



# Hosting an Alumni Panel

## 1

### Make a Plan (4 months prior)

- Choose an individual to be the main contact for panelists and to moderate the event.
- Determine the number of Alumni Panelists needed, being sure to include individuals with varied backgrounds, experiences and perspectives.
- Identify topics to be discussed and make a list of specific questions that will be asked.
- Establish a schedule that allows time to discuss top while keeping attendees engaged.
- Reserve a space that includes appropriate space and furniture for a successful event.

## 2

### Invite Potential Panelists (3 months prior)

- Create a list of Alumni Members to invite and include phone numbers and email addresses. Members can suggest Alumni who should be invited to participate.
- Draft an invitation to be sent to Alumni Panelists via email. Details including the date, time and location of the event, as well as potential topics should be included.
- Send the email invitation, requesting a response by a certain time to allow you time to finalize the list of panelists and invite others if some are unable to attend.

## 3

### Finalize Details (1 month prior)

- Follow up with Alumni who agreed to be panelists and confirm that they still plan to attend. You may request a bio to include in a program or read as an introduction.
- Finalize topics based on feedback from Alumni and Members
- Assign duties for the day of the event, including someone to greet panelists and someone who will deal with last minute issues that arise.
- Invite Members to attend and ensure strong attendance so that panelists feel that their participation is worthwhile and appreciated.

## 4

### Follow up (within 1 week following)

- Send a handwritten note to thank panelists for participating. Be sure to include a reference to a specific contribution that they made.
- Follow up the handwritten note with an email to invite panelists to an upcoming event.



*Alumni Members visit the Alpha Lambda Chapter (Temple University) to share their wisdom with Collegiate Members.*