

Host a Wildcat Event Guidelines:

Davidson College has several signature regional events that the Office of Alumni and Family Engagement supports:

- Davidson Network Night
- Sporting Events
- Davidson Volunteer Week
- Faculty on the Road: faculty lectures and conversations
- Presidential Visits

Other regional events will be planned by local volunteers in any region of the globe and are typically cost-neutral (e.g., a potluck, a play or professional sporting event for which attendees purchase their own tickets, or a holiday party.)

Host a Wildcat Event:

Volunteers are encouraged to propose and organize additional regional events for local alumni, parents and friends. Volunteers are free to suggest any type of event they wish to plan as they are in the best position to know what might appeal to the Davidson community in their area. Because these events are volunteer organized, any budget must be generated primarily by the participants (i.e., attendees pay their own costs). Davidson may reimburse a host or contribute up to \$150 per event for food and beverages or other agreed upon costs.

The following are the types of events that are traditionally popular for regional events:

- Sporting event watch party at a local bar/restaurant
- Young alumni happy hours
- Community service events
- Holiday party
- Potluck picnics or dinners
- Dinner/lunch with featured speaker/guest such as noteworthy alum
- Play or performance
- Hiking, canoeing, or bicycling
- Wine tasting or winery visit
- Historic site tour
- Sporting event, such as football, baseball or hockey game
- Museum or gallery tour
- Music event
- Trivia
- Movie meet-up

Office of Alumni and Family Engagement Support:

To assist volunteers in planning and organizing a regional event the Office of Alumni and Family Engagement will:

- Email event invitations, announcements, or requests from volunteers to everyone in the region
- Post the event to the Davidson College Alumni Events website
- Send a box with Davidson materials appropriate for the event – such as nametags, registration information and Davidson swag

- Offer advice on what has worked well for prior events and share our expertise. We want the event to be a success!
- Discuss the cost of the event with the volunteer and consider reimbursing the volunteer up to \$150 per event

Suggestions for Volunteers who Host a Wildcat Event:

- Choose a venue appropriate for the event. Contact the venue to ensure they can handle a group and find out any venue-specific guidelines that will impact the gathering. Work with the venue on details guests will need to know such as parking and costs. Consider dietary restrictions and accessibility when planning food and choosing a venue
- Select a date and time that works best for most people.
- Contact the Office of Alumni and Family Engagement as early as possible, but at least six weeks in advance of your proposed event so we have time to discuss the event details, prepare and distribute an invitation and send you a box of materials.
- Since the event must pay for itself, keep costs in mind. If appropriate, Davidson College will reimburse the host up to \$150 for food/beverages or other costs agreed upon in advance for the event.
- At the event, greet your guests and make them feel welcome. Use nametags if appropriate so that guests can get to know each other.
- Take pictures of your event and share them on social media and with our office. Share the fun of your Wildcat Event!
- Recruit other volunteers to help with the planning and day-of tasks.

We look forward to working with you! Thanks for sharing your ideas for a Wildcat gathering!