

## Student Organization Event Process Guidelines

The Alumni Relations Office exists to assist your organization with the proper planning and execution of events when alumni are invited. This document serves as a guideline to assist your organization with your planning. Please look over this document closely.

Review the [Alumni Contact List Guidelines](#) for more information.

### One Year Out

- Do you have a date and location selected? When you submit this information to the law school calendar, it is helpful to email to the Alumni Relations office so it can be added to the master Alumni Events calendar.

### 6 Months Out

- You are required to set up a meeting with Terese Molinaro (Asst. Director, Alumni Relations) to discuss the event in more detail.
- Some questions that should be discussed:
  - Will you be mailing an invitation or using email? (see attached sheet for more info)
  - Is an award a component of your event? When will know the recipient?
  - Who is your target alumni audience? All/past members/years, etc.
  - Is this a cocktail reception or dinner? How much money do you have budgeted?
  - What staff will be invited/attend?

### 2 Months Out

- It takes **3** weeks for Alumni Relations to pull your mail/e-mail list.
- Please submit your request to Terese Molinaro by filling out the Student Organization Alumni Information Request Form
- Invitations should hit alumni mailboxes/inboxes approximately 6 weeks before date of event.
- RSVPs will be directed to your organization. If someone contacts the Alumni Relations office, we will forward the RSVP along to your organization.

### 2 Weeks Before

### 1 Week Out

### Day Before

- Send a reminder email to invitees.

If you have any questions, please contact Terese Molinaro, Assistant Director of Alumni Relations, at [tmolina@luc.edu](mailto:tmolina@luc.edu) or 312.915.7373.