

UBC APPLIED SCIENCE REUNION PLANNING HANDBOOK

Engineering | Nursing | Architecture & Landscape Architecture | Community & Regional Planning

Table of Contents

| | |
|---|----|
| WELCOME | 2 |
| STEP ONE: DECIDE ON A VOLUNTEER CHAIR & COMMITTEE..... | 3 |
| STEP TWO: CONTACT APSC ALUMNI RELATIONS | 4 |
| STEP THREE: SET UP A TIMELINE. START PLANNING & DECIDING | 5 |
| Sample Reunion Planning Timeline..... | 5 |
| Reunion Ideas | 6 |
| Off Campus Venues | 6 |
| On Campus Venues | 8 |
| Hotels..... | 10 |
| STEP FIVE: ENJOY YOUR REUNION! AND KNOW IT'S COVERED WITH THESE CHECKLISTS..... | 13 |
| Pre-Event Checklist: | 13 |
| Day of Checklist: | 15 |
| STEP SIX: GET BACK IN CONTACT WITH US..... | 16 |
| Follow-up Items to be sent to Alumni Relations:..... | 16 |
| CONTACT US | 17 |
| APPENDIX | 18 |
| Leaving a Class Gift a Meaningful Legacy | 18 |
| Frequently Asked Questions | 19 |



Dear Applied Science Alumnus,

Congratulations on your upcoming reunion!

This handbook will introduce you to steps you can take and ideas you can use to help plan the best reunion for your class. No reunion planning group is the same, and planning an event that suits your group is the best way to ensure all have a great time. However, this doesn't come without some time and effort.

Don't worry though; you're not alone. Applied Science Alumni Relations is here to help you to achieve your reunion goals! As you read through this guide you'll have a better idea of the team you want to assemble and where UBC Alumni Relations can help you out.

Then, at the end of the reunion when all your classmates have shared tales of adventures and careers, photos have been taken, and your classmates tell you how much they enjoyed their reunion, it will all be worth it. You'll wonder why you don't get together more often.

We look forward to helping guide you through the planning process and are here to answer any questions or concerns you may have.

Happy reunion planning!

Sincerely,



Letizia Ferreira
Manager, Alumni Engagement



Tara Newell
Alumni Relations Coordinator



STEP ONE: DECIDE ON A VOLUNTEER CHAIR & COMMITTEE

Reunion planning is a large job, one which is much easier when undertaken with a group of committed volunteers.

First and foremost, a reunion organizer is pivotal to the reunion and its success. The reunion organizer will be the main point of contact with UBC Applied Science Alumni Relations. The organizer will work with APSC Alumni Relations to get the planning started and work with the committee of volunteers to coordinate event logistics.

Secondly, the reunion organizer will need to connect with their classmates to strike a committee. The committee can consist of any number of dedicated classmates who will work together throughout planning and promotion of the reunion to achieve the best possible reunion for your group.

A reunion planning committee can consist of:

CHAIRPERSON

responsible for:

- Connecting with appropriate UBC reunion contact
- Finding and inviting committee members to participate
- Scheduling committee meetings and notifying members of the meetings
- Developing job assignments and motivating people to follow through
- Working with the reunion contact to update alumni contact information

COMMITTEE MEMBER(S)

responsible for:

- Participating in finding, phoning, emailing and/or mailing alumni
- Encouraging attendance and building enthusiasm
- Tracking contact information updates to provide to UBC
- Assisting in all aspects of planning and executing the event (food, activities, communications, budgeting, fundraising, venues, volunteers, day of support)



STEP TWO: CONTACT APSC ALUMNI RELATIONS

When it comes to planning the 'ideal reunion' there is no standard reunion format and we encourage you to coordinate an event that you feel will be appropriate and reflective of your group.

In the coming pages, we have outlined below just some of the ideas to get you started on what your group can do and where to go. Please note that off campus activities and venue bookings are typically the responsibility of the reunion committee.

Applied Science Alumni Relations is here to help you with your planning. In addition to all the helpful information contained in this handbook, we can also help to:

- Facilitate on campus activities including building / lab tours, inviting faculty, and campus guests.
- Assist with reservations and suggestions for on campus restaurants, and communications support (see below) for your event.
- Provide some great UBC branded items for you and your group including pens, pins, chocolates and more!

COMMUNICATIONS SUPPORT

We are able to help promote your reunion through the following channels:

- Letters to classmates
-
- Faculty of Applied Science website
- *alumni UBC* website
- Ingenuity magazine upcoming events (and recap following your reunion)
- E-newsletter announcements
- *alumni UBC* Twitter and Facebook – Faculty and/or UBC wide



STEP THREE: SET UP A TIMELINE. START PLANNING & DECIDING

Sample Reunion Planning Timeline

Please use this template to assist you in keeping track of your reunion details.

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

8 - 12 MONTHS

- ☐ Contact UBC Applied Science Alumni Relations inform them you wish to organize a reunion
- ☐ Determine the format of the reunion and who you wish to invite
- ☐ Establish a committee or seek assistance from volunteers
- ☐ Consider if you would like to incorporate a class legacy gift to commemorate your class/group
- ☐ Sign confidentiality agreement to receive class contact information
- ☐ Develop your budget, including estimated attendance numbers, expenses and income
- ☐ Set a date and book a venue

6 - 8 MONTHS

- ☐ Decide on a RSVP method and assign a volunteer/committee member as RSVP contact
- ☐ Create a task list for volunteer committee and mark when completed
- ☐ Send out a save the date
- ☐ Book any catering, speakers, musicians or photographers
- ☐ Contact Alumni Relations to help organize the promotion of the reunion
- ☐ Draft invitation (don't forget to ask invitees about dietary and mobility restrictions)
- ☐ Work towards tracking down 'lost alumni' contact information

2 - 5 MONTHS

- ☐ Send out invitations with all reunion details and RSVP info via email or mail
- ☐ Record all acceptances/declines

1 - 2 MONTHS

- ☐ Reminder emails or phone calls to all invitees who have not responded
- ☐ Confirm all bookings

1 - 2 WEEKS PRIOR

- ☐ Provide final numbers to venue for catering
- ☐ Contact Alumni Relations to request UBC reunion pins and available swag
- ☐ Confirm the venue has all requested items, including registration table, microphone, etc.
- ☐ Assign day-of tasks to volunteers for the event e.g. registration table, placing signage
- ☐ Send reminder to attendees – include final programming, way finding and last minute details.

EVENT DAY

- ☐ Ensure you have all requirements for your registration table (nametags, UBC SWAG, memorabilia, etc.)
- ☐ Take lots of photos!

FOLLOW UP

- ☐ Provide list of all attendees to the reunion and updated contact information to Alumni Relations
- ☐ Provide a brief update about the reunion (including photos) to share on the UBC APSC Website and alumni publications
- ☐ Provide UBC with any address updates of alumni



Reunion Ideas

Off Campus Venues

These are just some of the many activities that reunion groups have organized in the past. Remember to build in some down time during a busy schedule.

ACTIVITIES

| | |
|--|---|
| Group Volunteer Activity | Picnic / BBQ |
| Wine & Cheese Reception | Sport activity – golf, hockey/soccer game, etc... |
| Keynote Speaker Engagement | Museum / gallery visit |
| Grouse Mountain Destination | Brunch |
| Red Sweater Night | Boat Cruise |
| Getaway Weekend – Whistler, Okanagan, Vancouver Island, etc... | |

EATERIES - DINNER

| | |
|---|--|
| Bridges Restaurant Granville Island www.bridgesrestaurant.com/ | Boathouse Restaurant Kits, English Bay, Richmond, Horseshoe Bay boathouserestaurants.ca/groups/ |
| Dockside Restaurant Granville Island www.docksidevancouver.com/ | Sandbar Restaurant Granville Island www.vancouverdine.com/sandbar |
| Fish House Restaurant Stanley Park www.fishhousestanleypark.com/ | Teahouse Restaurant Stanley Park www.vancouverdine.com/teahouse |
| Joe Fortes Downtown - Robson www.joefortes.ca/groups/groups.php | Seasons in the Park Queen Elizabeth Park www.vancouverdine.com/seasons-park |



EATERIES - CASUAL MEAL

Tap & Barrel
Olympic Village (False Creek)
tapandbarrel.com/

Craft Beer Market
Olympic Village (False Creek)
vancouver.craftbeermarket.ca/

The Manchester
Broadway (Burrard Area)
www.manchesterpub.ca/home

The Bimini
4th Ave (Burrard Area)
donnellygroup.ca/locations/pubs/the-bimini/

Mahoney & Sons (Burrard Landing)
Downtown
www.mahonyandsons.com/index.php

Kingston Taphouse
Downtown
kingstontaphouse.com/

Ceili's Irish Pub
Downtown, Kitsilano, Richmond
www.ceilis.com/

Steamworks Pub
Downtown
steamworks.com/

Brown's Social House
Multiple locations in lower mainland
brownsrestaurantgroup.com/brownsocialhouse/#/category/locations/bc-lower-mainland/kitsilano/

MEMBERSHIP REQUIRED VENUES

Royal Vancouver Yacht Club
www.royalvan.com/

Hollyburn Country Club
www.hollyburn.org/

Arbutus Club
www.arbutusclub.com/

Vancouver Lawn & Tennis Club
www.vanlawn.com/

Jericho Tennis Club
www.jericho.ca/

Vancouver Club
vancouverclub.ca/

Terminal City Club
www.tcclub.com/



On Campus Venues

ACTIVITIES – TOURS

Campus Tours

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

Building Tours

Building tours are a wonderful way to reacquaint yourself with the department as it is now; with ever changing technology some of the labs are very different than how you remember them. Please note however, that building & lab tours must be arranged separately and are subject to availability of the building during parts of the year.

ACTIVITIES - SELF-GUIDED

Museum of Anthropology

<http://www.moa.ubc.ca/>

MOA is world-renowned for its collections, research, teaching, public programs, and community connections. It is also acclaimed for its spectacular architecture and unique setting on the cliffs of Point Grey. The Museum houses over 38,000 ethnographic objects and 535,000 archaeological objects, many of which originate from the Northwest Coast of British Columbia.

Beaty Biodiversity Museum

<http://www.beatymuseum.ubc.ca/>

The Beaty Biodiversity Museum is Vancouver's natural history museum, dedicated to creating a shared sense of community and wonder.

Botanical Gardens

<http://www.botanicalgarden.ubc.ca/>

UBC Botanical Garden is a "hidden gem" where visitors can expect a quiet visit away from crowds. Visitors to UBC Botanical Garden can expect a learning experience rich with interesting plants and informative signs.

Nitobe Memorial Garden

<http://www.botanicalgarden.ubc.ca/nitobe>

A traditional Japanese Tea and Stroll garden located at the UBC, Nitobe Garden is considered to be the one of the most authentic Japanese gardens in North America and among the top five Japanese gardens outside of Japan. The Nitobe Garden includes a rare authentic Tea Garden with a ceremonial Tea House.



EATERIES

SAGE Bistro (formerly the Faculty Club)

<http://sage.ubc.ca/restaurant/>

not open for dinner & only open on weekdays except for private events

University Golf Club

Westward Ho Public House & Grill Room

<http://www.universitygolf.com/Dine>

Point Grill

<http://pointgrill.food.ubc.ca/>

Mahony & Sons Pub

<http://mahonyandsons.com/>

EVENT VENUES

Cecil Green Park House

<http://cecilgreenpark.ubc.ca/>

Cecil Green Park House venue must be rented for a private event. Catering and all table set ups must be rented and brought into the venue separately. Subject to venue availability. Please contact UBC Applied Science Alumni Relations for more information about booking this venue

Robert H. Lee Alumni Centre

<http://www.alumni.ubc.ca/alumnicentre/booking/>

Open in summer of 2015, the Robert H. Lee Alumni Centre features a number of different room options for event bookings. Preferred caterer list includes list of 4-6 companies to choose from. Please contact UBC Applied Science Alumni Relations for more information about booking this venue



Hotels

ON UBC POINT GREY CAMPUS

West Coast Suites at UBC
5961 Student Union Boulevard
Vancouver, BC, V6T 2C9
1-888-822-1030
www.ubcconferences.com/accommodations/west-coast-suites/

NEAR UBC CAMPUS

Granville Island Hotel
1253 Johnston Street | Granville Island
Vancouver, British Columbia V6H 3R9
1-604-683-7373
www.granvilleislandhotel.com/

Holiday Inn – Broadway
711 W Broadway
Vancouver, BC V5Z 3Y2
1-604-879-0511
www.ihg.com/holidayinn/hotels/us/en/vancouver/yvrbw/hoteldetail

Park Inn & Suites by Radisson on Broadway
898 West Broadway,
Vancouver, BC, V5Z 1J8
1-800-285-9260
www.parkinn.com/hotel-vancouverca/hotel-deals/tripadvisorspecialrate

DOWNTOWN VANCOUVER

**Downtown Vancouver also offers all chains including Starwood, Fairmont, Marriott, Delta, Holiday Inn, etc.*

Quality Hotel - Inn at False Creek
1335 Howe Street
Vancouver, BC, V6Z 1R7
1-604-682-0229
Toll-Free: 1-800-663-8474
www.innatfalsecreek.com/

Best Western Chateau Granville
1100 Granville Street
Vancouver, BC V6Z 2B6
1-604-669-7070
www.chateaugranville.com/



BED AND BREAKFASTS - NEAR UBC CAMPUS

Vancouver Dunbar Bed and Breakfast
4027 W 32nd Avenue
Vancouver, BC V6S 1Z5
1-604-224-5561
www.vancouverb-b.com/

The Third House Inn B&B
4117 W 10th Avenue
Vancouver, BC, V6R 2H2
1-604-228-4305
www.thirdhouseinn.com/

Vancouver Traveller B&B
2159 W 21st Avenue
Vancouver, BC, V6L 1J2
1-604-375-6182
www.vancouvertravellerbb.com/

House on Dunbar B&B
3926 W 20th Avenue
Vancouver, BC, V6S 1G4
1-866-757-6355
www.houseondunbarbandb.com/

Pacific Spirit Guest House
4080 W 35th Avenue
Vancouver, BC, V6R 2H2
1-604-261-6837
Toll Free: 1-866-768-6837
www.vanbb.com/

Point Grey Guest House
4103 W 10th Avenue
Vancouver, BC, V6N 2P3
1-604-222-4104
www.pointgreycastlehouse.com/

Greystone Bed & Breakfast
c/o Graham Laxton
2006 W 14th Avenue
Vancouver, BC, V6J 2K4
stay@greystonebb.com
1-604-732-1375
Toll Free: 1-866-518-1000
www.greystonebb.ca/

*Richmond hotels are also a good option as they are close to the airport and to campus. If you would like suggestions for hotels in the Richmond area, please contact UBC Applied Science Alumni Relations.



Page 12

[illegible]

STEP FIVE: ENJOY YOUR REUNION! AND KNOW IT'S COVERED WITH THESE CHECKLISTS

Pre-Event Checklist:

BASIC PLANNING ELEMENTS

- ☐ Name of Event:_____
- ☐ Event Date and Time:_____
- ☐ Person responsible for event logistics:_____
- ☐ Person responsible for event programming:_____
- ☐ Budget amount:_____
- ☐ Cost each attendee will pay:_____
- ☐ Venue and coordinates:_____
- ☐ All confirmed information sent to UBC APSC Alumni Relations:_____

INVITATIONS/COMMUNICATIONS

- ☐ Invitation drafted by: _____
- ☐ Save-the-date required (yes, no):_____
- ☐ Reminder required (yes, no):_____
- ☐ RSVP contact:_____
- ☐ Information promoted on UBC ASPC website and social media:_____

FACILITIES

- ☐ Venue selected (yes, no, name, date confirmed):_____
- ☐ Venue contact:_____
- ☐ Time venue can be accessed:_____
- ☐ Time venue booked for:_____
- ☐ Time venue needs to be vacated:_____
- ☐ Capacity of venue:_____
- ☐ Sound system & AV requirements:_____
- ☐ Coat racks required (yes, no):_____
- ☐ Facilities wheelchair accessible (yes, no):_____
- ☐ Additional Set-up:_____

UBC ACTIVITIES

- ☐ Tour of campus (yes/no, time & host confirmed):_____
- ☐ Tour of specific building:_____
- ☐ Time of tour:_____
- ☐ Building host confirmed:_____



KEY PARTICIPANTS

- ☐ Invite List Coordinated:_____
- ☐ Number of guests anticipated:_____
- ☐ Special Guests (Keynote, Faculty, Dean):_____

GENERAL SETUP & CONSIDERATIONS

- ☐ Entertainment (yes, no, information):_____
- ☐ Swag Giveaways (yes, no, detailed information):_____
- ☐ Additional Giveaways (yes, no, detailed information):_____
- ☐ Parking/Transportation arrangements:_____
- ☐ Seating plan required (yes, no):_____
- ☐ Reception table for nametags, etc. (yes, no):_____
- ☐ Guest mobility concerns to consider:_____

FOOD & BEVERAGE

- ☐ Refreshments required (yes, no):_____
- ☐ Catering provider:_____
- ☐ Type of meal (breakfast, lunch, dinner, reception):_____
- ☐ Menu format (seated & served, buffet, reception):_____
- ☐ Beverage format (cash, host, cash & tickets):_____
- ☐ Specific dietary requirements to consider:_____
- ☐ Booked (yes, no, by who, date confirmed):_____

PRE-EVENT ADMINISTRATION

- ☐ Banquet Event Order printed:_____
- ☐ Nametags printed and prepared:_____
- ☐ Extra nametags:_____
- ☐ Guest lists printed:_____

POST-EVENT ADMINISTRATION

- ☐ Guest list updated (attended, no-shows, unexpected arrivals):_____
- ☐ Final Attendee List and contact updates send to UBC APSC Alumni Relations:_____
- ☐ Photos and reunion write-up sent to UBC APSC Alumni Relations:_____
- ☐ Post Event report:_____



Day of Checklist:

REGISTRATION

- ☐ Nametags with names and degrees on them
- ☐ Blank nametags
- ☐ List of attendees
- ☐ Information update form/Email sign-up sheet
- ☐ Sharpies, pens etc.
- ☐ Swag (Alumni pins and other items from UBC APSC Alumni Relations)

SIGNAGE

- ☐ Way finding signage
- ☐ Any decorations or displays

AUDIO VISUAL (if needed)

- ☐ Laptop
- ☐ Projector
- ☐ Projector Screen
- ☐ Speakers



STEP SIX: GET BACK IN CONTACT WITH US

Celebrate your success!

Congratulations on planning an event that brought your classmates back together where connections were made and friendships were re-kindled. Thank you for all the hard work you put in.

Now that you've had a break and a chance to take it all in, we strongly recommended that each reunion hold a wrap-up meeting after the reunion to review the event. This provides the reunion committee with an opportunity to discuss what worked well, what could be improved for the next reunion, and key learnings to pass on to other reunion groups. It also provides UBC and Applied Science with feedback for how to better meet the needs of our alumni and reunion groups.

Once you have had your meeting, we look forward to hearing all about your event! We ask that you send us a list of those who came to your event, any address updates you have come across, and lastly we would love a write-up and a photo from your reunion!

Follow-up Items to be sent to Alumni Relations:

- ☐ List of reunion attendees
- ☐ Address/contact updates for class members. These will be used to update our school database so the next reunion can be even more successful and more classmates reached in a timely manner.
- ☐ Reunion committee members are asked to submit photos and write a brief re-cap of their reunion activities for potential inclusion on the Faculty of Applied Science website, Ingenuity magazine and possibly UBC Alumni Affairs website and Trek Magazine.



CONTACT US

For questions about this Reunion Handbook or planning a class celebration, please do not hesitate to contact us:



LETIZIA FERREIRA

Manager, Alumni Engagement

Development & Alumni Engagement |
Office of the Dean Applied Science
T: 604-822-9454
E: Letizia.ferreira@ubc.ca



TARA NEWELL

Alumni Relations Coordinator

Development & Alumni Engagement |
Office of the Dean Applied Science
T: 604-827-3870
E: tara.newell@ubc.ca

Chemical & Biological Engineering Building
290-2360 East Mall
Vancouver BC
V6T 1Z3

www.apsc.ubc.ca/alumni



APPENDIX

Leaving a Class Gift a Meaningful Legacy

All UBC students benefit from the generosity of those who have gone before them. Alumni are the university's strongest supporters. Alumni contributions are integral to UBC's success and its international reputation for excellence. As you prepare for your reunion, please plan to include a class gift to UBC. This can be a great way to bring everyone together and to support the next generation of students.

WHAT IS A CLASS GIFT?

A class gift is a contribution that is meaningful to members of the graduating class, made in the name of the class in support of student awards or a key project in the Faculty or University.

UBC class reunions have a proud tradition of giving back through class gifts.

WHY GIVE A CLASS GIFT?

Organizing a class gift fosters community among class members, adds a meaningful philanthropic component to reunion festivities, and creates a lasting legacy from the class.

Reunions give alumni a chance to reflect on how far everyone has come since graduating. A class gift is a way to celebrate success and give back to the University and future generations. A class may choose to dedicate their gift to honor the memory or special accomplishment of a classmate or faculty member.

SUPPORT FROM UBC ANNUAL GIVING

Class organizers can take advantage of the professional fundraising expertise and support available through UBC Annual Giving, Special Appeals. Our team would be happy to work with your group to develop your campaign and provide support and assistance throughout the process.

We assist all classes with: creating and mailing reunion invitations that include a solicitation; solicitation of lead gifts; creating online forms for registration and donations; incorporating social media (Facebook widgets, mobile giving etc.); creating and mailing fundraising letters and all other aspects of reunion campaigns. There is no charge for our services- all funds raised go directly to the class gift. We look forward to meeting and working with you.

Andrea Walus, Development Officer
(604) 822-1234
andrea.walus@ubc.ca

UBC Annual Giving, 500-5950 University Blvd, Vancouver, BC Canada V6T 1Z3



Frequently Asked Questions

CAN YOU PROVIDE ME WITH A LIST OF ALL OF MY CLASSMATES?

Yes – we can provide you with your class list. However, please note that the list is only accurate when alumni keep us informed of changes to their contact information. As you come across new information that we should know about, we ask that you send it through to us and we can update our database. You, and anyone else who will have access to the list, will have to sign a confidentiality agreement stating you will not share the information with anyone.

SOME OF MY CLASSMATES DON'T HAVE INFORMATION LISTED; CAN YOU FIND THEM FOR ME?

Often, the best action to take for missing classmates is to ask your classmates! When you contact your class, inform them that *John Smith* cannot be located and ask if anyone has had contact with him. This usually will turn up a few leads.

HOW MANY PEOPLE SHOULD WE HAVE HELP US ORGANIZE THE REUNION?

The reunion committee usually consists of 3-5 members.

HOW MUCH SHOULD WE CHARGE PEOPLE TO COME TO THE REUNION?

For reunions which include lunch/dinner, the costs are approximately \$55-\$75 (not including alcohol). However, the pricing always depends on the event programming and whether the reunion runs over one or more days.

WHO HANDLES THE MONEY?

The reunion committees are responsible for their own RSVPs, budgets, and for collecting money from their classmates. We suggest putting a reunion committee member in charge of the budget and collection of the money. Please also be careful in collecting money following your event, in the case that people cannot make the event, you don't want to end up short at the end of your event.

ARE REUNIONS OPEN TO SPOUSES/PARTNERS?

It is always up to the reunion committee to decide whether the partners/spouses are invited. However, with the more senior classes, inviting partners/spouses is traditional.



HOW DOES APPLIED SCIENCE ALUMNI RELATIONS HELP WITH ORGANISING THE REUNION?

We can help you in a number of ways. We can help with providing class lists, inviting faculty members, organizing campus-based activities such as restaurant reservations and building tours, and providing you and your group some UBC branded swag to commemorate your reunion.

CAN WE HAVE A TOUR OF CAMPUS OR A SPECIFIC BUILDING?

Absolutely! The Applied Science Alumni Relations team can help you organise a tour of a number of campus buildings and a tour of campus itself. We ask that you give us plenty of lead time to ensure building and tour guide availability.

CAN WE INVITE RETIRED/EMERITI FACULTY WHO TAUGHT US?

You're welcome to invite whomever you would like to your reunion. When it comes to active faculty and staff, we ask that you approach Applied Science Alumni Relations who can help facilitate an invitation. However, for retired and emeriti faculty, if you have a relationship with a former professor we urge you to extend the invitation as they will be more inclined to respond to your group.

Please let us know if you feel there are some FAQs that you would like to see added to future editions of this handbook.





THE UNIVERSITY OF BRITISH COLUMBIA

Faculty of Applied Science