



University of  
**Southern  
Queensland**



14 January 2026

# Alumni Reunion Toolkit

A practical guide for organising your cohort  
reunion

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**Pictured (front cover):** Diploma of Teaching graduates at the 1975 Darling Downs Institute of Advanced Education Graduation Ceremony at Harristown High School Hall, 24 May 1975 (supplied by Narelle McIntyre).

## Welcome & Purpose

Thank you for your interest in organising a reunion for your UniSQ study cohort. Reunions are a wonderful way to reconnect, celebrate achievements, and strengthen the UniSQ alumni community.

This toolkit provides guidance, checklists, and optional support pathways to help you plan and deliver a successful event — even if you're organising it independently. While UniSQ is pleased to offer advice, promotional support, and access to appropriate brand assets, event organisers remain responsible for all aspects of planning, delivery and decision-making. This includes venue bookings, financial management, guest communication, accessibility considerations, and ensuring the event complies with any relevant legal, insurance, or safety requirements (such as alcohol service obligations, public liability coverage, and WHS considerations applicable to your chosen venue).

To protect the privacy of our alumni community, UniSQ is unable to share individual alumni contact details. We are, however, able to support your promotion through our official communication channels where appropriate, and we encourage organisers to use their own networks and social platforms to extend invitations.

Our goal is to equip you with helpful tools, clarity and confidence as you bring your community together – and to ensure your reunion is both enjoyable and well-supported.

## 1. Getting Started

### Define the Vision

- What type of reunion do you want to host (casual catch-up, formal dinner, campus visit, milestone celebration)?
- Who is your target group (entire cohort, specific major, residential college group, club/society alumni)?
- What atmosphere do you want (relaxed, nostalgic, professional networking, family-friendly)?

### Form an Organising Group

Encourage 3–5 volunteers to share tasks such as communications, logistics, budgeting, and on-the-day coordination.

## 2. Choosing the Essentials

### Timing

- Consider milestone years (e.g. 10, 20, 30, 50 years)
- Avoid major public holidays and school holiday periods
- Allow at least 6-12 months for planning and promotion.

### Location

Options include:

- **On-campus** (Toowoomba, Springfield, Ipswich) – *subject to consultation with UniSQ Alumni Manager to determine feasibility.*

- **Residential colleges** (for nostalgia or tours) – *subject to consultation with UniSQ Alumni Manager to determine feasibility.*
- **Local venues** (restaurants, pubs, community halls)
- **Online/hybrid** for interstate or international cohorts.

### 3. Working With UniSQ

#### Involvement of UniSQ Staff or Students

You may request:

- A welcome message from a senior staff member.
- A short talk from an academic
- Current students to assist with tours or event support

#### Campus or Residential College Tours

Tours can be arranged on request. Please provide preferred date, time, and group size.

#### Media & Public Relations

UniSQ may be able to:

- Share your reunion on alumni social channels
- Feature your reunion story post-event

*Availability and suitability assessed case-by-case.*

#### Event Logistics

##### Catering

Options include:

- UniSQ caterers
- Local restaurants or cafés
- Self-catered picnics on campus (*subject to approval*)

##### Photography

- Nominate a volunteer photographer
- Hire a professional (*UniSQ Alumni Manager may be able to recommend a range of photographers*)
- Share photos with UniSQ Alumni team for possible sharing via university social media and Alumni digital newsletter.

##### Program Ideas

- Welcome and introductions

- 'Where are they now?' updates
- Guest speaker
- Campus tour
- Residential Colleges tour (if applicable)
- Group photo
- 'From the archives' memory wall
- Networking time

## 4. Communications & Promotion

### Reaching Your Cohort

- Personal networks
- Social media groups (Facebook, LinkedIn)
- UniSQ may be able to share your event link or call-out via:
  - Bi-monthly digital newsletter
  - University social media or other relevant channels (*subject to timing and space*)

*Please note that access to alumni contact details is not permitted due to privacy regulations.*

### Save-the-Date & Invitation

We recommend you include the following information:

- Date and time
- Venue
- RSVP link/contact
- Cost (if applicable)
- Accessibility information.

## 5. Budgeting

Following are examples of costs to consider:

- Venue hire (dependent on venue chosen)
- Catering
- Decorations
- AV equipment/entertainment
- Photography
- Gifts
- Travel and Accommodation cost (for attendees who need to travel)

*Please note that reunion costs are to be managed and funded by the organising group (UniSQ is unable to fund these costs).*

## 6. On-the-Day Checklist

- Venue access confirmed
- Signage and welcome table
- Name tags (optional)
- Run sheet printed
- Contact list for organisers
- Group photo time
- Pack-down responsibilities

## 7. Post-Event

### Wrap-Up

- Share photos with attendees
- Send a thank-you message
- Provide a short summary and photos to UniSQ Alumni
- Request feedback for future reunions
- Consider establishing an ongoing cohort network or social group.

## 8. Contact & Support

For guidance, campus access, or promotional support, please contact:

### UniSQ Alumni Manager

Email: [alumni@unisq.edu.au](mailto:alumni@unisq.edu.au)

Telephone: 07 4631 1698

Support is subject to staff availability, but we're always happy to help where we can.



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