

Planning Your Reunion

Organizing a class reunion is a rewarding experience. Alumni Affairs & Development (AA&D) is available to support your planning by answering your questions, and providing recommendations, guidance and advice. We're here to help make your reunion positive and memorable.

Role of the Reunion Organizer

- Primary contact for your reunion and classmates
- Consulting and coordinating with classmates to make 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
- For on-campus reunions, select menu, location, time, etc. in direct 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

Role of Alumni Affairs & Development Staff

- Providing Reunion Organizers with updated class lists
- Mailing the Alumni Weekend brochure to each class/group member with a confirmed on-campus reunion during Alumni Weekend
- Co-ordinating registration and payment (if applicable) for all on-campus events, including on-campus reunions with details confirmed by **January 14, 2019**
- Attending the beginning of on-campus reunion events to assist with event check-in. This is for pre-meal receptions and meals only (not for meetings or tours)
- Coordinating audio/visual requirements through Hospitality Services
- Providing a reunion newsletter to on-campus reunion groups
- Your Alumni Advancement Manager is available to offer guidance on the content and format of your newsletter
 - 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
 - If you wish to have a newsletter, content must be submitted to your Alumni Advancement Manager by **February 4, 2019**

Role of Hospitality Services

- Determining and securing the best space on campus for your group event
- Providing guidance and pricing on menu selections, wine and bar decisions, and on-campus accommodations
- Accepting requests for audio visual equipment requirements



Event Registration

Off-Campus Events

Alumni Affairs is happy to help you publicize off-campus events in the Alumni Weekend brochure, on our website, or in a reunion newsletter. However, we are unable to track registrations or take payment for these events. This may be a suitable task for a member of your reunion group.

On-Campus Events

AA&D will manage all the registrations and payment (if applicable) for on-campus events. The Alumni Weekend brochure and registration form will be mailed in early April to anniversary classes, as well as to classes and groups with confirmed on-campus reunions. We accept registrations in person, by mail, phone, online (www.alumni.uoguelph.ca/alumni-weekend), and fax. Payment must accompany all on-campus registrations for paid events.

Alumni Weekend registration and check-in will take place at Alumni House:

Wednesday – Thursday, June 19 - 20: 10 am – 4 pm

Friday, June 21: 8 am – 6 pm

Saturday, June 22: 8 am – 5 pm

Important Notes

- Please encourage your classmates to register early, as some events will sell out
- Individuals with allergies or dietary restrictions should indicate these at the time of registration
- For reunion lunches and dinners, it is essential for us to have confirmed numbers by June 14, 2019

CONTACT INFORMATION

reunions@uoguelph.ca
(519) 824-4120 ext. 56934
University of Guelph Reunions

Schedule of Main Events

Fri, June 21	8 am - 6 pm	Passport pickup at Alumni House	Alumni House
	2 pm - 4 pm	Welcome Reception	Delta Hotel
	3:30 pm - 5 pm	Campus Tours	Various
	5:30 pm - 9 pm	UGAA Awards of Excellence Gala	Creelman Hall
	Evening	Explore Guelph: various partnerships with Guelph restaurants	Various
Sat, June 22	7:30 am - 9:30 am	Founding Colleges Coffee	Delta Hotel
	8 am - 5 pm	Passport pickup at Alumni House	Alumni House
	9 am - 10:30 am	Campus Tours	Various
	9 am - 11 am	OVCAA Welcome Breakfast & AGM	OVC Lifetime Learning Centre, OVC Cafeteria, Room 1707
	9:30 am - 11 am	UGAA AGM	Alumni House, Gordon Nixon Boardroom
	11:30 am - 1:45 pm	President's Milestone Lunch	Guelph Gryphons Athletics Centre
	12 pm - 5 pm	Art Gallery of Guelph & Sculpture Garden self-guided Tour	Art Gallery of Guelph (AGG)
	2 pm - 6 pm	Craft Beer Tasting	University Centre, Brass Taps
	2:30 pm - 4 pm	Campus Tours	Various
Evening	Class receptions and dinners	Various	
Sun, June 23	11 am - 4 pm	SummerFest on the Green	Johnston Green

Hospitality

For Reunion Leaders planning on-campus activities, you will book rooms, order meals and finalize details through Jennifer Rekunyk at Hospitality Services.

Space Bookings On-Campus

There are many spaces available on-campus for different sized groups. Some rooms may have a rental fee. In addition, in certain rooms removal of the existing setup takes additional time so there may be charges for setup – the maximum charge for this is \$95.00. An appropriate room for your group can be found for you in consultation with Jennifer Rekunyk.

Meals On-Campus

In accordance with University regulations, catering for all on-campus events 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. Menu options are listed on the reverse of this page.

**Please note: Service charges will be waived for groups booking events through AA&D

Licensed Functions On-Campus

Some venues can be licensed for meals (after 12 pm only). For lunches and dinners with smaller attendance, you may choose to simply include the price of a glass of wine with your meal.

Dietary Restrictions

Dietary concerns for any attendees can be easily accommodated through Hospitality Services. Please inform AA&D when registering and we will track and accommodate your dietary requirements.

Additional Notes:

- Prices listed do not include service charge or taxes – service charge will be waived for groups booking events thru Alumni Affairs and Development.
- All audio visual requests for events will be coordinated through your Alumni Representative. Please contact them with your request.

Any menu enquiries should be directed to:

Jennifer Rekunyk
Special Events
519-824-4120, ext 53350
jrekunyk@uoguelph.ca

For your information and menu planning purposes:**Breakfast**

The Continental Bakery Assortment: Croissants, Danishes, Muffins, Scones Fruit Preserves & Butter Sliced Fresh Fruit Yogurt & Granola Chilled Fruit Juices Coffee & Tea \$12.50/person + Taxes	The Traditional Scrambled Eggs Bacon and Sausage Home Fried Potatoes French Toast Bakery Assortment: Croissants, Danishes, Muffins, Scones, Fruit Preserves & Butter Sliced Fresh Fruit Chilled Fruit Juices Coffee & Tea \$16.50/person + Taxes
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Lunch

Plated Lunch Mixed Garden Greens Grilled Breast of Chicken Rice Pilaf or Roast Potatoes Seasonal Vegetables Assorted Dinner Rolls with Butter Choice of Dessert Coffee & Tea \$23.00/person + Taxes	Simply Satisfying Buffet Homemade Gourmet Sandwiches Choice Of Soup and Salad Choice of Dessert Coffee & Tea \$23.00/person + Taxes	Salad Plates Chicken Salad Plate Assorted Dinner Rolls with Butter Choice of Dessert Coffee & Tea \$22.95/person + Taxes
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Dinner

Deluxe BBQ Dinner ¼ Chicken with Roast Potatoes Choice of 3 Salads Assorted Dinner Rolls with Butter Sliced Fresh Fruit Dessert Squares Assorted Cold Beverages ~ \$24.95/person + Taxes	Plated Dinner Choice of Soup or Salad Choice of Main Entrée** - See Below Choice of Potatoes or Rice Seasonal Vegetables Assorted Dinner Rolls with Butter Choice of Dessert Coffee & Tea ~ prices listed below~ + Taxes	Buffet Dinner Choice of 3 Salads Choice of (1) Entrée Choice of (1) Pasta Vegetables & Potatoes Assorted Dinner Rolls with Butter Choice of Dessert Coffee & Tea \$41.00 per person + Taxes
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Main Entrées for Plated Dinner:

Chicken ~ \$36.00/person + Taxes
 U of G Arctic Char ~ \$40.00 per person + Taxes
 Pork Tenderloin ~\$36.00 + Taxes
 Prime Rib of Beef, Red Wine Jus ~ \$46.00 per person + Taxes
 Roasted Beef Striploin ~ \$46.00 per person + Taxes

Local Accommodations

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/>

Accommodation	Location	Phone Number
Delta Hotel & Conference Centre **	50 Stone Road W	519-780-3700 or 1 866-520-4552
University of Guelph Conference Services	East Townhouses: with air-conditioning, 4-5 bedrooms with single beds, two full bathrooms, living room, and un-stocked kitchen. Wheelchair accessible units available.	519-824-4120 ext. 52353
Days Inn Guelph	785 Gordon Street	519-822-9112 or 1 800-329-7466
Holiday Inn Guelph Hotel and Conference Centre	601 Scottsdale Drive	519-836-0231 or 1 877-660-8550

** Shuttle provided to and from campus

Audio Visual Equipment Rental

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.

Item	Price	Item	Price
Laptop	\$37	Amplifier	\$15
Projector	\$66	Speaker	\$15
Screen (5' & 6')	\$11	Speaker Stand	\$7
Screen (8')	\$16	Microphone	\$11
Cart	\$7	Microphone Stand	\$7

Onsite Technician Services	Friday 8:30 am to 4:30 pm (excluding 12 pm – 1 pm)	Friday after 4:30 pm Saturday all day	Sunday
	\$58 per hour	\$87 per hour	\$116 per hour

Any audio visual inquiries should be directed to:

reunion@uoguelph.ca
519-824-4120 ext. 56934

Other Information

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 on 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 22 only. Times will be provided in the brochure.

Construction

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

Key Dates Checklist

	Deadline Date	Details
<input checked="" type="checkbox"/>	October 4, 2018	Attend Reunion Organizer Meeting at Alumni House.
<input type="checkbox"/>	November - January, 2019	Start putting together the content for the reunion newsletter for mailing between January and March 2019.
<input type="checkbox"/>	January 14, 2019	<p>Deadline for inclusion of Reunion Event listings in the Alumni Weekend brochure.</p> <p>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 Monday, January 14, 2019. Please provide contact info you would like to be included. Please remember to include times, venues, and pricing</p>
<input type="checkbox"/>	February 4, 2019	Deadline for submission of reunion newsletters to Alumni Advancement Manager for mailing before Alumni Weekend.
<input type="checkbox"/>	March 1, 2019	Deadline for anniversary pin requests.
<input type="checkbox"/>	March 1, 2019	Deadline for selecting class photo event and location.
<input type="checkbox"/>	March 1, 2019	Deadline for audio visual equipment requests to Alumni House.
<input type="checkbox"/>	Early April 2019	<p>All alumni celebrating reunions will receive their Alumni Weekend brochure and registration form by mail. Registration for Alumni Weekend will be accepted online, by mail, phone, or fax, or in person.</p> <p>Payment must accompany all on-campus registrations for paid events.</p>
<input type="checkbox"/>	May 2019	Reunion Leaders who have signed a Confidentiality Agreement will receive a weekly update of registrations for their class-specific activities from their Alumni Advancement Manager.
<input type="checkbox"/>	June 14, 2019	Deadline for confirmed numbers for reunion lunches and dinners.
<input type="checkbox"/>	June 19 – 22, 2019	Alumni House is open for passport pick-up and check-in.

Stay Connected

Stay connected with us for all things Alumni Weekend related

GENERAL INQUIRIES

Annie Benko
Chair, Alumni Weekend
519-824-4120, ext 58952
abenko@uoguelph.ca

HOSPITALITY

Jennifer Rekunyk
Special Events
519-824-4120, ext 53350
jrekunyk@uoguelph.ca

AUDIO VISUAL

519-824-4120, ext 56934
reunions@uoguelph.ca

REUNIONS

519-824-4120, ext 56934
reunions@uoguelph.ca

MAIN EVENTS

519-824-4120, ext 56934
alumni.events@uoguelph.ca

Stay connected with us on social media for all alumni-related events and initiatives

Twitter: @UofGAlumni

Facebook: @UofGAlumni

Instagram: @UofGAlumni

Linkedin: University of Guelph - Alumni Affairs & Development

alumni.uoguelph.ca

