

Team, Student Group, University Representative Host

KEY ELEMENTS

- Provide a sense of Villanova “community” to University guests visiting chapter area
- Show the strong local Villanova community to the visiting group/individual
- Build the VUAA network
- Connect alumni to students, faculty and staff

Before Activity Planning

VUAA Staff

- Help identify University reps visiting local area, make contact with group/individual
- Provide raffle items and give away items

Chapter Leadership

- Identify opportunities to host teams or student groups
- Determine date, time, location, for gathering
- Make personal contact with group/individual visitng area
- Take RSVP's, answer local alumni questions
- Provide local information to group/individual

During Activity/Event

VUAA Staff

- If in attendance:
 - Arrive an hour prior to event
 - Mingle with alumni
 - Provide remarks about the University

Chapter Leadership

- Serve as local contact for group/individual
- Prepare location, register guests, photos
- Welcome and mingle with University guests and local alumni attending event

Follow-up to Activity/Event

VUAA Staff

- Obtain post event summary form, record info

Chapter Leadership

- Complete post event summary form
- Send thank you to University visitors
- News release and photos to local press



VILLANOVA
UNIVERSITY
ALUMNI ASSOCIATION