



How to host a Beloiters Unite event!

Each year, the Alumni Office works with volunteers like you to host Beloiters Unite events all across the globe. Here are a few FAQs to help you on your way to being a host.

What are Beloiters Unite events?

Beloiters Unite events are held in cities throughout the world with the purpose of bringing alumni, students, parents, and friends of the college together during the year. Alumni host these events at local bars or restaurants, their homes, parks, sports events, and many other favorite spots.

What do hosts do?

As a Beloiters Unite host, we rely on you to help secure a venue, recruit co-hosts, and invite local area Beloiters to attend the event. We also send you name tags for the event, ask you to take attendance, hand out Beloit swag, and take pictures of the group for use on our website, social media, and future alumni materials.

What does the Alumni Office provide?

We're glad you asked. We provide the following:

- A formal invitation to those in your metro or geographic region
- Formal Beloit College email reminders to invited guests
- A list of alumni for you to reach out to personally and invite to the event
- Swag (bumper stickers, B magnets, pennants, and even beer koozies!), name tags, and talking points for the night of the event
- Attendee list for you to take attendance

What should I look for in a venue?

Look for a spot that meets as many of the following:

- Private or designated area with space for guests
- Allows individuals to 'self-pay' that night
- Access to public transportation
- Ample parking
- Accessible
- Minimal or no room deposit fee or other event fees (such as bartender fee)
- Willing to be flexible if numbers change closer to the date

How many people should I plan on attending?

We use a loose rule of thumb of 10% of those invited. For example, if your metro region has 550 alumni, plan on 40-55 guests. Keep in mind that timing, location, and outreach can impact attendance a great deal!

What about social media?

Before, during, and after the event use social media! Invite friends via social media and use the hashtags we provide to you to help spread the word. During, post photos and comments of all the fun that you are having and after, share more photos to show how much fun you all had. We'll have more on social media as we approach the event date, but don't wait. Get started now!

How do we handle payment to a restaurant?

Where possible, try to arrange for guests to self-pay at the event (for food and drink). In cases where this is difficult, please contact the Alumni Office and we will help with arrangements and contracts.

What is the goal in hosting a Beloiters Unite event?

Beloiters Unite events offer an excellent opportunity to for alumni and fellow Beloiters to have fun while catching-up, networking, and learning more about what's currently happening at Beloit.

As alumni, you are welcome to host events throughout the year where you live. If you know a Beloiters who's performing or want to plan around a faculty member who might be traveling for a conference, we're happy to help coordinate with you! If you have an idea for a specific theme or programming, we can certainly help you with those details.

Contact us today at alumni@beloit.edu. Please plan to reach out at least two months in advance for us to best assist. Thank you for your interest in hosting a Beloiters Unite event, we look forward to working with you!

Beloit
College

Alumni Office
608-363-2656
alumni@beloit.edu