Cal Lutheran Spirit Box: Event Checklist

The WHO:
✓ You’ll receive a list of alumni in your area.
✓ We’ll take care of inviting alumni in your area by email.

The WHERE:
✓ Find a venue near you that has a private room or quiet area you can reserve — or a home with lots of space to socialize and plenty of parking.
✓ Make sure your event venue is centrally located and convenient for alumni coming from different directions.

The WHEN:
✓ Two to three months out: Contact us about hosting your event.
✓ One month out: We will email your invitation to area alumni.
✓ Two weeks out: RSVP deadline.
✓ One week out: Confirm location and food orders. We will send out reminder emails to those who have RSVP’d.
✓ Day of your Cal Lutheran party: Enjoy all the fun!

The WHAT:
✓ Try to keep food and beverage costs low and eating arrangements casual.
✓ Focus on creating social connections between alumni of different years.

The HOW:
✓ Write copy for your Save the Date email as soon as your event date is confirmed and send to alumni@callutheran.edu.
✓ Provide us with the event details — purpose (example: a Kingsmen football viewing party), date, time, and location. Also, include what guests can expect in terms of costs and what food and beverages will be served. Set an RSVP deadline. (RSVPs will be sent directly to you.)
The WOW:
  On the day of the party, be sure to:

✔ Arrive at least 30 minutes early.
✔ Put out your display materials from the Cal Lutheran Spirit Box.
✔ Be ready to greet and introduce individual guests to one another.
✔ If possible, have nametags ready in advance, or for guests to fill out as they come in. Be sure to put out a sign-in sheet to collect their updated information.
✔ Share the spirit: Offer a warm introduction and thanks for coming.
✔ Take a group picture with the yellow Cal Lutheran flag and email it to alumni@callutheran.edu.
✔ Encourage guests to stay in touch and meet up in the future.
✔ Invite guests to take home Cal Lutheran goodies (pompoms, megaphones, etc.).
✔ Please return sign-in list to Cal Lutheran Alumni to update records.

(And let us know afterward how it all went!)