



University of Essex

Essex Alumni Reunion Guide

How to host an Essex reunion

We are so pleased that you're considering organising an Essex alumni reunion. Getting back in touch and catching up with former classmates and friends from your time at Essex is so exciting, and we would love to support you along the way.

This guide will give you some tips on how to plan a reunion.

Contents

- [How we can help](#)
- [Deciding the details](#)
- [Letting your friends know](#)
- [Planning your reunion](#)
- [Reunion Attendee Form](#)

How we can help

We have recently seen an increase in alumni looking to reconnect and host reunions. We're really excited to be able to help. We can:

- Email your former classmates and friends on your behalf (if we are able to contact them subject to current Data Protection laws)
- Introduce you to our colleagues at Event Essex who can support with all aspects of event planning and booking accommodation
- Provide Essex-branded goodies for your reunion*subject to availability
- Share your reunion story on social media to inspire others to follow in your footsteps

Your role:

- Act as Reunion Leader and the key contact to work with our team
- Let us know who you would like us to invite
- Decide a date, time and venue
- Consider how you might be able to share the invite with anyone who we don't have current contact details for e.g. Whatsapp group/inviting via Facebook
- Manage the bookings and guest list
- Facilitate conversations on the day (see the suggestions later in this guide)
- Register all guests and pass these details over to the Alumni Relations Team within a week of your reunion

Let's get started!

Deciding the details

Complete the Reunion Request Form below to let us know as much as possible about your reunion so that we can support you with the planning process. If you do not know all the details now, that's not a problem, we can help you with the plans.

Please return the form to alumni@essex.ac.uk with at least 10 weeks' notice before your proposed reunion. This allows us to give your fellow graduates plenty of notice, as well as giving us time to prepare and send invitations on your behalf.

We also offer a Friend Finder service to help you get back in touch with classmates and long lost friends so be sure to let us know as much information as you can so that we can contact them on your behalf.

Your name:	
Your graduation year and subject studied:	
Your email address/phone number:	
Who would you like to invite to the reunion: (please provide as much detail as possible e.g. graduates of Sociology, class of 1995. If you would like to mention specific alumni please list as much information as possible about them – name/ subject studied/ year of graduation/ date of birth. Please note we are only able to contact alumni who have given us their permission to do so due to current GDPR laws.)	
Proposed date of the reunion:	
Time:	
Venue:	

Letting your friends know

Once we've received your Reunion Request Form, we will be in touch with you to run through the details and share a suggested timeline with you. We'll let you know when we plan on sending invitations so that you can encourage your friends to book.

Once invitations have been sent, we will start taking bookings via our online system. We encourage you at this point to promote your event through social media networks. Our Facebook and LinkedIn groups can be a great way to spread word of your reunion quickly. You may also like to consider setting up a WhatsApp group to share details.

Planning your reunion

Venue

If you're planning a reunion on one of our campuses, did you know that you can hire LTB, a classroom or conference room to host your reunion? Or get the full works and go for one of our Event Packages which include refreshments, lunch, technical support and a co-ordinator. Alumni can get a 10% discount on these Event Packages with our Event Essex team. Contact them to find out more on 01206 872358 or EventEssex@essex.ac.uk

Please check the [University's guidelines for visitors on campus](#).

If you're planning a virtual reunion, we recommend using Zoom and would be happy to set up a meeting link on your behalf.

Accommodation

Relive your time in student digs and stay over in our student accommodation on the Colchester campus. Available between July-September and you can hire accommodation on a self-catering, B&B or half-board basis. Alumni can get a 10% discount on all accommodation packages bookable via our Event Essex team.

Our on-campus 18th-century manor hotel, [Wivenhoe House Hotel](#), now offers alumni 15% off the best available rate and a complimentary upgrade to the next room type on arrival (subject to availability).

To reserve, visit their [booking page](#) and add the promo code UOE_ALUMNI. Alternatively call the hotel on 01206 878580 quoting use of the exclusive alumni discount.

Alumni Card

Whether you're planning a reunion on a large scale or you just want to meet up with friends in the SU bar again - don't forget to apply for an Alumni Card before you arrive. Your card will provide you with identification that you are a member of the University. We can either post it to you in advance or you can collect it on the day. For more details, please contact us alumni@essex.ac.uk.

Reunion Attendee Form

Please remember to complete your Reunion Attendee Form and return it to us within one week of your event taking place.

We would also love to see any photos of your time together and are always open to any feedback or suggestions you may have as a result of the planning process and the reunion itself.

Full name	Subject of study	Attended?

The Advancement Office (Alumni Relations and Philanthropy) supports the University of Essex by managing communication with, and providing services for, alumni, donors and volunteers, supporters of the University and students. We hold all data securely and follow data protection regulations, and we never sell your data to third party organisations. We are committed to maintaining a high standard of data – you can update your personal information or your communication preferences at any time online or by email (advancement@essex.ac.uk). You can read our full data and privacy policy on our website.