



UNIVERSITY OF  
SASKATCHEWAN

## Reunion Resources Guide

BE WHAT THE WORLD NEEDS

## APPENDIX A

### Reunion Ideas, Tips, Activity and Venue Suggestions

- Brunch
- Wine and cheese reception
- Keynote speaker
- Group volunteer activity
- Picnic/BBQ
- Sport activity – golf, hockey, soccer, etc.
- Museum or gallery visit
- Boat cruise
- USask Reunion Weekend activities

### On Campus Venues and Eateries

- [Louis' Pub](#)
- [Louis' Loft](#)
- [Marquis Hall Events Centre](#)
- [St. Thomas More College](#)
- [University Club](#)

### Off Campus Venues and Eateries

- [Albert Community Centre](#)
- [LB Distillers Inc.](#)
- [Prairieland Park](#)
- [Saskatoon Soccer Centre Inc.](#)
- [Sutherland Hall](#)
- [TCU Place](#)
- [The Glen at Crossmount](#)
- [The Refinery](#)
- [Remai Modern](#)
- [The Underground Café](#)
- [The Willows Golf and Country Club](#)
- [Western Development Museum](#)

### Off Campus Eateries

- [Ayden Kitchen & Bar](#)
- [Alexander's](#)
- [Amigos Cantina](#)
- [Berry Barn](#)
- [Bon Temps Café](#)
- [German Concordia Club](#)
- [Little Bird Patisserie & Café](#)
- [Odd Couple](#)
- [Shift Restaurant](#)
- [Taverna Italian Kitchen + Bar](#)
- [Una Pizza + Wine](#)

## Tours

**Campus Tours** can be arranged by the Alumni Relations team. We can facilitate a walking tour through campus or give you information for a self-guided tour.

**Building Tours** are a wonderful way to reacquaint yourself with the department as it is now; with ever-changing technology. Please note, building and lab tours must be arranged separately and are subject to availability of the buildings during parts of the year.

- [Campus Tours](#)
- [Canadian Light Source](#)
- [Diefenbaker Canada Centre](#)
- [Campus Sustainability Tours](#)
- [Museum of Antiquities](#)
- [U of S Observatory](#)

## Activities and Tours – Self-Guided

- [Museum of Natural Sciences](#)
- [Computer Museum](#)
- [Rayner Dairy Research and Teaching Facility: Feeding the World Interpretive Galleries](#)
- [USask Art Galleries](#)
- [STM College Gallery](#)
- [Gordon Oakes Red Bear Centre](#)

## Activities and Tours

- [Persephone Theatre](#)
- [Tourism Saskatoon](#)
- [Saskatoon Shearwater River Cruises – The Prairie Lily Riverboat](#)
- [Remai Modern](#)
- [Wanuskewin Heritage Park](#)

- [Western Development Museum and 1910 Boomtown](#)
- [Saskatoon Forestry Farm Park & Zoo](#)

### **Hotels and Accommodations**

- [Park Town Hotel](#)
- [Radisson Hotel Saskatoon](#)
- [Sheraton Cavalier Saskatoon Hotel](#)
- [Delta Hotels by Marriot Bessborough](#)
- [Home Inn & Suites Saskatoon South](#)
- [Holiday Inn Express Saskatoon East-University Staybridge Suites Saskatoon University](#)
- [Best Western Plus East Side](#)

### **Ground Transportation Services**

- [Saskatoon Transit](#) (city bus) – book a charter
- [Prestige Car and Shuttle Service](#)

## APPENDIX B

### Reunion Class Sample Correspondence

(For the purposes of electronic and hard copy)

#### EMAIL 1 – SAVE THE DATE

#### SAVE THE DATE

XX Year Class Reunion

Dear College of \_\_\_\_\_, Class of \_\_\_\_\_, Alumni,

Your classmate(s) \_\_\_\_\_, are organizing a reunion marking \_\_\_\_\_ years from graduation from the University of Saskatchewan College of \_\_\_\_\_.

It's hard to believe it's been \_\_\_\_\_ years. Come and reconnect with your classmates. It's your reunion – so save the date, \_\_\_\_\_! More details will be available soon.

Your classmates are volunteering to organize this gathering. You can get in touch with them directly to offer suggestions, ideas, or get involved. We are also considering/planning a class philanthropic gift (provide details or request ideas) and hope you will plan to participate.

Your volunteer reunion co-ordinator(s) is/are:

Name

Email address/Phone number

Facebook page name (if created)

We hope you can make it!

**Optional:** insert photo from college or campus | **Optional:** insert info/save the date for USask

**Reunion Weekend**

 UNIVERSITY OF SASKATCHEWAN  
**ALUMNI**  
ASSOCIATION

The University of Saskatchewan Alumni Office makes possible the distribution of this letter.

Please contact them should you have any changes to your contact information.

Phone: 306-966-5186 or 1-800-699-1907 Email: [alumni.office@usask.ca](mailto:alumni.office@usask.ca)

USask is committed to protecting the privacy and confidentiality of personal information. We currently do not have contact information for your classmates listed below. If you are in contact with them, and want them to be part of this reunion, please forward the notices about your reunion.

List of first and last names.



## EMAIL #2 – REGISTER

### SAVE THE DATE

#### RE: XX Year Class Reunion

Dear College of \_\_\_\_\_, Class of \_\_\_\_\_, Alumni,

Your classmate(s), \_\_\_\_\_ are organizing a reunion marking \_\_\_\_\_ years from graduation from the University of Saskatchewan College of \_\_\_\_\_.

It's hard to believe it's been \_\_\_\_ years. Come and reconnect with your classmates. It's your reunion and we want you to be there!

Date	
Place	
Time	
Costs	
Other information	
Please RSVP by	

If you have any questions or want to get in touch with the volunteer organizers directly, you can reach them:

Name:

Email address/Phone number:

Facebook page name (if created):

You can also help by encouraging others to register and by passing on the reunion information to classmates we may have lost touch with.

We hope you can make it – register today!

**Insert:** details about class gift | **Optional:** insert photo from campus or college | **Optional:** insert info/save the date for USask Reunion Weekend



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List of first and last names.





## EMAIL #3 – REMINDER/LAST CHANCE

### Reminder: Register Today

#### For your XX Year Class Reunion

Dear College of \_\_\_\_\_, Class of \_\_\_\_\_, Alumni,

Your classmate(s), \_\_\_\_\_, are organizing a reunion marking \_\_\_\_\_ years from graduation from the University of Saskatchewan College of \_\_\_\_\_.

It's your reunion and we want to see you. This is a reminder that registration is coming soon and we want you to be there!

Date	
Place	
Time	
Costs	
Other information	
Please RSVP by	

If you have any questions or want to get in touch with the volunteer organizers directly you can reach them at:

Name:

Email address/Phone number:

Facebook page name (if created):

Don't miss the fun, the memories, and the chance to be part of this great reunion.

We hope you can make it – register today!

**Insert:** details about class gift | **Optional:** insert photo from campus or college | **Optional:** insert info/save the date for USask Reunion Weekend



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## APPENDIX C

### Suggested Budget Template

Reunion name and event date				
<b>Description</b>	<b>Budgeted</b>	<b>Actual</b>	<b>Assumptions/Notes</b>	
<b>REVENUE</b>				
# Tickets sold @ \$	\$ -	\$ -		
# Complimentary tickets	\$ -	\$ -	outline who (students, dean, speaker, etc.)	
Other revenue (sponsorship, etc. )	\$ -	\$ -		
<b>TOTAL REVENUE:</b>	<b>\$ -</b>	<b>\$ -</b>		
<b>EXPENSES</b>				
<b>Venue</b>				
Space rental/room/hall rental	\$ -	\$ -		
Tent rental	\$ -	\$ -		
Catering (food, beverages, gratuities, etc.)	\$ -	\$ -		
Site Staff	\$ -	\$ -		
Permit and Licenses	\$ -	\$ -		
Event set-up/tear down fees	\$ -	\$ -		
Rentals: linens, equipment, chairs, etc.	\$ -	\$ -		
Parking	\$ -	\$ -		
Audio Visual chargers	\$ -	\$ -		
<b>Venue Subtotal</b>	<b>\$ -</b>	<b>\$ -</b>		
<b>Professional Services/Suppliers</b>				
DJ	\$ -	\$ -		
Audio Visual (technician & equipment)	\$ -	\$ -		
Entertainers (musicians, etc.)	\$ -	\$ -		
Photographer	\$ -	\$ -		
Décor	\$ -	\$ -		
Florist	\$ -	\$ -		
<b>Professional Services/Suppliers Subtotal</b>	<b>\$ -</b>	<b>\$ -</b>		
<b>Recognition Items</b>				
Guest gifts / swag	\$ -	\$ -		
Entertainment Gifts (speaker/host)	\$ -	\$ -		
<b>Recognition Items Subtotal</b>	<b>\$ -</b>	<b>\$ -</b>		
<b>Registration</b>				
Service fee for registration website				
Name tags				
<b>Contingency - up to 20% of the event budget</b>	<b>\$ -</b>	<b>\$ -</b>	Build a buffer into your budget	
<b>TOTAL EXPENSES</b>	<b>\$ -</b>	<b>\$ -</b>		
<b>SURPLUS / (DEFICIT)</b>	<b>\$ -</b>	<b>\$ -</b>		

## APPENDIX D

### Sample Reunion Checklist

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*\*Note that depending on the plan for your event, you may not require all items on this list\**

#### 8-12 MONTHS

- ☐ Contact University of Saskatchewan Alumni Relations to inform them you agree to organize a class reunion. We will connect you with a staff partner to support you and ensure a great experience volunteering for this role.
- ☐ Connect with your staff partner and learn of the resources and support available.
- ☐ Sign the *University Relations Confidentiality Agreement – Volunteer* and return.
- ☐ Establish a committee and roles.
- ☐ Determine the format of the reunion and who you wish to invite.
- ☐ Consider if you would like to incorporate a class gift to commemorate your class/group.
- ☐ Develop your budget, including estimated attendance numbers, expenses, and income.
- ☐ Decide how you will process registration fees and invoice payments.
- ☐ Set a date and book a venue.
- ☐ Begin working with your staff partner to communicate with your classmates.
- ☐ Send out a 'save the date' and invite ideas/feedback from classmates.

#### 6-8 MONTHS

- ☐ Book any catering, speakers, musicians, or photographs.
- ☐ Work with your staff partner to organize the promotion of the reunion.
- ☐ Work with your staff partner to finalize class gift details.
- ☐ Draft invitation (don't forget to ask invitees about dietary and mobility restrictions)
- ☐ Decide on a RSVP method and invitation details.
- ☐ Work towards tracking down "lost alumni" contact information.
- ☐ Open registration.
- ☐ Work with your staff partner to send out invitations to register for the reunion.

### **3-6 MONTHS**

- ☐ Record all acceptances/regrets.
- ☐ Continue to work with your staff partner and committee to promote the reunion and create amazing experiences and finalize details.

### **1-2 MONTHS**

- ☐ Work with your staff partner to send out a Reunion Registration Reminder.
- ☐ Final reminder to your classmates, including information of the class giving project, final program details, way-finding, confirm dietary and mobility restrictions, etc.
- ☐ Confirm all bookings.
- ☐ Contract your staff partner to request pins, USask swag, signage, keepsakes, etc.

### **1-2 WEEKS PRIOR**

- ☐ Provide final numbers to venue for catering.
- ☐ Confirm the venue has all requested items, including registration table, microphone, A/V, etc.
- ☐ Assign day-of-reunion tasks to volunteers for the event (e.g. registration table, placing signage, etc.)

### **EVENT DAY**

- ☐ Set up to check-in your guests. Have all registration table (name tags, signage, USask swag items, memorabilia, etc.) set up well in advance and be ready to welcome your classmates.
- ☐ Take lots of photos! Take notes of what you learn.
- ☐ Enjoy the experience!

### **FOLLOW UP/POST EVENT**

- ☐ Work with your Alumni Relations staff partner to request feedback on the reunion.
- ☐ Let your classmates who did not attend know what they missed; encourage them to come next time.
- ☐ Provide list of all attendees and updated contact information to your Alumni Relations staff partner.
- ☐ Provide a brief report about the reunion (including photos) and your volunteer experience to your staff partner.