EVENT LOGISTICS

HOW WILL I KNOW WHO IS ATTENDING?

The Alumni Association will track all registrations for your service project and will update you on a regular basis to let you know who has registered. The Alumni Association will send out confirmations and any necessary waivers to registrants.

DO I NEED TO SEND ANYTHING TO PARTICIPANTS?

We encourage you to send an email to participants to introduce yourself (we have a template for you to customize). The Alumni Association will send an official confirmation to include:

- Project schedule
- Directions to the site and parking instructions
- Recommended clothing and footwear
- Policies and information on requirements for volunteers under 18
- Waivers – if needed

WHAT SUPPLIES WILL I NEED?

The Alumni Association will send all registration supplies to the site leader the week of the event including:

- T-shirts
- List of volunteers
- Nametags
- Event day banner for group photo
- Discussion questions
PLANNING THE MEAL

You should anticipate planning one meal for the event. Meals can be informal and costs should be kept to a minimum (we recommend $12-15 per person). A breakfast might include fruit, bagels, pastries, and drinks. Lunch could be boxed lunches or pizza.

We will look to you for suggestions of restaurants or caterers that can deliver food or would be conveniently located for you to pick up in advance of the event.

The university will cover the costs of these meals. The Alumni Association can work with you on placing orders and paying for the meals.

Additional things to consider:

- Ensure there is a place to eat at your organization
- Think about dietary concerns including vegetarian and gluten-free
- Make sure you include drinks
- Invite agency staff or the constituents the agency serves who are involved in the program to join you for the meal if appropriate – be aware of power differences and access to food if the group is eating in front of others.