

UNIVERSITY OF LOUISIANA MONROE ALUMNI ASSOCIATION

TITLE: Reunion Support Policy

REUNION SUPPORT

The ULM Alumni Association offers assistance to affinity groups with the Alumni Association who wish to host reunions on campus. Groups wishing to plan a reunion with assistance from Alumni Affairs should contact 318-342-5420 or alumniassociation@ulm.edu.

Affinity Group Definition

A community of ULM (or NLSC, NLU) alumni who share a common interest, profession, or involvement in a collegiate Registered Student Organization (RSO).

How to Book a Reunion

Submit the forms which can be found at www.ulm.edu/alumni

1. Reunion Support Form (Name of Organization, Point of Contact, Preferred Date, *Tier 1 or Tier 2 Administrative Support - see below)
2. ULM Alumni Association Affinity Group Reunion Agreement
3. \$1 million Certificate of Insurance adding ULM as additional insured
4. Waiver of Fees Form (when applicable)
5. Bar tender license (required for any event serving alcohol)

Tier I Administrative Support: FREE

- Reunion planning toolkit (reunion planning checklist, list of vendors, sample itineraries, templates, save the date, and a list of possible reunion activities based on the time of year.)
- Schedule the reunion on the University calendar

Tier II Administrative Support: \$1,500

- Serve as the reunion event planner, vendor/partner manager, and logistics manager
- Reserve University facilities
- Schedule the reunion on the Alumni Association Calendar, University Calendar, and Community Calendars
- Manage up to 3 electronic communications to targeted alumni audience
- Facilitate direct mail communications (printing and postage costs not included)
- Promote reunion on Alumni Association Facebook with up to 2 graphics and 4 social media posts
- Coordinate online ticket sales/registration
- Liaison with University personnel (President, Advancement, Marketing & Communication)
- Welcome Back to Campus gift for active alumni association attendees of the reunion

- Coordinate onsite Welcome and Registration
- Provide ULM door prizes for events (when available)
- Follow up after the conclusion of events with photos, thank you notes, survey delivery and a post event report that includes an Executive Summary, Project/Event Overview, Key Findings, and a Risk & Challenges section.

Affinity Group Facility Rates

Bayou Pointe Event Center (Tier II Price Only Available During June & July)		
Room	Type of Rate	Rental Cost
Cypress Hall + Patio & Deck	Community	\$3,500
	Active Alum	\$3,000
	Non-profit	\$2,500
	Tier II	\$1,400
Bayou Room	Community	\$2,000
	Active Alum	\$1,700
	Non-profit	\$1,250
	Tier II	\$1,200
DeSiard Room	Community	\$1,500
	Active Alum	\$1,275
	Non-profit	\$750
	Tier II	\$500
Spirit Hall	Community	\$3,000
	Active Alum	\$2,500
	Non-profit	\$1,875
	Tier II	\$1,200
Lagniappe Theater	Community	\$400
	Active Alum	\$400
	Non-profit	\$350
	Tier II	\$280
Lagniappe Reception Hall	Community	\$400
	Active Alum	\$300
	Non-profit	\$200
	Tier II	\$100
Outdoor Patio & Deck	Community	\$2,000
	Active Alum	\$1,700
	Non-profit	\$1,250
	Tier II	\$500

The Hangar

Room	Type of Rate	Price
All Ballrooms	Community	\$1,500
	Non-Profit/Alumni	\$1,000
	Tier II	\$400
Ballroom A	Community	\$1,250
	Non-Profit/Alumni	\$1,000
	Tier II	\$250
Ballrooms A, B, & D	Community	\$750
	Non-Profit/Alumni	\$600
	Tier II	\$300

The Terrace		
Room	Type of Rate	Price
Banquet Hall, Lobby, & Terrace	Community	\$1,500
	Active Alum	\$1,200
	Non-profit	\$1,000
	Tier II	\$350
Lobby Only	Community	\$100 per hour
	Active Alum	\$75 per hour
	Non-profit	\$50 per hour
	Tier II	\$75
Seminar 1	Community	\$150
	Active Alum	\$100
	Non-profit	\$100
	Tier II	\$50
Seminar 2	Community	\$150
	Active Alum	\$100
	Non-profit	\$100
	Tier II	\$50
Lobby is rented on an hourly basis only.		
*Rates for Seminar rooms are weekday only - 7:30am-5pm unless combined with the rental of another room in the Terrace.		