Alumnae Relations Assistance Request Form

For assistance with your student event from the office of Alumnae Relations, we ask that you complete the information below. You must submit this form to Shelli Luchs, Manager of Young Alumnae & Student Engagement, at least six (6) weeks before your event. If you have any questions, call 646-745-8313 or email sluchs@barnard.edu.

Your Name and Class Year: _________________________________________________________

Club/Organization: _________________________________________________________________

Is this organization recognized by SGA?  □ Yes  □ No

Your role with the Club/Organization:
_________________________________________________________________________________

Cell Phone: __________________________    Email: __________________________
UNI: _____________________

Is this a new initiative?  □ Yes  □ No

Have you reached out to other departments to contact alumnae?  □ Yes  □ No

Will you reach out to other departments to contact alumnae?  □ Yes  □ No

Have you independently reached out to alumnae?  □ Yes  □ No

Please list the departments with whom you are collaborating:
_________________________________________________________________________________

Please list your staff advisor: _______________________________________________________

Please check off what the sponsorship is for:

☐ Stand-alone event    ☐ Week-long activities

☐ Other (please specify): __________________________

Please provide us with a brief summary of your event. Include the proposed role of alumnae at your event.
_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________

Alumnae Involvement – We are looking for:

☐ Alumna(e) Speaker(s)  ☐ Alumnae Panelists  ☐ Alumna Moderator for Panel  ☐ Inviting Alumnae

If you are requesting an alumna speaker, panelists, or a moderator, please provide guidelines for what you are looking for in speakers/panelists (area of expertise, class year range, etc.).
_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________
If you are inviting alumnae, please specify what groups you are targeting.

- NY Metro Area alumnae
- All alumnae

Classes:
- Young alumnae (2005-2014)
- Other __________________________

Majors:
_________________________________________________________________________________

Organizations/Past Affiliations:
_________________________________________________________________________________

Event Sponsorship – Are you requesting event sponsorship?  Yes  No

Note: We do not sponsor programs that are not related to alumnae.

If yes, total projected expenses (the full budget for your event):
_________________________________________________________________________________

If yes, how much funding are you requesting? Average sponsorship ranges from $50-$150.
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Event Logistics

What is the proposed location?
_________________________________________________________________________________

Proposed date and time: _____________________________________________________________

Expected number of guests:  Students _____  Alumnae _____

Is the space confirmed with Events Management? _______________________________________

What type of event is this?  A panel  A lecture  A discussion  Other __________________________

Will food be served?  Yes  No

If yes, how will it be presented?
- Breakfast  Lunch  Dinner  Appetizers
- A Buffet  Passed hors d’oeuvres  A Sit-down meal

Do you plan to serve alcohol at this event?  Yes  No

Communications/Outreach

The timing of your event will determine what forms of outreach we can offer. Barnard Electronic
Communications sets strict rules about how and when we contact alumnae to which we must adhere.

Paper mailings are discouraged due to time and cost. There are two main options for outreach:

- **Bi-Monthly Events Email** is appropriate for a one-time event to which you would like to invite all
  alumnae. In order for your event to be included in the email (if Alumnae Relations has
  approved this as an appropriate form of outreach), you must have all of the event information
  and an event description to Alumnae Relations at least **four** weeks in advance of the event. If
  the Events Email goes out and your event information is not submitted in time, there is nothing
  that can be done.

- **Event-Specific Email** is appropriate if you are looking to target a specific section of the
  alumnae population (a region, a major, a class, etc.). These events may also be able to be
  included in the Bi-Monthly Events Email for additional marketing (please reference Bi-Monthly
  Events Email timing and guidelines above). An event-specific email should be sent at least
  **three** weeks in advance of the event. You must have all event details and event description
  text to Alumnae Relations at least **five** weeks in advance so that we can build and schedule
  the email as per the Electronic Communications guidelines.
Should we be unable to contact you, please provide a second contact for this event:
Name and Class Year: ______________________________________________________________
Cell Phone: __________________________ Email: __________________________

I understand that by accepting assistance from Alumnae Relations and Development, I agree to help educate students about the Barnard Alumnae community. This includes acknowledging the assistance on the invitation and/or other printed materials, and inviting a representative from Alumnae Relations and Development to my event.

Completed by: ________________________________________________
Date: ________________________________