



Easy Steps to Organize an Event

Spending time with good friends nurtures the spirit, reaffirms a bond to our past and helps us define who we are. Alumni Relations can help you stay in touch with college friends while creating opportunities for you to make new connections that will help you grow and flourish in your personal life and career.

It's easy and fun to organize an event on or off-campus and reconnect with your college friends. The Office of Alumni Relations is here to help.

We can offer guidance and help throughout the planning and execution of your event.

Type of Event: What type of event would you like to have: a cocktail party, night out, sporting event to attend or to participate in, lunch or dinner? The choices are only limited by your imagination.

Venue: Many times the type of event will dictate the venue. For example, if you'd like a cozy dinner, you may opt to reserve a room on campus or in a casual restaurant. Decide what venue your group would most enjoy and we'll help you reserve the space with the venue manager.

Date and Time: Any time of year will work. Consider planning around May and June Reunions when many groups come back to campus to play.

Food: Will your menu offer light fare, hors d'oeuvres, a buffet or a sit-down meal? Or maybe it's a picnic you have in mind.

Program/Entertainment: Perhaps a member of the faculty or an alumni speaker will be right for your event. A DJ, band, a great mix disc or an ipod will round out your gathering. Or just sit back and enjoy the music provided by the venue.

Cost: Consider all of the individual expenses when factoring costs. Often a cash bar can save money at the event, or limit the alcohol to beer and wine.

Invitations: Who would you like to invite? Alumni Relations can offer assistance by creating electronic and printed invitations to your group. The more friends who are registered with the Alumni MyRider, the more successful your event will be.

Social Networks: Use social networks to spread the word and build excitement.



To fully reap the rewards of your hard work, you'll want to plan early.

- No man or woman is an island. Gather friends and create a committee for decision making and outreach.
- Get the word out and send friendly reminders.
- Set deadlines. Create a timetable and stick to it to help stay on track.
- Create an "Event" page on Facebook and invite everyone, then update your friends with teasers about the upcoming fun!



Plan your outing
around Reunions
and take part
in campus-wide
activities.



Event Ideas...

- Attend or play in a sporting event
- Savor a wine tasting
- Enjoy a concert or theatrical production
- Meet up at a networking event
- Gather for a day of local canoeing, rock climbing, ice skating, miniature golf or bowling





MyRider

is YOUR Rider Connection
to the Past and Future

Tips to Keep You In the Know.



- Join the Alumni MyRider for updates on all things Rider/WCC.
- Attend alumni events for networking and to make and keep friendships.
- Update your contact information with the Office of Alumni Relations.
- Keep the Office of Alumni Relations updated on your news, promotions, engagements, marriages, babies ... we'll share it with the Rider/WCC world!



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Join the Alumni MyRider today and reap the benefits.



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