

# Avila Alumnae Reunion Guide.

Reconnect, celebrate and enjoy!





# Welcome back.

**The Avila College Alumnae are valued, life-long members of the Avila community.**

Beyond the gates of Charles Street, they have forged diverse pathways across a range of industries and sectors across the globe.

Yet together they share a common heritage and bond as Avila girls. Friendships forged at school are often those that last a lifetime.

Each year, Avila College's **Alumnae Reunion Day** offers a chance for former students from all cohorts to reconnect, explore the archives and share memories.

It is also an opportunity to catch up with the latest from the College and visit the campus grounds.

*Dates and details of the annual Alumnae Reunion Day are published on the [Avila College website](#) and social media platforms (Facebook, Instagram).*





# Milestone Reunions.

Avila College also hosts reunions for cohorts celebrating significant milestones (eg. 30 Year Reunion) during the Alumnae Reunion Day. You can choose to host your reunion at the Alumnae Day on campus followed by an after party or dinner at a local venue or run an independent event.

This booklet provides a step-by-step guide on how to prepare for and run an inclusive and memorable milestone reunion and the College resources available to assist in the event planning.







# 5 Simple Steps.

## Step 1. Make contact with the College

Contact the Avila College Alumnae Department.

You can either:

- Complete the form on the Avila website: [Reunion Request](#)
- Send an email to [alumnae@avilacollege.vic.edu.au](mailto:alumnae@avilacollege.vic.edu.au)
- Or telephone 9831 9600.



## Step 2. Choose your preferred event style

There are two types of reunions you can hold.

1. A reunion as part of the Avila Alumnae Reunion Day followed by an event (eg. Dinner) at a local venue.
2. An independent reunion on a date and venue of your choice.

Avila College can support each of these events in different ways.

### 1. Avila Alumnae Reunion Day Event

#### The College offers:

- Digital invitation design
- Promotion of reunion on College website and social media platforms
- Direct email to members of the cohort listed in the Avila database.
- Drinks and canapes on the school grounds
- Rediscover Avila - school tours for your cohort with current student ambassadors
- Appointment with the Avila Archivist
- A display of memorabilia related to your cohort from the Avila Archives
- Photobooth
- Professional photographs of your cohort

### 2. Independent Reunion

#### The College offers:

- Digital invitation design.
- Promotion of reunion on College website and social media platforms.
- Direct email to members of the cohort listed in the Avila database.
- Appointment with the Avila Archivist.

*Please Note: Due to privacy regulations, the College is not able to provide contact details of former students. However, we can send email notifications to those listed in the College database.*







## Step 3. Finding your cohort

**There are a number of ways you can locate and engage your former classmates.**

Start with personal connections and expand out to social media and professional networking sites like Facebook and LinkedIn, in addition to the Avila Digital Alumnae network – [alumnae.avila.vic.edu.au](http://alumnae.avila.vic.edu.au).

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## Step 4. Set up a committee

A great reunion often requires a number of key planning roles that can be distributed across committee members. Responsibilities can include contacting classmates, venue search and booking, menu planning, ticketing, photography and communication.

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## Step 5. Have fun!

Have fun and stay in touch. You might like to create a sign up sheet or digital network to stay in touch after the event.

