

## Planning a Small Scale Alumni Event at a House

*by Alfred Twu, April 2017*

### 1. Decide on what kind of event

- Ask house president (HP), house manager (HM), social manager(SM), theme manager
- Coordinate with BSC Development Director (DD) and Alumni Board

### 2. Choose date (do this the semester before you want to hold the event)

- Best time is middle of the semester, Week 5 to Week 12
- Start email thread with HP, HM, SM, and DD
- Decide on date, time, and rooms needed
- Estimate number of people attending
- Have SM bring a motion to house council. Some houses only meet every other week
- As soon as date is approved by house, inform DD, Executive Director (ED), Alumni Board

### 3. Make detailed event schedule. Most events will run about 4 hours plus an afterparty

- Allow 30-60 minutes of mingle and eat time at beginning
- Presentation on the Co-ops by ED or DD – 15-20 minutes
- Presentation of what's happening at the house by a house member – 15 minutes
- Main speakers / panel – 30-45 minutes
- Open socializing time – 60 minutes
- After party off site for people who want to keep hanging out

### 4. Make budget. Should be around \$10-20 per expected alumni attendee.

- Food (some can be ordered through CFS)
- Drinks
- Table rentals, if necessary
- Decorations
- Determine total cost, as well as:
- Who is going to actually buy and pay for each item
- When/how they will get reimbursed

### 5. Bring motion to BSC Alumni Association

- Have budget itemized by category (i.e. food, drinks, décor)
- Consider applying for Cal Alumni Association money

### 6. Delegate tasks, can be to alumni and house members

- You are the point of contact for all money, all questions, etc.
- Contacting alumni
- Checking / cleaning the space the day before the event.
- Setting up the space, including table rentals
- Buying and setting up food
- Front Desk person at event
- Speakers/Presenters/Activities
- Bartender
- DJ / Sound System
- Projector presentation, if desired
- Clean up

### **7. Contacting alumni**

- Most houses have alumni facebook pages, as well as fb pages for individual semesters
- DD has list of phone numbers of alumni
- Have event listed on BSCAA facebook page and website

### **8. About a month before event, confirm everything's good to go**

- If it's a new semester, the managers might be different
- Make sure they don't have another social event or workshop scheduled the same day.
- Ask HM and kitchen manager if there's a place to drop off supplies the day before, if necessary
- Get alumni swag from DD and sign in sheets ready
- Be prepared to fill in for one of the speakers/presenters in the event they cancel

### **9. Buy supplies – be sure to have receipts for everything**

- Food ordered through CFS (Kitchen Manager can tally up cost for reimbursement)
- Food purchased directly
- Drinks
- Table rentals
- Decorations, etc

### **10. Day before event**

- Check the room, make sure it's not too dirty
- Remind members there's a fun event the next day

### **11. Day of event – start setup about 3 hours before event**

- Move furniture into place
- Set up sign in table
- Set up food and drinks

### **12. After event**

- Pack up Alumni swag and sign in sheets
- Pack up rental tables, move furniture back
- Leave food out for the house
- Get rental tables picked up
- Submit receipts for reimbursement