

Alumni Association Event Template

We love to hear about your fantastic events! Please give us a **brief** description.

Title of event	
Location of event	
Date of event	
Type of event (Reception, meet-up, networking)	
Description (max 50 words) Purpose of event, how many attended, what did you do, any significant guests or speakers.	
Checklist i.e. event sign-in sheet, 3 photos, any relevant additional information	(Please attach to your email – thanks!)