

UNIVERSITY *of* GUELPH

Alumni Reunion Guide



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Welcome

The information in this guide will assist you in planning your reunion. Planning a reunion is rewarding and involves some planning ahead. Having a few classmates/friends assist will make the tasks quite manageable and enjoyable. The Alumni Affairs & Development team is available to answer your questions, give you ideas, provide guidance and assistance, and help make your reunion a memorable experience.

The role of the Reunion Leader

- Consulting with your classmates/friends and making decisions on reunion activities
- Making any special requests on behalf of your reunion group to your Alumni Advancement Manager, eg. a tour of your college, or a visit from the Dean
- Where an on-campus reunion is being planned, selecting menu, location, time, etc. in consultation with Hospitality Services
- Arrange for audio/visual equipment rental through Alumni Affairs & Development
- Please note that registration and payment for all **on-campus** events **MUST** be processed through Alumni House
- Coordinating any off-campus events, including registration and payment for those events.
- Promoting your reunion to classmates/friends through a reunion newsletter, e-mails, and phone calls

As the Reunion Leader you are the key contact for your reunion and the person your classmates/friends will call for information about everything from the dress code for events to suggestions for reunion activities.

The role of Alumni House staff

- Provide updated class lists for Reunion Leaders
- Provide one free newsletter for reunion groups (mailed between January and March 2017)
- Mailing of the Alumni Weekend brochure to each class/group member having a confirmed Alumni Weekend Reunion with activities on campus.
- Co-ordination of registration, including payment, for all **on-campus** University events including on-campus reunions where details have been confirmed by the middle of February 2017.
- Staff will attend the beginning of your reunion event to assist with event check-in. This is for pre-meal receptions and for meals but not for meetings or tours.
- Coordinating audio/visual rentals

The role of Hospitality Services

- Hospitality Services has access to all venues on campus and will co-ordinate/book the use of appropriate space for each group.
- Advice on and ordering of menu selections, wine and bar decisions, rooms, etc.

Schedule of Main Events

Events and times are tentative, and subject to change.
Please confirm with AA&D before publicizing these details.

College specific events (AGMs, etc) will be detailed in the brochure.

FRIDAY JUNE 9, 2017

10 am – 6 pm Registration and check-in at Alumni House

5:30 pm UGAA Awards of Excellence Gala



SATURDAY JUNE 10, 2017

8 am – 5 pm Registration and check-in at Alumni House

9 am New Athletics Building tours, Macdonald Institute Open House, Honey Bee Tour

9 am – 11 am Guided campus bus tours

9 am – 11 am Class photos at War Memorial Hall

9:30 – 11 am Guided walking tours of the Arboretum

11:30 am President's Milestone Luncheon - Creelman
Celebration of anniversary classes

12 – 5 pm Art Gallery of Guelph & Sculpture Garden Tour

2 – 4 pm Class photos at the OVC main building
steps and Macdonald Institute steps

2 – 4 pm Guided campus bus tours

3 – 4 pm Ice Cream Technology Centre tour,
Macdonald Hall tour, New Athletics Building
tours



4 pm Beer Garden featuring craft brewery tasting at the Bullring



Synopsis of the Main Events

Friday

UGAA Awards of Excellence Gala

This event is the kick-off to Alumni Weekend. The University of Guelph Alumni Association invites you to join fellow alumni and friends at a red carpet event as they celebrate distinguished U of G alumni: Alumnus/a of Honour, Alumni Medal of Achievement, Alumni Volunteer Award.

Saturday

President's Milestone Luncheon

The President's Milestone Luncheon is held on Saturday in Creelman Hall. This is one of the largest events on campus. Tables are reserved for anniversary classes. There is a cash bar at this event. This event sells out early.

Beer Garden

Enjoy a cold beer with friends at the Bullring. Local craft brewers will be on-hand to showcase a selection of superb beers. Talk to the brewery representatives and sample their beer. Live music inside or chat with friends outside in the garden.

Reunion Newsletters

Alumni Affairs and Development is pleased to provide classes/groups who are having an on-campus reunion at Alumni Weekend, a free mailing of a reunion newsletter.

This mailing should be:

- Submitted in an electronic format to the respective college alumni advancement manager for review and approval. We reserve the right to edit for content and space.
- Up to four double-sided pages in length with blank space available on the first page for AA&D to place important information.

Please note that:

- Alumni will receive a mailed copy of the reunion newsletter
- Newsletters larger than four double-sided pages will incur a cost to the class/group which will be determined based on weight and postage costs.
- In accordance with privacy legislation and University policy, reunion newsletters cannot contain contact information for any alumni without their express permission given to AA&D.

Registration

It is important to make the distinction between registration for on-campus and off-campus events. Should you have off-campus events AA&D will help you publicize them. If your class/group is planning off-campus events, you must designate a group member to receive registration and payments for those events.

The University must take registration and payment for all on-campus events only.

Brochure and Registration Form

The Alumni Weekend brochure and registration form will be mailed in early spring to anniversary classes as well as classes and groups with confirmed on-campus reunions.

Registration Process

We accept registrations in person, by mail, fax, phone, and online (www.alumni.uoguelph.ca). We ask you to encourage your classmates and friends to send in their registrations as early as possible for all on-campus events. For paid events, payment **must** accompany the registration form.

Registration and check-in will be at Alumni House

Monday, June 5 – Thursday, June 8	10 am – 4 pm
Friday, June 9	10 am – 6 pm
Saturday, June 10	8 am – 5 pm

Please note that the Beer Garden is the only event where you can purchase entry at the door.

Please encourage your friends to register early. Some events will sell out (the President's Milestone Luncheon for example). For reunion lunches and dinners, it is especially important for us to have confirmed numbers one week before the event.

Dietary Allergies/Restrictions

Individuals with dietary allergies or restrictions should indicate these on their registration form.

Campus Hospitality Services

For Reunion Leaders planning **ON-CAMPUS** activities, you will book rooms, order meals and finalize details through Lisa Tersigni-Holt at Hospitality Services.

Room Bookings

There are many rooms available on-campus for different sized groups. Some rooms may have a rental fee. An appropriate room for your group can be found for you in consultation with Lisa Tersigni-Holt.

Meals on-campus

In accordance with University regulations, catering for all occasions on-campus is provided by Hospitality Services. They are happy to provide advice in selecting a menu for your group, and have special Alumni Weekend menu options for you to choose from.

Licensed Functions on-campus

Some venues can be licensed for dinners, where attendance warrants. For lunches and dinners with smaller attendance, you may choose to simply include the price of a glass of wine with your meal. Please be aware that if you choose to have a bar at your event, there is a minimum cost of \$200 in sales associated. If bar sales do not meet this minimum, the group will be responsible for the difference. This may not be a cost-effective option for small groups. Note that spaces cannot be licensed before 12 pm.

**If you have questions about the menu, venue or set-up, please contact
Lisa Tersigni-Holt at Hospitality Services directly:**

**E-mail: ltersign@uoquelfh.ca
Phone: 519-824-4120 ext. 52398**



Alumni Weekend Menu Listings

Breakfast Selections Suggestions

<p><u>The Continental</u></p> <p>Breakfast Pastries Fruit Preserves & Butter Sliced Fresh Fruit Yogurt & Granola Chilled Fruit Juices Coffee & Tea</p> <p>\$12.50/person + taxes</p>	<p><u>The Traditional</u></p> <p>Scrambled Eggs Bacon, Ham OR Sausage Hash Brown Potatoes French Toast Breakfast Pastries Fruit Preserves & Butter Sliced Fresh Fruit Chilled Fruit Juices Coffee & Tea</p> <p>\$14.50/person + taxes</p>
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Lunch Selections Suggestions

<p><u>Plated Lunch</u></p> <p>Mixed Garden Greens Grilled Breast of Chicken Rice Pilaf or Roast Potatoes Seasonal Vegetables Assorted Dinner Rolls with Butter Choice of Dessert Coffee & Tea</p> <p>\$20.95/person + taxes</p>	<p><u>Simply Satisfying Buffet</u></p> <p>Homemade Gourmet Sandwiches Mixed Garden Greens Assorted Dessert Squares Cold Beverages Coffee & Tea</p> <p>\$19.95/person + taxes</p>	<p><u>Salad Plates</u></p> <p>Chicken Salad Plate or Salmon Salad Plate Assorted Dinner Rolls with Butter Choice of Dessert Coffee & Tea</p> <p>Chicken \$19.95/person + taxes Salmon \$24.95/person + taxes</p>
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Dinner Selections Suggestions

<u>Deluxe BBQ Dinner</u>	<u>Plated Dinner</u>
<p>¼ Chicken with Roast Potatoes Choice of 3 Salads Assorted Dinner Rolls with Butter Sliced Fresh Fruit Dessert Squares Assorted Cold Beverages</p> <p>~ \$23.95/person + taxes</p>	<p>Mixed Garden Greens Main Entrée* - See Below Choice of Potatoes or Rice Seasonal Vegetables Assorted Dinner Rolls with Butter Choice of Dessert Coffee & Tea</p> <p>~ prices listed below ~ + taxes</p>

*Main Entrées

- Chicken Supreme ~ \$33.95/person + taxes
- Lemon & Herb Crusted Salmon with Citrus Beurre Blanc~ \$35.95/person + taxes
- Prime Rib of Beef, Red Wine Jus ~ \$42.95/person + taxes



Additional Notes:

Prices listed do not include service charge or taxes – service charge will be waived for groups booking events thru Alumni Affairs and Development.

The above menus are ideas only. Hospitality Services will try to accommodate your meal requests.

In certain venues on campus, removal of the existing setup takes additional time so there may be charges for room setup – maximum charge is \$95.00.

Dietary concerns for any attendees can be easily accommodated through Hospitality Services. Just inform Alumni Affairs when registering and we will accommodate your diet requirements.

All audio visual requests will be coordinated through Alumni Affairs & Development. Please contact them with your request.

Any menu enquiries should be directed to:

Lisa Tersigni-Holt
 Asst. Department Head
 519-824-4120, ext. 52398
 lttersign@uoguelph.ca

On-campus Information

Audio Visual Equipment

Resources such as TVs, VCRs, CD/DVD players, microphones, screens and podiums are available for your event. Please be aware that there are costs associated with this service for equipment rental, set up and staffing.

The prices listed below were true as of June 2016 and are subject to a possible 10% increase for 2017. Please confirm pricing at the time of booking.

Item	Price	Item	Price
Laptop	\$34	Amplifier	\$10
Projector	\$60	Speaker	\$10
Screen	\$10	Speaker Stand	\$10
Cart	\$10	Microphone	\$10
		Microphone Stand	\$10

Onsite Technician Services	Monday – Friday 8:30 am to 4:30 pm	Monday – Friday after 4:30 pm	Sunday
	\$56 per hour	\$85 per hour	\$109 per hour

Please contact Alumni House at eventsvp@uoguelph.ca or call 519-824-4120 ext. 56934 by March 1st if you require AV support.

Emergencies

The University Police will be on campus during Alumni Weekend and can be reached at ext. 52000. Guelph General Hospital is a short drive away and there are walk-in clinics in Guelph. We will provide you with an emergency contact number sheet prior to Alumni Weekend.

Maps

Alumni Weekend maps will be available at Alumni House.

Parking

Several lots are close to the residences and dining facilities. Parking is free weekdays after 5 pm and all day Saturday and Sunday. Parking is restricted to designated areas only; parking in other areas such as a medically reserved spot or a 24 hour premium spot, could result in ticketing or towing of the vehicle. Overnight camping is not permitted on campus although you can park recreational vehicles in designated parking lots while attending events on campus.

Construction

There are often construction projects taking place on-campus during the summer. Rest assured we will do our best to minimize any possible impact on reunions and activities and that we will notify you of construction zones prior to Alumni Weekend.

Things to do on-campus

The Alumni Weekend brochure is your best guide to what's going on over the weekend. It will include a listing of the main events, reunions, tours, alumni association meetings and receptions, and other special activities. While back on-campus, your friends may be interested in the many wonderful places to walk around campus.

Tours

General campus tours will be planned for Alumni Weekend. If your class/group would like a tour of a college or specific area, please make this request to your Alumni Advancement Manager.

Guided Tours (*tentative*):

- Macdonald Hall tour
- Campus bus tour
- Ice-Cream Technology Centre tour
- Honey Bee tour
- New Athletic Centre tour
- Arboretum tour
- Historical Plaques Walking Tour

Self-Guided Tours:

- The University of Guelph Arboretum is open for self-guided tours along nature trails and boardwalks. Admission is free. Location: Arboretum Road (walking entrance is just east of Alumni House, driving entrance is south off College Avenue near Victoria Rd.
- The Rutherford Conservatory & Robinson Gardens showcase thematic gardens, walkways and seating areas. Location: southwest of the University Centre.
- The Art Gallery of Guelph & Sculpture Garden

Local Accommodation

Many people attending Alumni Weekend will be coming from out of town. For anyone planning to stay off-campus, we encourage you to make your reservations early as this is a busy weekend in Guelph. Space will also be available to book in designated University residences. Please contact University of Guelph Conference Services for options and bookings.

ACCOMMODATION by alpha	LOCATION	PHONE NUMBER
Comfort Inn	480 Silvercreek Parkway N	519-763-1900 <i>or</i> 1 800-228-5150
Days Inn Guelph	785 Gordon Street	519-822-9112 <i>or</i> 1 800-329-7466
Delta Hotel & Conference Centre	50 Stone Road W	519-780-3700 <i>or</i> 1 866-520-4552
Fairfield Inn and Suites	35 Cowan Place	519-763-2339 <i>or</i> 1 866-233-4961
Hampton Inn	725 Imperial Road N	519-821-2144 <i>or</i> 1 800-445-8667
Holiday Inn Guelph Hotel and Conference Centre	601 Scottsdale Drive	519-836-0231 <i>or</i> 1 877-660-8550
Staybridge Suites	11 Corporate Court	519-767-3300 <i>or</i> 1 877-660-8550
University of Guelph Conference Services	East Townhouses: with air-conditioning, 4–5 bedrooms with single beds, two full bathrooms, living room and unstocked kitchen. Wheelchair accessible units available.	519-824-4120 ext. 52353

Please note that this information is accurate as of September 2016.

Dates to Remember

DEADLINE DATE	DETAILS
October 4, 2016	Reunion Leader Information Session at Alumni House.
January 2017	Start putting together the content for the reunion newsletter for mailing between January and March 2017.
February 3, 2017	<p>Send your Reunion Event listings for inclusion in the Alumni Weekend brochure to your respective Alumni Advancement Manager.</p> <p>Include all University events your class/group will attend and any other class or group activities and contact info you would like included. Please remember to include times, venues and pricing.</p>
February 3, 2017	Last date for submission of reunion newsletters to Alumni Advancement Manager for mailing before Alumni Weekend.
March 1, 2017	Submit requests for Audio Visual equipment to Alumni House.
Spring 2017	<p>All alumni celebrating reunions will receive their Alumni Weekend brochure and registration form by mail. Registration for Alumni Weekend will be accepted online, mail, phone, fax or in person.</p> <p><i>Payment must accompany on-campus registrations.</i></p>
May 2017	<p>Reunion Leaders who have signed a Confidentiality Agreement will receive a weekly update of classmates/friends registered for Alumni Weekend from their Alumni Advancement Manager.</p> <p>Personal follow up calls and e-mails to classmates and friends from their respective reunion leaders are encouraged.</p>
June 5 - 9, 2017	Alumni House is open for registration and check-in.

Contact Us

Alumni Affairs and Development

Mailing Address: Alumni Affairs & Development
Alumni House
University of Guelph
Guelph, ON N1G 2W1

Telephone: 519-824-4120 ext. 56934 or 1-888-266-3108

Fax: 519-822-2670

Alumni House is located on the east side of campus on Arboretum Road. When coming in to visit us, please park in the first row of spots in P15 reserved for Alumni Affairs & Development and give your license plate number to the Receptionist.

Alumni Advancement Managers

Taline Artinian

CBS
519-824-4120 ext. 54568
artinian@uoguelph.ca

Wendy Banks

Young Alumni and Students
519-824-4120 ext. 58233
banksw@uoguelph.ca

Diana Blackmore

OAC
519-824-4120 est. 56842
blackmor@uoguelph.ca

Sam Kosakowski

Athletics
519-824-4120 ext. 58463
skosakow@uoguelph.ca

Karry Kwan

CPES
519-824-4120 ext. 56769
karrkwan@uoguelph.ca

Jana Miller

CSAHS, CoA
519-824-4120 ext. 52965
millerja@uoguelph.ca

Chris Moulton

CBE
519-824-4120 ext. 53170
cmoulton@uoguelph.ca

Stefanie Sharp

OVC
519-824-4120 ext. 56679
ssharp03@uoguelph.ca

Hospitality Services

Lisa Tersigni-Holt: Assistant Department Head, Hospitality
Contact Lisa for all details related to a reunion activity on campus that requires catering. Lisa is the contact for menu selection, pricing, etc.

E-mail: ltersign@uoguelph.ca
Phone: 519-824-4120 ext. 52398

Last but not least...

Please keep in touch!

We're here to help you plan a successful reunion weekend and help you publicize it. Please feel free to contact us with any questions you may have.

- Please provide us with a detailed schedule of your reunion plans by **Friday, February 3, 2017**, so we can include these details in our Alumni Weekend brochure.
- E-mail your event listings to your respective Alumni Advancement Manager.

The important thing is to have fun at your reunion.

