

How to Plan a Class Mini-Reunion

To coordinate your mini-reunion, please contact our office 3 months before your ideal date. For each mini-reunion, we will work with you to:

- Establish a timeline for your event;
- Post event information on Alumnet;
- Help send out your event invitation if needed;
- Arrange for Simmons representatives to attend gatherings, when possible and appropriate.

As we share the common goal of engaging your class, it is our role to provide you with excellent service. In that spirit, it is very helpful on our end when you are able to provide the following information:

- Keep the Office of Alumnae/i Relations & Annual Giving updated on class activities and upcoming special events;
- Provide advance notice when requesting assistance in coordinating a mini-reunion;
- Collect registrations associated with an event and send them to the Office of Alumnae/i Relations & Annual Giving so we can track engagement;
- Make sure that the Office of Alumnae/i Relations & Annual Giving receives a copy of the invitation, email, and most importantly, a final list of alumnae/i who attended.

Contact: Office of Alumnae/i Relations & Annual Giving

alumnet@simmons.edu

800-831-4284