Who are TDA?

Reunions are an incredible opportunity not merely for the treasured alumni of Trinity College Dublin to revisit their college days, but also to reconnect with old friends and network with fellow alumni. Trinity Development and Alumni (TDA) is here to work with you to make these events occasions to remember and cherish for years to come.

How can TDA help?

Listed overleaf is a full breakdown of the services TDA can assist you with in organising your reunion. We are available to contact throughout your event development via: **Tel: (00353) 1 896 2088** or **Email: alumni@tcd.ie**

Or drop in and see us at: **Trinity Development and Alumni, East Chapel, Trinity College, Dublin 2**
TDA Services

Due to the vast number of alumni events held each year TDA unfortunately cannot organise each individual event but endeavours to provide all the elements necessary to make yours a success.

• List and Contact Detail Assistance
• Email and Letter Campaigns (Contact us for a sample)
• Management and Monitoring of RSVPs
• Event Promotion on the TDA Website and Social Media platforms
• Supplier Contact Listing Provision (Contact us for a full Supplier Listing)
• College Contact Listing Provision – your old department (Contact us for the full School Contact Sheet)
• Reunion-specific Activity Advice
• Complementary Book of Kells Tickets*
• Guest Campus Wi-Fi for Attendees*
• Gifts and Souvenirs Purchase Discounts for Alumni – please see Special Offers page
• Alumni Pens, Passports and Alumni Update forms
• University Publications, including School Newsletters and our Annual Alumni Magazine, Trinity Today
• Complimentary Professional Class Photo

*Alumni details are required in advance. Please contact us for your student number.
Reunion Planning Guide

Reunions offer numerous possibilities. As much as they are a chance to re-connect with old friends, they are an opportunity to make new friends.

Above all else reunions present the opportunity to celebrate and reminisce about the past, whilst all the while looking forward to the future.

Here at Trinity we aspire that each of the students who study here take away the desire to reconnect, at multiple points in their lives, with their colleagues and their college.

To facilitate the culmination of this desire we have compiled a concise framework to enable you to organise your own gathering, whether this be to attend an existing alumni event as a group, or to create your own celebration.

So help us to help you make the most of your alumni event by keeping in contact to enlist any of services we have listed on the previous page, and by utilising the following guide on how to plan the perfect reunion.

Good Luck!

TDA

Organising a Reunion

1. Organising a Committee

Class-reunions are fundamentally volunteer driven so your very first step is to organise volunteers to help you throughout this process.

Your best option is fellow alumni who are also enthusiastic about the notion of re-connecting with former colleagues, and your combined enthusiasm will be a key factor in the success of this event.

Once you have some help, and a basic concept of who this reunion is for, where it will take place, and when is the optimum time, your next step is to contact the TDA team.

2. Contact the TDA Team

As indicated on our Services page, TDA is happy to locate any contact details required for the success of your reunion.
This includes the details for:

- Classmates and friends
- Your former professors etc
- Relevant suppliers

TDA is happy to:

- Compile up-to-date contact information for all alumni involved.
- Design, send and monitor invitations through email/letter marketing campaigns.
- Manage RSVPs, organise a registration list and name badges.
- Promote your reunion through multiple digital and offline channels, including our website and social media platforms.

You, as the class organiser, will receive relevant and timely updates on the progress of this work throughout the event development.

3. The Event

**The Date**
A good reunion will give guests plenty of time to plan ahead. This is especially important given the number of Trinity alumni living overseas. We will ensure that alumni are reminded to save this date (*please contact us for a sample Save the Date template*).

By also giving TDA plenty of advance notice you increase the number of services we are able to offer you, and thereby enhance the quality of your alumni event.

Please be aware of term-time dates (*listed below*) when planning your event, particularly if you are planning to meet on campus, take a campus tour or avail of University accommodation.

**TERM DATES FOR 2016-2017**

**Michaelmas Term:** 26 Sep 2016 – 16 Dec 2016  
**Hilary Term:** 16 Jan 2017 – 7 April 2017  
**Trinity Term:** 10 April – 26 May 2017
It may be a good option for you to synchronise your class reunion with one of the many alumni events held by the TDA throughout the year.

We would be delighted for you to organise your event in conjunction with one of the following occasions:

**Alumni Reunion Weekend** - 25-27 August 2017
Open to all alumni, this event will provide great coordination to your own reunion.

**Christmas Commons** - 6th & 13th December 2017

**Christmas Homecoming** - Week of Monday 18th December 2017

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**The Venue**
The venue is an essential deliberation when organising an alumni event. It must be chosen with great consideration to directly complement the type of event being organised.

Considerations include:

- **Location** – are easily accessible transport routes available for alumni to reach this destination?
- **Price** – have the cost considerations regarding the reunion been agreed upon? For reunions an agreement that each individual pays their own way often works best.
- **Suitability** – are the time and venue suitable given the guests? If children are attending a public house event or late-night event is not appropriate.
Most reunion groups hold their event on campus. For information on these on-campus options please continue to our Special Offers page.

You may decide to utilise off-campus venues, restaurants or bars for some scheduled activities or alternatively hire a venue. However hiring a private venue will incur significant planning and financial contemplations.

4. After The Event

The reunion is over, and your time, effort and planning have been rewarded by a wonderfully successful event which has left you and your fellow alumni feeling rejuvenated, delighted and looking forward greatly to the next opportunity to meet again.

Once more TDA offers its services, and we would be delighted to send out a thank you letter or email on your behalf, including photographs of the event and a link to our website where a summary of the occasion will be published, with more images available.

If appropriate you could perhaps consider a little something as a token of remembrance from the Trinity gift shop (listed overleaf in the Special Offers section).

We would be delighted if you could provide any feedback on our services and how we might be able to make your event even more special in the future.

As soon as you are ready to start planning another get-together, TDA is delighted to lend you their services again.
Special Offers

1592 Restaurant – Reunion Offer

TDA has teamed up with Trinity’s elegant 1592 Restaurant to offer a complimentary glass of wine to all alumni and their guests who are part of an organised class reunion (please mention Class Reunion when making reservation). The restaurant is open Monday – Friday for lunch and dinner throughout the year, depending on availability. This restaurant is spectacularly and conveniently located in the Dining Hall in the Front Square of TCD. Please email the 1592@tcd.ie or telephone + (353) 1 896 1592 to make a booking. Please contact our office for a sample lunch menu.

Commons

Commons is the traditional three-course meal for the fellows, Scholars and college community and served Monday-Thursday at 6:15pm during term-time (late September 2016 – late May 2017) in the Dining Hall on campus. Pre and post Commons, one of the Scholar Waiters recites the traditional Latin Grace signalling the beginning and end of the meal. Today anyone can attend Commons and it is an ideal location for a class reunion! To book a place for your group, email commons@tcd.ie.

PAV Platter Offer

Trinity’s world-renowned Pavilion Bar is delighted to offer 1 free platter for a group of 4 or more alumni who spend €20 at the bar. Offer is available from 5.30pm to 6.30pm, Monday – Saturday and is available January to April 2017. To avail of this offer, contact TDA by email or telephone + (353) 1 896 2088 and you will be issued with a voucher.
**Venues and Accommodation**

TDA is also delighted to offer a 10% discount on venues for alumni, including conference facilities and accommodation.

On campus accommodation is only available outside of term time.

For more details regarding these special alumni rates please visit [www.tcd.ie/summeraccommodation/](http://www.tcd.ie/summeraccommodation/) and enter TCDALUMNI in the promotional box.

To avail of this discount, just quote your eight digit student number.

**Souvenirs and Display Materials**

Gifts and souvenirs can be purchased directly from the Library Shop. All our alumni are entitled to a 10% discount on full-priced items in the Library Shop.

This discount also applies to the online store, located at [www.gifts.tcd.ie/](http://www.gifts.tcd.ie/)

To avail of this discount, just quote your eight digit student number.

On request, TDA is delighted to provide University publications, including your School Newsletter (*where available*) and our annual alumni magazine, Trinity Today. Alumni are also welcome to pens, passports and Alumni Update forms, which might make nice little tokens of your reunion event.
TDA Contact Details

Tel: (00353) 1 896 2088  Email: alumni@tcd.ie
Drop in and see us at:
Trinity Development & Alumni, East Chapel, Trinity College, Dublin 2
or connect with us on social media:

facebook  https://www.facebook.com/tcdalumni/
twitter  https://twitter.com/tcdalumni
LinkedIn  https://ie.linkedin.com/in/tcdalumni

We look forward to working with you to plan the perfect event!