EVENT PLANNING

HYO SUBMISSION FORM

Working Backwards from your Event Date:

- RSVP Date/Registration Close: 1-2 weeks prior to the event.
- Email Invite: 4-6 weeks prior to the event.
- Contact AAR using the Host Your Own Form: 6 weeks prior to the event.
- Decide on Event!

Planning Checklist

Send us your photos and list of attendees!

- Complete Host Your Own Event Form.
- Confirm event date and location.
- Verify date doesn't conflict with blackout dates.
- Establish attendee cost.
- Coordinate with Alumni/ae Relations.

HWS Provides:

- Invitation email sent to alumni in 90-mile radius.
- HWS will send out email reminders .
- We will manage RSVPs and provide you a list of registrants.
- We will mail you a box of swag!

Dates to Avoid:

- Two weeks prior to Homecoming & Family Weekend (first weekend of October).
- Four weeks prior to & the two weeks following Reunion (first weekend of June).

Event Date Deadlines:

- Please submit
  - Holiday events by November 1st.
  - Summer events by June 1st.

