**Alumni Event Program**

As every event is different, the actual program will vary based on the focus of the event or the activities involved. More formal gatherings, such as an annual dinner or an event with a speaker will require an actual timetable which details the when, what and who of the program. Informal gatherings such as happy hours or sporting events do not need as much detail. As the organizer, however, you should always have an idea of how the event will flow so that it goes smoothly.

**Some Tips:**

* Do not let the social hour become too long before a speaker or meal; 45 minutes is usually long enough
* Do not let business items (introductions, reports of committees, and other club/group business or news) take more than 15 minutes before introducing your speaker.
* If you're moving from a reception to a dinner and the crowd is large, start asking guests to move to the dining room approximately 10 minutes before the dinner is scheduled to start.
* Welcome everyone and introduce yourself (not everyone may know you)
* Thank the speaker at the end of the program.
* Be sure the speaker has transportation to their hotel or airport. Arrange if needed.