

# Tufts Alumni

## Day of Event Instructions for Complimentary Events

**Thank you for serving as the alumni volunteer for your regional or shared interest group event! Below is a list of everything you need to know for your upcoming event.**

1. **Prior to the event.** In the days leading up to the event, you will receive a box of event materials, including nametags, registration lists, sign in sheets, giveaways, and any additional relevant materials. If you have not received a box of materials 24 hours before your event, please reach out to your OAR staff partner.
2. **Things to Bring.** Please bring your cell phone, box of registration materials, staff partner emails with any relevant event details, and Tufts Alumni banner to the event. Your OAR staff partner will inform you if there are any additional materials you need to bring.
3. **Arrive Early.** We suggest arriving 30-45 min before the event begins to meet your on-site event planner and/or ensure that everything is set up properly.
4. **Set-up Check-in Table.** Each event should have a registration table/area by the entrance for alumni to check-in for the event. Your box of materials will include everything you need for the check-in table, including but not limited to:
  - a. **Nametags**
    - Each person who registered in advance for the event should have a nametag.
    - There will be plenty of blank nametags for walk-ins or corrections.
  - b. **Registration Lists & Sign-in Sheets**
    - Please check off the names of those that attend the event on the registration list.
    - Only those that are NOT on the registration list need to sign-in.
    - Please make sure the walk in registrants fill out all the columns on the sign in sheet, so we can properly update their biographical records.
  - c. **Giveaways & University Advancement Literature**
    - Please put any giveaways and University Advancement printed materials on the check-in table and other tables in the room, if space permits.
    - If there are any leftover materials, please save them for your next event or return them to your OAR staff partner.
5. **Mingle and have fun!** Be sure to mingle with alumni, talk about what the chapter is doing and encourage them to get involved. Recruiting new volunteers is one of the most important jobs at an alumni event. Don't forget to take pictures of everyone having a great time!
6. **Event payment and receipts.** Before the end of the event, ensure the vendor has the appropriate tax exempt form (you will receive a copy in advance of the event if Tufts is exempt in your state). Please collect **itemized** event receipts and invoices from the appropriate vendors, and mail the originals to your OAR staff partner after the event.

# Tufts Alumni

## 7. After the event:

- Email your Chapter President and OAR staff partner to let them know how the event went. Complete the event wrap-up form within 2 weeks of the event.
- Within 3 business days, fax or email back the registration list and sign-in sheets to your OAR staff partner so we can compile a final attendance list and send a post event email to attendees.
- Email any event photos to your OAR staff partner, and upload them to your chapter's Facebook or LinkedIn page.

# Tufts Alumni

## Day of Event Instructions for Paid Events

**Thank you for serving as the alumni volunteer for your regional or shared interest group event! Below is a list of everything you need to know for your upcoming event.**

8. **Prior to the event.** In the days leading up to the event, you will receive a box of event materials, including nametags, registration lists, sign in sheets, giveaways, and any additional relevant materials. If you have not received a box of materials 24 hours before your event, please reach out to your staff partner in the Office of Alumni Relations (OAR).
9. **Things to Bring.** Please bring your cell phone, box of registration materials, staff partner emails with any relevant event details, and Tufts Alumni banner to the event. Your OAR staff partner will inform you if there are any additional materials you need to bring.
10. **Arrive Early.** We suggest arriving 30-45 min before the event begins to meet your on-site event planner and/or ensure that everything is set up properly.
11. **Set-up Check-in Table.** Each event should have a registration table/area by the entrance for alumni to check-in for the event. Your box of materials will include everything you need for the check-in table, including but not limited to:
  - b. **Nametags**
    - Each person who registered in advance for the event should have a nametag.
    - There will be plenty of blank nametags for walk-ins or corrections.
  - d. **Registration Lists & Sign-in Sheets**
    - Please check off the names of those that attend the event on the registration list.
    - Only those that are NOT on the registration list need to sign-in.
    - Please make sure the walk in registrants fill out all the columns on the sign in sheet, so we can properly update their biographical records.
  - e. **Giveaways & University Advancement Literature**
    - Please put any giveaways and University Advancement printed materials on the check-in table and other tables in the room, if space permits.
    - If there are any leftover materials, please save them for your next event or return them to your OAR staff partner.
12. **Payment for Onsite Registration.** Mail any payment received from late or walk-in registrants to your OAR staff partner. If you receive cash for registration, please keep the cash and send a check for the appropriate amount made out to "Trustees of Tufts College". Payment can also be made via credit card through the online registration page if they have a smart phone handy.
13. **Mingle and have fun!** Be sure to mingle with alumni, talk about what the chapter is doing and encourage them to get involved. Recruiting new volunteers is one of the most important jobs at an alumni event. Don't forget to take pictures of everyone having a great time!
14. **Event payment and receipts.** Before the end of the event, ensure the vendor has the appropriate tax exempt form (you will receive a copy in advance of the event if Tufts is exempt in your state). Please collect **itemized** event receipts and invoices from the appropriate vendors, and mail the originals to your OAR staff partner after the event.

# Tufts Alumni

## 15. After the event:

- Email your Chapter President and OAR staff partner to let them know how the event went. Complete the event wrap-up form within 2 weeks of the event.
- Within 3 business days, fax or email back the registration list and sign-in sheets to your OAR staff partner so we can compile a final attendance list and send a post event email to attendees.
- Email any event photos to your OAR staff partner, and upload them to your chapter's Facebook or LinkedIn page.