

# Planning process

1. Select responsible persons / gather a party committee

Contact Aalto's Alumni relations

2. Set up a meeting and define the following

- Date, time and venue
- Budget and the price of the dinner card
  - Program and responsibilities
- Invitation text: date and time, venue, program, price and bank account number, instructions for registering (see Item 5)
- A representative from Aalto Alumni relations on site if required

3. Check the contact details of the class members from alumni database

Alumni relations have access to Aalto University's alumni database

4. Send invitations and verify the content

- Check the content of the invitation created on University's template
  - Alumni relations sends the invitation primarily via email
- One printed invitation will be mailed to alumni who haven't registered email address

5. Manage registrations

Alternatives for making binding registrations:

- Payment to the bank account
- Registering via event registration system of the alumni relations
- Registration sent to the party committee



Aalto-yliopisto  
Aalto-universitetet  
Aalto University