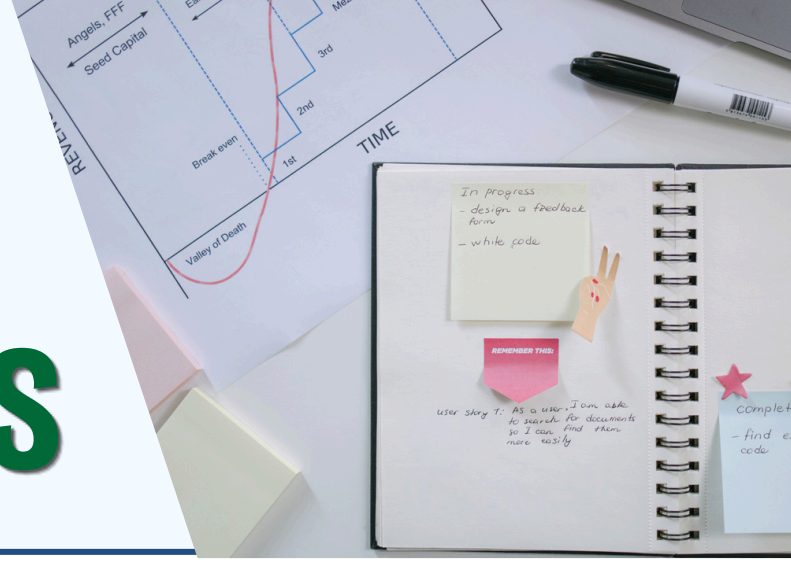
GENERAL GUIDELINES



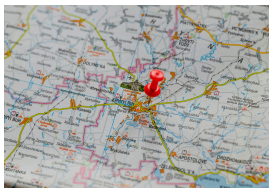
WHAT WE HOPE FROM THE HOST

LEAD TIME



6-8 weeks lead time from the time of request to event date.

EVENT DETAILS



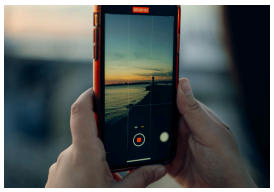
Where, When, How many, Theme of event

LIST OF GUESTS



Provide a list of attendees.

PICTURES



Send us your photos from the event!

WHAT HWS WILL PROVIDE

INVITE

Invitation email sent to all alumni in a 90-mile radius, 4-6 weeks prior to event.

EMAIL REMINDER

3-4 email reminders, depending on time of request.

RSVPS

We will manage RSVPs and provide you a list of registrants.

SWAG

We will mail you a box of swag!

The cost of the event needs to covered by a per-person charge at the door or by the generosity of alumni.

All events need to be cleared through Alumni/ae Relations before plans are made, dates set, or commitments made.

HYO Submission Form

