How to Plan a QUEST Alumni Event in Your City

1. **1 month minimum prior to desired date**: Contact Linda Rassenti (linda.rassenti@gmail.com) and CC: Kylie Goodell (kylie.goodell@gmail.com) with a date, time, and location in mind.

2. After receiving approval, access the QUEST Alumni database (a copy or access can be provided by the QAB) to gather all the local alumni emails.

3. Make a Google Drive Form with the following information. Modify as necessary.
   a. “QUEST Alumni CITY Happy Hour (or other event)”
   b. LOCATION, DATE, TIME
   c. “Join your fellow UMD QUEST alumni for some food, drinks, and a good time! Light appetizers will be served. Drink specials will be available for individual purchase.”
   d. Please RSVP by DATE
   e. Name
   f. Email
   g. Cohort
   h. Any Dietary Restrictions?

4. **3 Weeks prior to event**: Make a reservation at the desired location, estimating 10-20 people.

5. **3 Weeks minimum prior to event**: Copy form link and send out to local alumni.

6. Track RSVPs and 2-3 days prior to event reach out to the location to update reservation with more accurate head count and order appetizers, if necessary.
7. **1 Day prior to event**: Send out reminder email to all those who have RSVP’d “YES”.

8. **Day of Event**
   a. Arrive on location ~10-15 minutes early to make sure everything is good to go.
   b. Bring a signup sheet to track attendees (name, email, cohort).
   c. Pay for *food only* using personal credit card and keep itemized receipt for reimbursement. *NOTE: Total should not exceed $250*
   d. Take some pictures
   e. Have fun!

9. **After event:**
   a. Email Linda and Kylie with a brief summary of event and include any pictures.
   b. Follow reimbursement procedure (will be provided by the QAB).
   c. Help plan another event!