



# How to organise your class reunion

Each year alumni from the Faculty of Veterinary and Agricultural Sciences organise varied reunions for their class groups, enabling old friends to reconnect and remain in touch. This guide provides an overview of the main steps involved in organising a reunion, and the support available for reunion organisers from the Faculty.

## Planning your reunion

### Getting started

Depending on the complexity of your reunion, it might be worth sharing the planning requirements and setting up an organising committee. Members of the committee will be able to take ownership of the event, and responsibility can be allocated to individuals for key aspects.

### Lead time

It is best to allow plenty of time to plan your reunion event and give ample notice to your alumni group. We recommend that you allow at least eight to ten weeks to plan, organise and finalise the details of your reunion.

### Date and location

Consider the following:

- Weather / time of year
- Long weekends, public holidays, school holidays
- Is there a large event happening at the same time in your chosen location, eg Melbourne Cup, AFL Grand Final?
- Will the location require travel and accommodation?

### Type of reunion

- Do you want a formal dinner?
- Would you prefer an informal gathering?
- Are you planning a full weekend or one key lunch or dinner function?

## Venue

If planning a lunch or dinner function and thinking of holding this in Melbourne, there's a wide variety of venue options in and around the University of Melbourne Parkville Campus. Depending on the type of function being planned, you might consider these venues as a starting point:

### University House Professor's Walk

#### University of Melbourne Parkville Campus

Located on the University's Parkville campus in an elegant Victorian house with varied function and dining spaces, set amongst beautiful gardens and court yards. Private rooms are available to University House Members and non-members for dining functions, cocktail functions or a range of other options.

**University House at the Woodward**  
**185 Pelham Street, Carlton VIC 3053**

Located on the 10th floor of the Melbourne Law School and offering stunning views of the city and University, numerous modern rooms are available to University House Members and non-members for a range of function options.

Further information is available at <http://unihouse.org.au/function-private-dining-conference/>

Key contact for University House Professor's Walk and University House at the Woodward:  
Catherine Wallace, Functions and Events Manager

T: +61 3 8344 5254

E: [catherine.wallace@unimelb.edu.au](mailto:catherine.wallace@unimelb.edu.au)

**Naughtons Parkville Hotel**  
**43 Royal Parade, Parkville VIC 3052**

Located opposite the former Agriculture building on Royal Parade, private areas are available to book for seated dining functions for up to 50 guests, or for standing functions with canapes and drinks for to 120 guests. For further information see [http://www.parkvillehotel.com.au/private\\_hire.pdf](http://www.parkvillehotel.com.au/private_hire.pdf).

Key contact:

Laura

T: +61 3 9347 2255

E: [info@parkvillehotel.com.au](mailto:info@parkvillehotel.com.au)

You may also find suitable venue options on the Visit Victoria website:

[www.visitvictoria.com/Regions/Melbourne/Food-and-wine](http://www.visitvictoria.com/Regions/Melbourne/Food-and-wine)

## Accommodation

Should accommodation be required for alumni travelling to attend the reunion, these options near the University of Melbourne Parkville Campus might be a good place to start:

**Naughtons Parkville Hotel**  
**43 Royal Parade, Parkville VIC 3052**

Following a recent refurbishment, eleven different guest rooms are available in the conveniently-located hotel. Further information is available at [www.parkvillehotel.com.au/accommodation.pdf](http://www.parkvillehotel.com.au/accommodation.pdf)

To make a booking:

W: Visit <http://parkvillehotel.com.au> and select the 'BOOK TO STAY' tab

T: +61 3 9347 2255

E: [info@parkvillehotel.com.au](mailto:info@parkvillehotel.com.au)

**Jasper Hotel**  
**489 Elizabeth Street, Melbourne VIC 3000**

Located near the Queen Victoria Market and close to the University of Melbourne Parkville Campus, the recently refurbished Jasper Hotel is a full-service boutique hotel offering 90 contemporary rooms and suites. Further information is available at [www.jasperhotel.com.au/accommodation-en.html](http://www.jasperhotel.com.au/accommodation-en.html)

To make a booking:

W: Visit [www.jasperhotel.com.au](http://www.jasperhotel.com.au), insert preferred dates and click CHECK RATES

T: +61 3 8327 2777

E: [stay@jasperhotel.com.au](mailto:stay@jasperhotel.com.au)

## Vibe Hotel Carlton

### 441 Royal Parade, Melbourne VIC 3052

Located a few blocks north of the University of Melbourne Parkville Campus on Royal Parade and with a tram directly outside, Vibe Carlton North offers 87 well-appointed guest rooms in a central location.

Further information is available at [www.tfehotels.com/en/hotels/vibe-hotels/carlton-melbourne](http://www.tfehotels.com/en/hotels/vibe-hotels/carlton-melbourne)

To make a booking:

**W:** Visit [www.tfehotels.com/en/hotels/vibe-hotels/carlton-melbourne](http://www.tfehotels.com/en/hotels/vibe-hotels/carlton-melbourne) and click SEARCH AVAILABILITY

**T:** Reservations 13 86 42 or +61 2 9356 5062

**E:** [carlton@vibehotels.com.au](mailto:carlton@vibehotels.com.au)

Additional accommodation options are also highlighted on the Visit Victoria website:

[www.visitvictoria.com/Regions/Melbourne/Accommodation](http://www.visitvictoria.com/Regions/Melbourne/Accommodation)

## Contacting alumni

It is advisable to send at least four email communications in planning your reunion:

1. **Six months prior to the event** – send a ‘Save the Date’ to inform the group about the tentative plans, any costs involved and expressions of interest. This email can be forwarded to class alumni by the Faculty on behalf of reunion organisers if needed. Responses to this will provide an indication of numbers and assist with further planning.
2. **Three months prior** – send a formal invitation and request RSVPs, with a deposit or full payment as required. If payment is required, it is recommended to set a deadline in this email for payment to be received no later than two weeks prior to the event.
3. **One month prior** – reminder for RSVPs and final payments.
4. **A few days prior** – a final reminder and warm up email for a great reunion ahead!

## Support provided by the Faculty

### 1. Milestone reunions celebrating 25 years and 50 years since completing a degree in veterinary science or agricultural science

The Faculty supports alumni organisers of these significant milestone reunions in the following ways:

- Assisting with the initial email communication to alumni from the graduating class.
- Confirming the Dean or the Dean’s Representative to mark the auspicious occasion at the reunion.
- Promoting the reunion through alumni communications.
- Producing a digital memory booklet of alumni submissions as compiled by the reunion organisers.
- Creating an online keepsake on the Faculty website <http://fvas.unimelb.edu.au/alumni/reunions>, including a reunion summary report and up to five photographs as prepared by the reunion organisers, and the digital memory booklet.

### 2. Class reunions

The Faculty supports class reunion organisers in the following ways:

- Assisting with the initial email communication to alumni from the graduating class.
- Promoting the reunion through alumni communications.
- Uploading a reunion summary report and up to five photographs as compiled by alumni to the Faculty website <http://fvas.unimelb.edu.au/alumni/reunions> as a keepsake for all.

### **Privacy of personal information**

In line with Australian privacy laws, the University can provide reunion organisers with a list of class alumni names as this information is available in the public domain. The University is not able to provide any further information, including contact details, to a third party in accordance with the legislation. Further information on the University's privacy policy is available at [www.unimelb.edu.au/unisec/privacy](http://www.unimelb.edu.au/unisec/privacy).

## **Contact the Faculty**

### **Maree Blackburn**

Alumni Relations

Faculty of Veterinary and Agricultural Sciences

University of Melbourne

Parkville VIC 3010

**T:** +61 3 8344 8154

**E:** [maree.blackburn@unimelb.edu.au](mailto:maree.blackburn@unimelb.edu.au)

**W:** <http://fvas.unimelb.edu.au/alumni>