



# RVC alumni

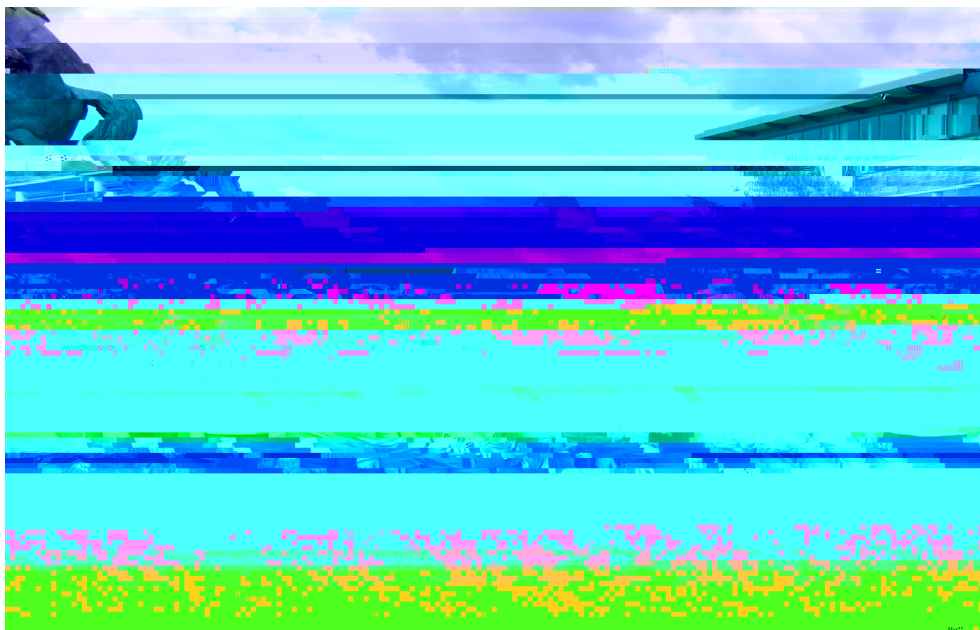
## *How to organise a reunion*

Would you like to organise a reunion for all your friends from the Royal Veterinary College? Here is a brief guide to help you on your way.....

### **G** *rad*

The first thing to do is to think about the following questions:

- Who do you want to invite? Is it a particular year group, course, club or society?
- What sort of event do you want? A lunch, dinner, informal meeting in a pub?
- Do you want to include partners/families?
- Where would you like to meet? In Hertfordshire, London or elsewhere?
- How are you going to fund the event?



*1975 graduate reunion*

## How can we help?

- We can search our alumni database for the group you would like to invite.
- We can email or forward a letter to them on your behalf. You will need to write an invitation and send it to us to send for you. Please remember to include all the information your guests will need such as timings, venue, date and payment details.
- We will then give you a list of names of all those we have mailed.
- We have modern meeting facilities above the Hawkshead restaurant which can be booked by RVC alumni. We are able to offer a **50% discount** on all bookings via the Development Office. Please contact us for more details about the facilities and how you can book them.
- We can help publicise your event on our website, social media pages and in newsletters. If you would like us to do this please let us know.

## Can you help us?

Don't forget to let us know how it went. Sharing your stories and photos on our website can help track down those that were missing for next time, and it can also provide others with fantastic reunion ideas!

We wish you every success with your event and if you would like further information, please do not hesitate to contact the Development Office on **01707 666237** or via email - **development@rvc.ac.uk**