Classmates who are hosting Mini-Reunions should follow the steps below.

Checklist:
- After receiving your list, send out a save the date email ASAP!
- Choose the date/time (if other than at Class Tailgate)
- Identify a venue (if needed)
- Arrange food and drink (if needed)
- Set a price and collect (if charging $)
- Send out the official invite & confirm logistics with SAA
- The day of the event...Show up early and “play host”!

# 1: Send out a Save the Date Email
As soon as you get your Mini-Reunion contact list — today if you can! — send out a save the date notice to your group. Consider using one of these online tools to send a message to all your invitees: Evite, Facebook; very easy if you are already on Facebook, simply create a Facebook group page or event; Eventbrite; or Paperless Post.

# 2: Choose the Date/Time for your Mini-Reunion
Here are some suggested dates/times if you wish to host a Mini-Reunion (not at the Class Tailgate):
- Thursday/Friday morning & afternoon before or after other campus-wide Reunion events
- Friday evening (since Class Party on Saturday)
- Sunday morning brunch (aka Make Your Own Sunday)

# 3: Locate a Venue
There are many different places you can host your Mini-Reunion. If possible, it’s always great to host your gathering at a unique location that is relevant to your group. Here are a few ideas:
- Classmate’s Home - Guests may enjoy catching up in a more intimate environment.
- Restaurant or Bar - Having your event at your old stomping ground can be a blast. Start early and reserve a venue. Palo Alto Online is a great link to restaurants in the Palo Alto area: https://www.destinationpaloalto.com/eating-and-nightlife?visitor_info_id=&l=0&s=&n=&p=&m=Br
- On-Campus Location - These can be challenging to reserve, and each location has unique restrictions but there are options. If you want to explore an on-campus location, contact Jake Wellington at jwellington@stanford.edu for more info. However, there are some places on campus you can contact directly that have hosted Mini-Reunions in recent years:
  - The Oval or West Oval Grove: ideal because there is no cost, but also, there is no reserving space in advance either. First come first served. The West Oval Grove (the tree grove near Old Chem) has picnic benches under big oak trees, while the OVAL is grass, no shade. Perfect for picnic, or informal Mini-Reunions. (NOTE: The East Oval Grove will have Class Tents, while the West side will be clear & available.)
There are several **Coupa Cafes** on campus, but the **Coupa Stanford Golf Course** seems to be favorite among Mini-Reunion hosts... so contact them early. Other locations: Coupa Y2E2, Coupa Biz School at the Knight Management Center, Coupa on Escondido Mall in front of Green Library, and finally Coupa at the Clark Center near the Med School. Check each location for hours.

- **Ray's Grill on Escondido Road** on the west side of campus. Advantage is that they serve “pub” grub and alcohol for those informal Mini-Reunions.
- Believe it or not, you can reserve spaces at Tresidder Union, but there are fees attached. You can investigate those options here: [Tresidder](https://www.menlopark.org/Facilities/Facility/Detail/Arrillaga-Family-Recreation-Center-15).

- Local Park / Reserve space in advance to guarantee a location. Here’s the link to the Palo Alto and Menlo park/community centers: [https://www.cityofpaloalto.org/gov/depts/csd/facilities/default.asp#](https://www.cityofpaloalto.org/gov/depts/csd/facilities/default.asp#)

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### # 4: Arrange Food and Drink

If your event will span more than two hours, you may want to have food and drinks available. Depending on the type of event there are many different options – potluck, BBQ, meal at a local restaurant or hire a caterer. The only limit is what and where you can think of...and of course your budget.

### # 5: Set a Price

You get to decide whether to charge for or host your Mini-Reunion. It goes without saying that the less expensive the event, the more people will be enticed to attend. And if you are a savvy negotiator, you may be able to get something thrown in for free or at a reduced cost so you can pass those savings along to the guests. NOTE: Mini-Reunions are volunteer driving events so the Alumni Association cannot assist with financial resources.

If you do decide to charge a fee, make sure you are covering all your expenses. Below is a list of possible expenses that you may opt to include:

- Food and drinks  
- Tax and tip
- Facility rental  
- Decorations
- Printing signs or pictures

### # 6: Send out the Official Details & Confirm Logistics

Now that you have the details in place it’s time to send them out. An ideal time to do this would be summer, but definitely before early August when RH registration packets hit mailboxes. It’s ideal to have your Mini-Reunion in place or at least let everyone know there will be one so they can decide if they will be attending. **VERY IMPORTANT:** Members of your group that are not in your class (the 4s&9s) will not automatically receive RH registration materials, so please contact Registration Manager, **Andrea Daniel** (650) 725-3540 andread@stanford.edu and she will make sure your non-reunion-year group members get a packet.

**To increase attendance, consider calling classmates and personally inviting them to attend or enlist other group members to help with calling. You may also wish to start an email string to generate excitement.**
Connect with your Mini-Reunion Chair as soon as you’re confirmed as a host to let him/her know your location and event details. VERIFY by CHECKING YOUR MINI-REUNION LISTING on reunion website no later than August 19 (when Registration opens) to ensure accuracy. Ideally, details will be listed correctly on your class web page and in reunion materials before the RH registration packets go out in early August. This will ensure that your group members can plan their itinerary around your event and contact you if they would like to attend. You may also send confirmed details by email SAA at: mini-reunions@alumni.stanford.edu. Your mobile phone number will be requested in September so group members can call or text you.

# 7: The Day of the Event

Show up early to set up your area. You may want to bring balloons or other identifying signs so that guests can locate your group if you will be in a busy location. You may also want to text your group members reminding them when and where the event starts. Then sit back, relax and have a great time at your Mini-Reunion knowing that you brought your group together again!

Advice from a former MR Host

- Schedule your Self-Hosted Mini-Reunion as a kick off for the weekend!
  - Your reunion Class Party will be Saturday evening, which is different from most other classes. Use this as an opportunity to host your Mini-Reunion as a kick-starter for the weekend. Restaurants may be slightly less busy on Friday evening, as many alums will be on campus at their events.
  - Note: your Saturday will be jam-packed between the Tailgate, Football game, and evening Class Party. Extend your Reunion experience by seeing friends and different groups on Thursday and Friday beyond the lunches!

- Create a theme, or have a few handy conversation starters.
  - An alum wrote “One of the best Mini-Reunions I’ve attended was a Self-Hosted event in a private room in a restaurant. Before the event, several attendees were contacted and asked if they would mind getting up and telling a story or making a toast. After a nice dinner (with plenty of wine!), several of them told some very funny stories about the group. This prompted many more volunteers to tell stories, resulting in a thoroughly enjoyable evening!”
  - Other groups have had members get up and tell what they’ve been doing since their college days. This works as a great ice-breaker!

- Get busy quickly! There will be so many alums & their families coming to campus, as well as other football spectators, and venues (on or off campus) will fill up. Decide what type of Mini-Reunion you want to have (self-hosted or Stanford-hosted), and get the word out!