

ALUMNI EVENT TOOLKIT

We know how important events can be for building and strengthening your ties to the wider alumni community! From in person gatherings and networking to a wide variety of online personal and professional development sessions, we want to ensure that we are building an alumni programme that meets the needs of our whole Blavatnik School family.

Organising your own alumni event

If you're interested in organising an event of your own, big or small, we'd love to hear from you! Have a read through our event guidance then reach out to the alumni team and we'll help you get the ball rolling.

Getting Started

1. **Event type:** Start by considering the kind of event you would like to host; are you hoping for a relaxed evening of networking and drinks or a sit-down breakfast meeting discussion? Different event types generally attract different audiences so consider what you know about your fellow alumni and what might work best for your branch of the community.
2. **Number of attendees:** We generally encourage alumni to try and plan events in areas where there is a cluster of alumni already established. If you are the local alumni representative, you will likely have an idea of how many alumni are in your area already. If you are not the rep, check with the alumni team to see if there is one in your area who can assist with planning (or reach out to the alumni team to check numbers).
3. **Date and time:** Starting the planning process at least a couple of months ahead gives sufficient time to confirm details and prepare everything. To encourage good attendance, we recommend sending invitations out no later than four weeks in advance of your chosen date. If you're considering a more formal event more planning time will be required.
4. **Venue:** choice of venue will be informed by your answers to the proceeding points. We recommend looking for a venue that will cater for any dietary or accessibility requirements.

Once you have an idea of the basic outline of your event, please email the team at alumni@bsg.ox.ac.uk with the following details:

- City & Country
- Suggested date and time
- Approximate number of expected attendees (if known) or request for number of alumni in your area
- Preferred venue

Next Steps

Once you have reached out to the alumni team with your initial event idea, we can go over the next steps with you! The key steps at this stage are:

1. **Budget:** The School has a small budget available (approximately £20 (GBP) per alum in attendance) to support alumni events, payable once the event has taken place. As the event organiser you will be responsible for covering the costs on the day. We can then assist you with processing an expense claim following the event.
2. **Confirming the venue:** reach out to your preferred venue and confirm that they have a suitable space available at your proposed time (and check that they're within budget!)
3. **Setting an RSVP date:** Generally, we ask attendees to RSVP around a week in advance of an event, sharing any dietary or access requirements that we may need to pass on to the venue. This also means you can give the venue an update of numbers.
4. **Sharing the invitation and reminders:** Once arrangements are confirmed and you have an RSVP date it's time to share an invitation! We encourage alumni to share their own invitations for events using the regional WhatsApp groups and LinkedIn. The Alumni Team can also assist by sharing the invitation via email and cross posting to the Hub. We also recommend sharing a couple of reminders in the same channels ahead of the RSVP deadline to ensure that people remember to sign up!

On the day

1. **Reminder to attendees:** It's generally a good idea to send a quick reminder to those who have RSVP'd for an event, just in case their plans have changed unexpectedly!
2. **Event Photos:** We encourage everyone who plans an event to take photos, particularly a group photo of everyone together and share with us after the event (send to alumni@bsg.ox.ac.uk). Please remember to check that everyone is happy for photos to be shared, as we often post them on the School's social media channels.

After the event

1. **Claiming expenses:** following the event you can submit your expense claim to us at alumni@bsg.ox.ac.uk. We will need the following from you:
 - A completed expense claim form (you can request this from the alumni team)
 - A list of those alumni and students who attended the event
 - A photo or scan of your receipt
 - The following declaration, completed and included in your email:

I XXX can confirm that the claim for reimbursement of £XX.XX whilst on University business for the period (XX/XX/XXXX-XX/XX/XXXX) is in respect of bona fide business expenses, incurred wholly, exclusively and necessarily on behalf of the University.

2. **Sharing feedback:** We really love to hear how your event went, and if you have any suggestions for future events that you'd like to see!

Thank you for giving your time to bring the Blavatnik School alumni community together. Our alumni gatherings are made possible by people like you, and we really appreciate all your hard work to help keep us all connected!