

YouthWorks

10 STEPS TO HOSTING AN ALUMNI NETWORKING EVENT!

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The YouthWorks Alumni Network was created to provide a dynamic gathering where alumni feel a strong sense of belonging and empowerment. Attendees leave with renewed passion, valuable contacts, and actionable insights that can aid in their personal and professional growth.

1. Objective & Vision:

- Set clear event goals and desired attendee experiences. How do you want attendees to feel during and after the event?

2. Date, Time & Venue Selection:

- Choose a suitable date considering holidays, other major events, and potential attendee availability. Also, pick a time that accommodates the majority.
- Secure a location that's easily accessible, meets event needs, and complements the event's tone.

3. Budget & Funding:

- Estimate expenses and identify sponsors.

4. Select Speaker:

- Ensure the speaker's expertise aligns with the event's objective.

5. Programming & Agenda:

- Schedule a blend of structured sessions and open networking. Start with engaging icebreakers.

6. Marketing & Outreach:

- Promote via email, social media, and YouthWorks channels; spotlight alumni successes
- Create a flyer to market event
- LinkedIn: To announce your event on the YouthWorks Alumni Network LinkedIn Page, send a flyer in PDF format along with a brief description of event to kkirby@commcorp.org.
- Word of Mouth: Encourage your contacts to spread the word.

If you have any questions, please reach out to Kathryn Kirby-English at kkirby@commcorp.org

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7. Technology & Infrastructure:

- Set up efficient registration and check-in processes; ensure tech support is available, especially if including virtual components.

8. Logistics: Catering & Parking

- Coordinate dietary-inclusive catering and streamline transportation or parking arrangements.

9. Feedback & Iteration:

- Facilitate easy feedback collection during and after the event to refine future editions. Consider creating a QR code that leads to a survey for attendees to fill out.

10. Follow-up & Community Building:

- Post-event, express gratitude and encourage continued alumni interactions through dedicated platforms including the YouthWorks Alumni Network LinkedIn Page. The address is <https://www.linkedin.com/groups/12447490/>
- Share event highlights on your program social media, but always ensure participants have given permission to be photographed or videotaped.

