekend
Reunion Leader Handbook
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Welcome

The information in this guide will assist you in planning your reunion. Planning a reunion is rewarding and involves some planning ahead. Having a few classmates/friends assist will make the tasks quite manageable and enjoyable. The Alumni Affairs & Development team is available to answer your questions, lend ideas, provide guidance and assistance, and help make your reunion a memorable experience.

The role of the Reunion Leader

- Consulting with your classmates/friends and making decisions on reunion activities
- Making any special requests on behalf of your reunion group to your Alumni Advancement Manager, e.g. a tour of your college, or a visit from the Dean
- Where an on-campus reunion is being planned, selecting menu, location, time, etc. in consultation with Hospitality Services
- Arranging for audio/visual equipment rental through Alumni Affairs & Development
- Coordinating any off-campus events, including registration and payment for those events.
- Promoting your reunion to classmates/friends through a reunion newsletter, e-mails, and phone calls

As the Reunion Leader you are the key contact for your reunion and the person your classmates/friends will call for information about everything from the dress code for events to suggestions for reunion activities.

The role of Alumni House staff

- The events team in Alumni House is here to help make your reunion a success and will gladly assist with the following:
  - Providing updated class lists for Reunion Leaders
  - Providing a newsletter for reunion groups
  - Mailing of the Alumni Weekend brochure to each class/group member having a confirmed Alumni Weekend Reunion with activities on campus
  - Co-ordination of registration, including payment, for all on-campus events including on-campus reunions where details have been confirmed by January 8, 2018
  - Staff will attend the beginning of your on-campus reunion event to assist with event check-in This is for pre-meal receptions and for meals but not for meetings or tours
  - Coordinating audio/visual requirements through Hospitality Services

The role of Hospitality Services

- Hospitality Services will work with you to determine the best space for your group
- They will provide guidance with menu selections, wine and bar decisions and on-campus accommodations
- You may make requests for audio-visual equipment requirements through Hospitality Services
Schedule of Main Events

FRIDAY JUNE 22, 2018

1:00 pm – 3:00 pm  Open Doors Guelph
4:00 pm            Arboretum Guided Walking Tour
4:00 pm            Honey Bee Research Centre Tour
4:00 pm – 6:00 pm  Welcome Reception Library
4:30 pm            Alumni Plaza Unveiling Ceremony
5:15 pm            UGAA Awards of Excellence Gala

SATURDAY JUNE 23, 2018

9:30 am            Arboretum Guided Walking Tour
9:30 am – 11:00 am Open Doors Guelph
10:00 am           Honey Bee Research Centre Tour
10:30 am           Arboretum Guided Tour
11:30 am           President’s Milestone Luncheon
                   Guelph Gryphons Athletics Centre
12:00 pm – 5:00 pm Art Gallery of Guelph & Sculpture Garden Tour
3:00 pm – 4:00 pm  Honey Bee Research Centre Tour
3:00 pm – 4:00 pm  Ice Cream Technology Centre tour
3:00 pm            Beer tasting

SUNDAY JUNE 24, 2018

11:00 am – 4:00 pm Summerfest on Johnston Green
6:30 am – 2:30 pm  Tour de Guelph
Synopsis of the Main Events

Friday
UGAA Awards of Excellence Gala
This event is the kick-off to Alumni Weekend. The University of Guelph Alumni Association invites you to join fellow alumni and friends at a red carpet event as we celebrate distinguished U of G alumni: Alumni of Honour, Alumni Medal of Achievement, Alumni Volunteer Award.

Welcome Reception
Visit the McLaughlin Library and view the Archival Culinary collection. Sample food cooked by local chefs using recipes from the collection.

Saturday
President's Milestone Luncheon
The President's Milestone Luncheon is one of the largest events held on campus on Saturday at the Guelph Gryphons Athletics Centre. Registered Alumni will be seated with classmates. There is a cash bar at this event.

Sunday
Summerfest on the Green
Kick off summer with a celebration on Johnston Green. University of Guelph Alumni and the entire Guelph Community are invited to join us for a party that includes live music, food, a beer garden and lots of fun stuff to do. Admission is free!

Reunion Newsletters
Alumni Affairs and Development is pleased to provide classes/groups who are having an on-campus reunion at Alumni Weekend, a mailing of a reunion newsletter.

Your Alumni Advancement Manager will be pleased to offer guidance for content and format for your letter.

Please note that in accordance with privacy legislation and university policy, reunion newsletters cannot contain contact information for any alumni without their express permission given to AA&D.

Newsletter content must be submitted to your Alumni Advancement Manager no later than February 2, 2018.
Registration

Alumni Affairs is happy to help you publicize off-campus events in the brochure, on the website and/or in a class newsletter. Unfortunately, we are not able to track registrations or take payments for off-campus events. Perhaps someone in your group could be designated to do this. We can manage all the registrations and payments for on-campus events so that you don’t have to worry about them.

Brochure and Registration Form
The Alumni Weekend brochure and registration form will be mailed in early April to anniversary classes as well as classes and groups with confirmed on-campus reunions.

Registration Process
We accept registrations in person, by mail, fax, phone, and online (www.alumni.uoguelph.ca). We ask you to encourage your classmates and friends to send in their registrations as early as possible for all on-campus events. For paid events, payment must accompany the registration form.

Registration and check-in will be at Alumni House
- Monday, June 18 – Thursday, June 21 10 am – 4 pm
- Friday, June 22 10 am – 6 pm
- Saturday, June 23 8 am – 5 pm

- Please encourage your classmates to register early. Some events will sell out.
- For reunion lunches and dinners, it is essential for us to have confirmed numbers by June 15, 2018
- Individuals with dietary allergies or restrictions should indicate these on their registration form.
Campus Hospitality Services

For Reunion Leaders planning **ON-CAMPUS** activities, you will book rooms, order meals and finalize details through Lisa Tersigni-Holt at Hospitality Services.

**Room Bookings**
There are many rooms available on-campus for different sized groups. Some rooms may have a rental fee. An appropriate room for your group can be found for you in consultation with Lisa Tersigni-Holt.

**Meals on-campus**
In accordance with University regulations, catering for all events on-campus is provided by Hospitality Services. They are happy to provide advice in selecting a menu for your group, and have special Alumni Weekend menu options for you to choose from.

**Licensed Functions on-campus**
Some venues can be licensed for dinners, where attendance warrants. For lunches and dinners with smaller attendance, you may choose to simply include the price of a glass of wine with your meal. Please be aware that if you choose to have a bar at your event, there is a minimum cost of $200 in sales associated. If bar sales do not meet this minimum, the group will be responsible for the difference. This may not be a cost-effective option for small groups. Note that spaces cannot be licensed before 12 pm.

If you have questions about the menu, venue or set-up, please contact Lisa Tersigni-Holt at Hospitality Services directly:

E-mail: ltersign@uoguelph.ca
Phone: 519-824-4120 ext. 52398
Alumni Weekend Menu Listings

Breakfast Selections Suggestions

<table>
<thead>
<tr>
<th>The Continental</th>
<th>The Traditional</th>
</tr>
</thead>
<tbody>
<tr>
<td>Breakfast Pastries</td>
<td>Scrambled Eggs</td>
</tr>
<tr>
<td>Fruit Preserves &amp; Butter</td>
<td>Bacon, Ham OR Sausage</td>
</tr>
<tr>
<td>Sliced Fresh Fruit</td>
<td>Hash brown Potatoes</td>
</tr>
<tr>
<td>Yoghurt &amp; Granola</td>
<td>French Toast</td>
</tr>
<tr>
<td>Chilled Fruit Juices</td>
<td>Breakfast Pastries</td>
</tr>
<tr>
<td>Coffee &amp; Tea</td>
<td>Fruit Preserves &amp; Butter</td>
</tr>
<tr>
<td></td>
<td>Sliced Fresh</td>
</tr>
<tr>
<td></td>
<td>Fruit Chilled Fruit Juices</td>
</tr>
<tr>
<td></td>
<td>Coffee &amp; Tea</td>
</tr>
</tbody>
</table>

$12.50/person + Taxes $15.50/person + Taxes

Lunch Selections Suggestions

<table>
<thead>
<tr>
<th>Plated Lunch</th>
<th>Simply Satisfying Buffet</th>
<th>Salad Plates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mixed Garden Greens</td>
<td>Homemade Gourmet Sandwiches</td>
<td>Chicken Salad Plate</td>
</tr>
<tr>
<td>Grilled Breast of Chicken</td>
<td>Mixed Garden Greens</td>
<td>or Salmon Salad Plate</td>
</tr>
<tr>
<td>Rice Pilaf or Roast Potatoes</td>
<td>Assorted Dessert Squares</td>
<td>Assorted Dinner Rolls with Butter</td>
</tr>
<tr>
<td>Seasonal Vegetables</td>
<td>Cold Beverages</td>
<td>Choice of Dessert</td>
</tr>
<tr>
<td>Assorted Dinner Rolls with Butter</td>
<td>Coffee &amp; Tea</td>
<td></td>
</tr>
<tr>
<td>Choice of Dessert</td>
<td></td>
<td>Chicken $19.95/person + Taxes</td>
</tr>
<tr>
<td>Coffee &amp; Tea</td>
<td></td>
<td>Taxes Salmon $24.95/person + Taxes</td>
</tr>
</tbody>
</table>

$21.95/person + Taxes $19.95/person + Taxes

Dinner Selections Suggestions

<table>
<thead>
<tr>
<th>Deluxe BBQ Dinner</th>
<th>Plated Dinner</th>
</tr>
</thead>
<tbody>
<tr>
<td>¼ Chicken with Roast Potatoes</td>
<td>Mixed Garden Greens</td>
</tr>
<tr>
<td>Choice of 3 Salads</td>
<td>Main Entrée**- See Below</td>
</tr>
<tr>
<td>Assorted Dinner Rolls with Butter</td>
<td>Choice of Potatoes or Rice</td>
</tr>
<tr>
<td>Sliced Fresh Fruit</td>
<td>Seasonal Vegetables</td>
</tr>
<tr>
<td>Dessert Squares</td>
<td>Assorted Dinner Rolls with Butter</td>
</tr>
<tr>
<td>Assorted Cold Beverages ~</td>
<td>Choice of Dessert</td>
</tr>
<tr>
<td></td>
<td>Coffee &amp; Tea</td>
</tr>
<tr>
<td></td>
<td>~ prices listed below~ + Taxes</td>
</tr>
<tr>
<td>$23.95/person + Taxes</td>
<td></td>
</tr>
</tbody>
</table>

*Main Entrées

- Chicken Supreme ~ $33.95/person + taxes
- Lemon & Herb Crusted Salmon with Citrus Beurre Blanc~ $35.95/person + taxes
- Pork Tenderloin ~ $35.95 + taxes
- Prime Rib of Beef, Red Wine Jus ~ $42.95/person + taxes

For your information and menu planning purposes:

President’s Milestone Lunch Menu

Spring Greens, Cucumber, Radish, Focaccia Crouton, Honey Shallot Dressing
Garlic Scape and Mustard Roasted Chicken Supreme
Mushroom and Asparagus Risotto
Caper Tarragon Sauce
Strawberry Mouse with Berry Garnish
Additional Notes:

Prices listed do not include service charge or taxes – service charge will be waived for groups booking events through Alumni Affairs and Development.

In certain venues on campus, removal of the existing setup takes additional time so there may be charges for room setup – maximum charge is $95.00.

Dietary concerns for any attendees can be easily accommodated through Hospitality Services. Just inform Alumni Affairs when registering and we will accommodate your diet requirements.

On-campus Information

Audio Visual Equipment
Resources such as TVs, VCRs, CD/DVD players, microphones, screens and podiums are available for your event. Please be aware that there are costs associated with this service for equipment rental, set up and staffing.

<table>
<thead>
<tr>
<th>Item</th>
<th>Price</th>
<th>Item</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Laptop</td>
<td>$37</td>
<td>Amplifier</td>
<td>$15</td>
</tr>
<tr>
<td>Projector</td>
<td>$66</td>
<td>Speaker</td>
<td>$15</td>
</tr>
<tr>
<td>Screen (5’ &amp; 6’)</td>
<td>$11</td>
<td>Speaker Stand</td>
<td>$7</td>
</tr>
<tr>
<td>Screen (8’)</td>
<td>$16</td>
<td>Microphone</td>
<td>$11</td>
</tr>
<tr>
<td>Cart</td>
<td>$7</td>
<td>Microphone Stand</td>
<td>$7</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Onsite Technician Services</th>
<th>Friday 8:30 am to 4:30 pm (except noon – 1:00)</th>
<th>Friday after 4:30 pm Saturday all day</th>
<th>Sunday</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$58 per hour</td>
<td>$87 per hour</td>
<td>$116 per hour</td>
</tr>
</tbody>
</table>
Emergencies
The University Police will be on campus during Alumni Weekend and can be reached at ext. 52000.

Maps
Alumni Weekend maps will be available at Alumni House.

Parking
Several lots are close to the residences and dining facilities. Parking is free weekdays after 5 pm and all day Saturday and Sunday. Parking is restricted to designated areas only; parking in other areas such as a medically reserved spot or a 24 hour premium spot, could result in ticketing or towing of the vehicle. Overnight camping is not permitted on campus although you can park recreational vehicles in designated parking lots while attending events on campus. A hotel shuttle will be provided from the Delta and Holiday Inn Hotels on Saturday, June 23rd only. Times will be provided in the brochure.

Construction
There are often construction projects taking place on-campus during the summer. Rest assured we will do our best to minimize any possible impact on reunions and activities and that we will notify you of construction zones prior to Alumni Weekend.

Things to do on-campus

The Alumni Weekend brochure is your best guide to what’s going on over the weekend. It will include a listing of the main events, reunions, tours, alumni association meetings and receptions, and other special activities. While back on-campus, your friends may be interested in the many wonderful places to walk around campus.

Tours
Various campus tours are planned as listed on page 4. If your class would to arrange a special tour of a college or specific area, please make this request to your Alumni Advancement Manager. A shuttle bus is provided to get you around campus, beginning at 1:00 pm on Friday and all day Saturday.

Be sure to let your classmates know about Open Doors Guelph. They can pick up a brochure at Alumni House along with their passports.
Local Accommodation

Many people attending Alumni Weekend will be coming from out of town. For anyone planning to stay off-campus, we encourage you to make your reservations early as this is a busy weekend in Guelph. Space will also be available to book in designated University residences. Please contact University of Guelph Conference Services for options and bookings. http://event.uoguelph.ca/index.php/conference-services/

<table>
<thead>
<tr>
<th>ACCOMMODATION by alpha</th>
<th>LOCATION</th>
<th>PHONE NUMBER</th>
</tr>
</thead>
<tbody>
<tr>
<td>Comfort Inn</td>
<td>480 Silvercreek Parkway N</td>
<td>519-763-1900 or 1 800-228-5150</td>
</tr>
<tr>
<td>Days Inn Guelph</td>
<td>785 Gordon Street</td>
<td>519-822-9112 or 1 800-329-7466</td>
</tr>
<tr>
<td>Delta Hotel &amp; Conference Centre **</td>
<td>50 Stone Road W</td>
<td>519-780-3700 or 1 866-520-4552</td>
</tr>
<tr>
<td>Fairfield Inn and Suites</td>
<td>35 Cowan Place</td>
<td>519-763-2339 or 1 866-233-4961</td>
</tr>
<tr>
<td>Hampton Inn</td>
<td>725 Imperial Road N</td>
<td>519-821-2144 or 1 800-445-8667</td>
</tr>
<tr>
<td>Holiday Inn Guelph Hotel and Conference Centre **</td>
<td>601 Scottsdale Drive</td>
<td>519-836-0231 or 1 877-660-8550</td>
</tr>
<tr>
<td>Staybridge Suites</td>
<td>11 Corporate Court</td>
<td>519-767-3300 or 1 877-660-8550</td>
</tr>
<tr>
<td>University of Guelph Conference Services</td>
<td>East Townhouses: with air-conditioning, 4–5 bedrooms with single beds, two full bathrooms, living room and unstocked kitchen. Wheelchair accessible units available.</td>
<td>519-824-4120 ext. 52353</td>
</tr>
</tbody>
</table>

** Shuttle provided to and from campus
# Dates to Remember

<table>
<thead>
<tr>
<th>DEADLINE DATE</th>
<th>DETAILS</th>
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<tbody>
<tr>
<td>January 2018</td>
<td>Start putting together the content for the reunion newsletter for mailing between January and March 2018.</td>
</tr>
</tbody>
</table>
| January 8, 2018| **Deadline for inclusion of Reunion Event listings in the Alumni Weekend brochure.**  
All on and off campus events your class will attend as a group and any other class or group activities must be provided to your respective Alumni Advancement Manager by January 8, 2018. Please provide contact info you would like it included. Please remember to include times, venues and pricing. |
| February 2, 2018| Last date for submission of reunion newsletters to Alumni Advancement Manager for mailing before Alumni Weekend.                        |
| March 1, 2018  | Submit requests for Audio Visual equipment to Alumni House.                                                                               |
| Early April 2018| All alumni celebrating reunions will receive their Alumni Weekend brochure and registration form by mail. Registration for Alumni Weekend will be accepted online, mail, phone, fax or in person.  
*Payment must accompany on-campus registrations.* |
| May 2018       | Reunion Leaders who have signed a Confidentiality Agreement will receive a weekly update of classmates/friends registered for Alumni Weekend from their Alumni Advancement Manager.  
Personal follow up calls and e-mails to classmates and friends from their respective reunion leaders are encouraged. |
| June 18 - 23, 2018 | Alumni House is open for passport pickup and check-in.                                                                                   |
Contact Us

Alumni Affairs and Development

Mailing Address: Alumni Affairs & Development
Alumni House
University of Guelph
Guelph, ON N1G 2W1

Telephone: 519-824-4120 ext. 56934 or 1-888-266-3108

Fax: 519-822-2670

Alumni House is located on the east side of campus on Arboretum Road. When coming in to visit us, please park in the first row of spots in P15 reserved for Alumni Affairs & Development and give your license plate number to the Receptionist.

Alumni Advancement Managers

<table>
<thead>
<tr>
<th>Taline Artinian</th>
<th>Annie Benko</th>
<th>Patrick Cook</th>
</tr>
</thead>
<tbody>
<tr>
<td>CBS</td>
<td>Alumni Weekend Chair</td>
<td>CBE</td>
</tr>
<tr>
<td>519-824-4120 ext. 54568</td>
<td>519-824-4120 ext. 58952</td>
<td>519-824-4120 ext. 56929</td>
</tr>
<tr>
<td><a href="mailto:artinian@uoguelph.ca">artinian@uoguelph.ca</a></td>
<td><a href="mailto:abenko@uoguelph.ca">abenko@uoguelph.ca</a></td>
<td><a href="mailto:patcook@uoguelph.ca">patcook@uoguelph.ca</a></td>
</tr>
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<table>
<thead>
<tr>
<th>Sam Kosakowski</th>
<th>Patrick Cook</th>
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<tbody>
<tr>
<td>Athletics</td>
<td>CBE</td>
</tr>
<tr>
<td>519-824-4120 ext. 58463</td>
<td>519-824-4120 ext. 56929</td>
</tr>
<tr>
<td><a href="mailto:skosakow@uoguelph.ca">skosakow@uoguelph.ca</a></td>
<td><a href="mailto:patcook@uoguelph.ca">patcook@uoguelph.ca</a></td>
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<table>
<thead>
<tr>
<th>Lindsay Stallman</th>
<th>Jana Miller</th>
<th>Melissa Woo</th>
</tr>
</thead>
<tbody>
<tr>
<td>OAC</td>
<td>CSAHS, CoA</td>
<td>CEPS</td>
</tr>
<tr>
<td>519-824-4120 ext. 56842</td>
<td>519-824-4120 ext.52965</td>
<td>519-824-4120 ext. 56769</td>
</tr>
<tr>
<td><a href="mailto:stallman@uoguelph.ca">stallman@uoguelph.ca</a></td>
<td><a href="mailto:millerja@uoguelph.ca">millerja@uoguelph.ca</a></td>
<td><a href="mailto:melwoo@uoguelph.ca">melwoo@uoguelph.ca</a></td>
</tr>
</tbody>
</table>

Hospitality Services

Lisa Tersigni-Holt: Assistant Department Head, Hospitality
Contact Lisa for all details related to a reunion activity on campus that requires catering. Lisa is the contact for menu selection, pricing, etc.

E-mail: ltersign@uoguelph.ca
Phone: 519-824-4120 ext. 52398
Last but not least…

Please keep in touch!

We’re here to help you plan a successful reunion weekend and help you publicize it. Please feel free to contact us with any questions you may have.

- Please provide us with a detailed schedule of your reunion plans by Monday, January 8, 2018, so we can include these details in our Alumni Weekend brochure.

- E-mail your event listings to your respective Alumni Advancement Manager.

The important thing is to have fun at your reunion.