



## How to host Beloiters Unite!

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 is Beloiters Unite?

Beloiters Unite! is an annual event held in different cities all over the world on the same day. Alumni host these events at local bars, their homes, at baseball stadiums, and other favorite Beloit 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 alumni 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 the website and future alumni materials.

### What things should I look for in a venue?

Look for a spot that meets as many of these as possible:

- Private or designated area with space for registration and swag
- 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 does the Alumni Office provide?

We're glad you asked. A list of what we provide is below:

- A formal print invitation to alumni in your metro or geographic region
- Formal Beloit College email reminders to invited alumni
- 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 cozies!), name tags, and talking points for the night of the event
- We also provide an attendee list so you can take attendance

## What about social media?

Before, during, and after the event use social media! Invite friends via Facebook and Twitter, post a photo of your venue on Pinterest, 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 via Facebook, Twitter, and Pinterest. After, share more photos and 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. If the venue requires a room rental fee or minimum service charge, let us know and we'll work with you.

## Is there something we should hope to accomplish?

Because these events take place during Beloit College's Fall Break, Beloiters Unite! offers an excellent opportunity to informally meet our current students. We want to keep these events organic, but if you have an idea for a theme or programming, we can help you with those details.

## What if I want to host an event like this on another day?

As alumni, you are welcome to host events throughout the year where you live. Beloiters Unite! is an excellent opportunity to see a large number of Beloiters gathering on the same day all over the globe (upwards of 500), but if you know an alumnus/a who's performing in a theatre production, or want to connect around a faculty member who might be traveling for a conference, we're happy to help coordinate and event with you! Contact us at [alumni@beloit.edu](mailto:alumni@beloit.edu) at least two months in advance.

**Beloit**  
College

Alumni Office  
608-363-2656  
[alumni@beloit.edu](mailto:alumni@beloit.edu)