

Event Playbook

Idea Generation: Consult with the KU Alumni Association on best practices

Plan

Event Request Form

Once all of the event details are finalized, submit your event at kualumni.org/eventrequest

Promote

- KU Alumni Association will send emails to your network for events.
- Volunteers are responsible for promoting in their groups

Execute

- Host a welcoming and inclusive event! Ensure expectations are met.
- Capture content or recap notes from the event for future use

Recap

- Share content on the group page
- Identify future volunteers to assist with the network

