



BRA ALUMNI

How to Organise a Reunion

Reunions are great for meeting up with old friends and reminiscing about your days at Belfast Royal Academy. Holding a reunion can enable you to reunite alumni who have lost touch with one another, reignite old friendships or they can simply be an excuse to hold a celebration for those of you who have managed to stay in touch over the years!

The Alumni Relations Office can help you with your reunion in a variety of ways – from offering advice on the type of event and venues, to publicising the event and putting you in touch with old classmates.

Regardless of whether or not you need any assistance with your arrangements please do keep us informed of your plans. We always look forward to receiving news and photographs of alumni celebrations.

Planning your Reunion

Organising a reunion is relatively straightforward, however it does require time and effort. Pull together a small group of reliable people to help you plan and host the event.

There are a few key decisions you need to make before you can start organising:

Audience/Guest List – you will need to decide who you want to invite. Do you want to invite everyone from your year? Do you want to invite partners or is the event just for alumni? We may be able to contact current and former members of staff on your behalf. If you would like to invite any professors or administrative staff to your reunion, please do not hesitate to ask.

Event – next you need to decide what event you want to hold. Would you prefer an informal meeting in a bar or restaurant in Belfast, drinks before a School event or concert, or afternoon tea or an event in the School?

If you'd like to see how Belfast Royal Academy has changed since you were here, we can organise a tour of the School for your group, led by a member of staff.



BRA ALUMNI

How to Organise a Reunion

Date – do you have a date in mind? Is there a significant date with meaning to you all? Ensure you will be giving yourself enough time to organise and enough notice for those travelling.

Venue – It may be possible to hold your event in a room in School. If you are interested in hosting your event here, please get in touch with us.

Cost – remember to take into account how much the event will cost, both in terms of money and time, and how you can divide the cost between the attendees. The more affordable the event, the more likely it is that people will attend.

We recommend that money be collected in advance to ensure commitment and prevent any misunderstandings. Some venues will accept individual cheques made payable directly to them instead of cheques being made payable to the reunion organiser. If you prefer a more informal event, it may be possible for everyone to pay individually on the night.

Please note the Development & Alumni Relations Office are unable to fund or subsidise alumni events, but we are here to help and offer support and advice.

Invitations

Sometimes organisers prefer initially to send a letter or 'save the date' message to gauge interest in a reunion before the invitation itself goes out. We usually send an invitation two to three months before the event.

We can contact selected Academy alumni on your behalf by sending out email notices or forwarding on letters. Due to data protection regulations, we are unable to give out contact details, but you can send your email notice or letter copy to alumni@ and we will forward it on for you.

All replies can be sent back either to you or us. If you are collecting the replies, then we ask to know the names of all those who attend for our records. We will also promote your reunion via our alumni social media channels.



BRA ALUMNI

How to Organise a Reunion

On the Day

Contact forms

Do you want to capture 'what are you doing now' details? You could consider getting attendees to sign a visitors' book or fill in 'your details' cards that can be shared with the group after the event. It may be useful to find out how many people are interested in making it a regular event. If you are doing an event at the School, we can provide you with contact detail forms which we will collect from you at the end of the event.

Class Giving

Giving to Belfast Royal Academy allows you to give back to the place that brought you all together. It is also a great chance for your group to transform the lives of our students. The money that is raised in this way provides vital financial support where the School needs it most, enabling us to respond quickly to the changing needs of the School and its students.

Please ask us about how best to suggest this. If you are holding your event at the School, we can send a member of our team to talk about how your giving impacts the School or you can read about it here: [link to support us section of website](#)

After the Event

After the event, contact us to send out a thank you letter or email on your behalf. Don't forget to send us your photos and let us know how it all went!

Please advise us of any new contact details so that we can keep our records up to date when you plan your next reunion.



BRA ALUMNI

How to Organise a Reunion

Suggested Timeline

A year before

- Get in touch with our Alumni Office
- Think about where, when and how. If you would like to coincide with a School production, we will need to know the date to reserve tickets.

Six months before

- Decide on your date
- Send out a 'Save the date' message to gauge interest
- Speak to our Alumni Office if you would like to book a tour of the School
- Book your venue

Three months before

- Send out invitations with information on time, venue, accommodation, dress code
- Ask for any dietary or access requirements
- Monitor your responses and send out a reminder if needed

One month before

- Start to finalise the details with the venue
- Choose your menu
- Send out a letter or email to those who are attending confirming all the details
- Ensure everyone attending has your contact details and the details for the venue in case there are any last minute changes of plan
- Confirm the final details with the venue including any special dietary or access requirements
- Make lists (and badges if required) of all those attending

After the event

- Send a list of those who attended and any completed forms to the Alumni Office
- Send a report on your event along with any suitable photographs for publication to the Alumni Office