

How To: **Plan a Class Reunion Dinner**



Thank you for volunteering to be a class reunion chair for Alumni Weekend 2023! Here is your five-step guide to making your event a success. If you have any questions, contact us at alumniweekend@aup.edu.

[Step 1: Sign an AUP Volunteer Confidentiality Agreement](#)

Signing the agreement allows us to share alumni contact information and other confidential data with you. It's designed to protect both you and us.

[Step 2: Activate or re-activate your AUP email account](#)

We'll send a list of contact information to your AUP email address so you can reach out to alumni in your area.

Step 3: Confirm your event by Sunday, April 2, 2023.

- **Select the restaurant.** Your Alumni Affairs liaison will provide you with a list of pre-reserved Paris restaurants to choose from. Each restaurant offers a prix fixe menu.
- **Determine your preferred contact information.** This info will be shared with other members of your class, on the event registration page, and on the Alumni Weekend webpage. Use your AUP email address if you prefer not to share your personal email address.

Step 4: Promote your event

- AUP Alumni Affairs will create a special registration page where all dinner guests must sign up. We will also include your reunion dinner in our Alumni Weekend email communications, and we will advertise to members of your class via email and social media.
- Help make your reunion a hit by doing some grassroots outreach! Here's what we suggest...
 - Send an email to members of your class. We'll send you an email list. Be sure to use BCC to maintain individual's confidentiality.
 - Reach out to classmates on LinkedIn. Ask them to share the event link, too.
 - Post about the event in the [AUP Alumni Official Facebook Group](#).
 - Share the event link in your Instagram stories.
 - Get creative with how you reach out to people!

Best practices for reaching out to fellow alumni:

- Don't be afraid to reach out. A friendly message from an old classmate can be a huge motivator to participate.
- Take advantage of your connections on social media. Reach out to them and encourage them to do the same with their AUP contacts.
- If you get a response from a classmate asking not to be contacted, please forward the message to alumni@aup.edu. We'll take it from there!
- Do not share contact information with other alumni (per the volunteer confidentiality agreement). Before connecting two people, get their permission and encourage them to exchange information at Alumni Weekend, or by searching on Facebook or LinkedIn. European GDPR laws are strict, and we want to be sure everyone is protected: you, AUP, and the privacy of alumni.
- Note that all dinner guests must register through the link provided by AUP Alumni Affairs. Seats will only be reserved for those who sign up through this link.



Step 5: Come to Paris and host your reunion dinner!

- When you arrive at Alumni Weekend, we will make sure to give you all the materials you need to host your reunion dinner, including the restaurant address, booking name and guest list.
- Don't forget to take photos and send them to alumniweekend@aup.edu, or post to your Instagram story and tag [@aupalumni](https://www.instagram.com/aupalumni) so we can share all the fun!