

ALUMNI EVENT GUIDE



HELLO AND THANK YOU

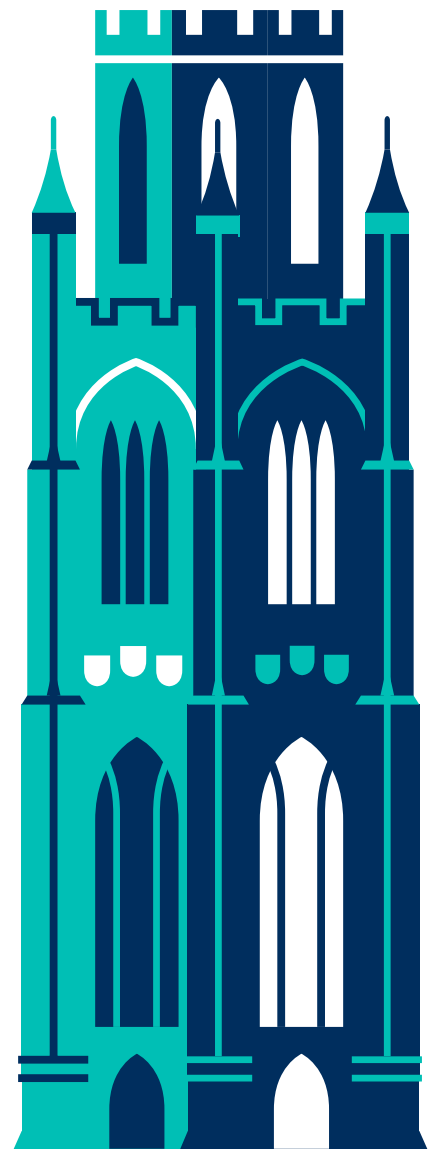
Hello! Thank you for reaching out and sharing your alumni event plans with us. It's always great to hear about the various ways our alumni are staying in touch and forming new connections.

We've put together this guide to outline the support we can offer you as you plan your event.

We hope you enjoy celebrating your Bristol connection and reminiscing with your fellow alumni!

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PLANNING YOUR EVENT



Booking a venue

We recommend booking a venue that is centrally located and easy for your guests to access on public transport. Please also consider potential access requirements such as wheelchair accessibility when selecting your venue.

Some venues will be free of charge, while others will charge a fee. If you need support with venue hire costs, please see the 'Funding your event' section below for information on how to apply for an Alumni Association Initiative Grant.

Holding your event in Bristol?

Did you know that you can [get discounts on University of Bristol conference facilities](#)? The University of Bristol has some of the most beautiful buildings and first-rate modern facilities in the city, and the [Venues and Events team](#) are happy to advise on the best options for your event.



Planning your event promotion

To start planning your event promotion, consider who the target audience will be. Will the guest list include all alumni living in the local area, or is it an event for a specific subject cohort, for instance Zoology students who graduated in 1987?

Timescales for planning are individual to each event, but when it comes to maximising your event promotion, we recommend planning ahead as much as possible to secure a venue and get invitations out. We are able to help you promote your event – for more information on this, see below.

Once you have confirmed your event details, please email us at **alumni-volunteers@bristol.ac.uk** and we can help you get things started.



Access and dietary requirements

To make your event as inclusive as possible, it is best practice to ask attendees if they have any access requirements the venue should be aware of.

If you are planning on serving any food or drinks, we recommend that you ask guests if they have any allergies or dietary requirements that you and the venue should be aware of. Professional caterers should ask for this information.



Booking information and attendee lists

We recommend asking guests to register their attendance in advance, even if the event is free. This helps you to anticipate numbers.

We can set up and manage your event registrations using Eventbrite, and will keep you updated with registrant lists along the way.

If you'd prefer to handle the bookings yourself, there are several platforms available, including Microsoft Forms, TryBooking and Ticket Tailor. In this case, we'd love to know who attended your event, so we'll reach out after it takes place to ask if we can get a copy of the guest list (provided you have included the appropriate privacy policy to enable you to legally share this data). To make it easier for us to find attendees in our database, please include fields in your registration form asking attendees for their graduation year and the course they were on.

We have also provided you with a printable attendee list in the event support pack that you can use on the day to register attendance.



Insurance

By organising your own event, you are fully responsible for ensuring that it does not pose any risk to others. The University of Bristol's public liability insurance does not extend to alumni volunteers who are organising their own events, including those conducted as part of independent alumni networks or branches, which operate separately from the University of Bristol. Therefore, you may need to arrange your own public liability insurance for your events. The University of Bristol cannot provide you with professional advice on insurance or liability matters, so we strongly recommend consulting with a qualified advisor if you're unsure about your needs.



Privacy policy

It is important that you are clear with attendees about how their data will be used. We note their attendance on our database so that if there are similar events in the future, we can contact those alumni (where permission has been given for us to do so) who attended previously to let them know.

Please use the following text on your registration form, to ensure that all attendees/registrants are aware of how their data will be processed and used:



When you join an event supported by the University of Bristol, the organiser shares this information with the University's alumni team for their records. This will be stored confidentially within the alumni database. This won't change how the University contacts you, but you can manage this at any time by filling out our [online form](#). Alternatively, you can email the team at alumni@bristol.ac.uk, or phone them on 0117 394 1046.

*You can find out more here:
bristol.ac.uk/alumni-your-data*



Looking for some inspiration?

Hear from organisers and attendees of past alumni events to learn more about their experience:

'The choice of Goldney as the venue was what really attracted people to commit to coming, and they came from all parts of the world – Australia, New Zealand and the US. I'd like to thank the Alumni Association for the grant of £700, the promise of which reassured me that I'd have enough money in the kitty to cover the expenses for the band.'

Annie Egginton,
Event Organiser (MBChB 1988)

'We hope to organise and be invited to future events like this, as it will be of great benefit to shaping the careers of medical students at Bristol. It was very well received, and hopefully will be a landmark event for us to improve alumni relations at Bristol.'

Conor Gibb,
Alumni Representative - Galenicals



Photography

We love seeing photos from alumni events! If you are planning on taking photos at your event, you may wish to consider having signage on display at the venue informing attendees that the event is being photographed and/or filmed.

If you are planning on sharing photos with the University, you should include the following:

Please be aware that photographs taken at the event may be shared and used for University of Bristol communications and marketing purposes, including online and on social media. If you do not wish to be included in photographs, please speak to the organiser(s) on the day so that appropriate steps can be taken.

Images featuring personal data are processed under Article 6.1(f) of UK GDPR as it is in the legitimate interests of all parties. Please contact data-protection@bristol.ac.uk if you have any concerns.



HOW WE CAN SUPPORT YOU



Funding your event

Grants are available to enable alumni volunteer-led activities which help bring alumni together. The average grant awarded is between £500 and £1,000. For more information on the types of activity the grant can cover, and to [submit your grant application](#) to the Alumni Association Committee, please visit the [Alumni Association webpage](#).

Previous event organisers have used the grant to:

- cover catering costs
- hire live band entertainment
- book guided tours of Bristol's top attractions
- hire a venue for an evening reception
- print an alumni yearbook.



Promoting your event

Once you've confirmed your plans, we can help you to promote your event. We can:

- promote your event on your behalf via email to the appropriate alumni audience (for example, by sending out an email inviting all alumni who graduated with a BA in Spanish in 2005)
- advertise your event by listing it on our [Alumni Events webpage](#)
- share your event with our [LinkedIn alumni community](#)
- where appropriate, include your event in our monthly events e-newsletter which goes out to all Bristol alumni.

At certain times of the year, we have a very busy schedule of alumni communications, and it may take a few weeks to coordinate sending out an invite for you – please do give us as much notice as possible.

For an in-person event that requires bookings/confirmation of numbers, we ideally require **at least three months' notice**, so that we are able to coordinate an invite going out two to three months in advance of the event, with a reminder email approximately four to six weeks before the event.



Event support pack

We have created an event support pack containing printable items that you can print at home or locally to help bring the Bristol spirit to your venue, including photo props, colourful Bristol bunting, name labels, and a contact postcard. If you'd prefer, we can send these to you ahead of your event in the post.

Looking for University of Bristol merch?
Check out the [Students' Union shop](#)!



Staying in touch

We'd like to keep you and your guests up to date with the latest news from the University of Bristol and information about activities including events, volunteering opportunities and fundraising. Please [complete this form to update your contact details](#), and don't forget to print out the postcard from the event pack for your event so that your fellow alumni can do the same.



Fundraise for your university through your event

Why not include a fundraiser as part of your event?

You'll be helping to enable all students, regardless of their background, to come to Bristol and thrive. A Bristol education is life-changing, but global, financial, or family challenges mean that some students face significant roadblocks on their journey to university.

Our team can provide guidance on fundraising best practice and discuss whether it's possible for your gift to support students from a particular faculty or school. By choosing to fundraise, you can help grow the support programmes for Bristol students following in your footsteps. Please get in touch with us at alumni-supporters@bristol.ac.uk to learn more.

Alumni donors make a huge difference to the University's work. If you or your guests would like to learn more about how to support the University, we can provide you with information about our fundraising causes, leaving a legacy gift, or the impact of giving. You can read more here or get in touch at the email address above.



Colourful Bristol bunting included in the event support pack.

AT YOUR EVENT



- We can send you some copies of Nonesuch magazine, contact postcards and other materials for you to share with guests our postcards so that they can update their contact details.
- Snap some photos with our Bristol cards and printable photo props. You can include your degree course or graduation year on the cards.
- Giving a speech during your event? Please send the University's best wishes to your guests. If they have lost touch with Bristol, we'd love to reconnect. Give them one of our postcards so that they can update their contact details.
- If you've organised a fundraiser as part of your event, you could give an update on the total raised and remind people it's not too late for them to donate!

AFTER THE EVENT



Send a 'thank you' message

Don't forget to send attendees a 'thank you for coming' message. It's good to get the message sent within a week following the event if possible.

Feedback

We are always open to any feedback or suggestions you may have in relation to the University's support. Get in touch at alumni-volunteers@bristol.ac.uk.

Bristol for life

Being a Bristol alum enables you to access a range of benefits, discounts and services, and connect with fellow alumni through our engaging events programme. From free access to the University of Bristol Botanic Garden to a discount on postgraduate study at Bristol, [find out more about what's available to you](#).

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Photos

We would love to see your alumni event photos, so don't forget to use the hashtags #WeAreBristolUni and #BristolAlumni when sharing online, and tag us on [Facebook](#).

Do you have old photographs from your student days or perhaps a programme from your student society? You can share your memories with the Special Collections team at the University of Bristol Library, which comprises a rich and diverse range of printed books and journals, as well as archival resources and artefacts. Learn more about Special Collections or contact the team at special-collections@bristol.ac.uk.