



## College of Nursing Class Reunion Program

UIC College of Nursing & the UIC College of Nursing Alumni Association can help make your reunion a success! There are a variety of ways that we can help to support your event.

### **Prior to Reunion:**

- Provide a list of classmates
- Assist in surveying class members to identify location, date, activity
- Serve as a resource in planning the reunion event
- Assist in setting up email/Evite invitations
- Publicize event on website

### **During Reunion:**

- A representative from the College or Alumni Association can give a welcome and provide an update of news about the College during program
- Provide assistance with name tags and attendance list
- Provide goody bags with items from University of Illinois Alumni Association and College of Nursing (pens, etc.) *\*As available.*
- Provide a raffle item so that we can collect updated contact information - home, business, email addresses, etc.
- Provide personalized class year certificates to present during program
- Provide assistance in collecting data to create a Class Memory Book

### **Post-Reunion:**

- Provide a survey to alumni who attended for feedback on reunion experience
- Send a follow up letter to all invitees to encourage them to stay connected with the College and the Alumni Association
- Highlight the reunion with a picture in the next edition of *Vital Signs*.

For more information, please contact Nicole Sallee, Assistant Director of Advancement at 312.996.7881 or [nbsallee@uic.edu](mailto:nbsallee@uic.edu).