

Special Theme Events

(Chapter Outing, Happy Hour, Game Watch, Mass, Picnic)

KEY ELEMENTS

- Create Chapter Identity, Presence and Momentum
- Requires modest investment of chapter resources
- Family friendly events
- Develop a sense of Villanova “community” in local area
- Opportunity for new volunteers to coordinate an event

Before Activity Planning

VUAA Staff

- Provide raffle and give away items

Chapter Leadership

- Determine date, time, location, obtain tickets
- Recruit volunteers to attend and help at event
- Serve as contact for questions and concern prior to event
- Take RSVP's

During Activity/Event

VUAA Staff

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

Chapter Leadership

- Attend event
- Prepare location, register guests, raffle, photos
- Mingle with alumni, recruit new volunteers
- Record alumni information, encourage them to update their information with VUAA office
- Distribute fliers with future event information

Follow-up to Activity/Event

VUAA Staff

- Obtain post event summary form, record info

Chapter Leadership

- Complete post event summary form
- Follow up with new volunteers
- News release and photos to local press



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