

## Helpful Hints for Hosting Your Homecoming Tent

*Holding a successful event may seem like a simple task, but it actually takes a lot of planning. Here are some tips and guidelines to help ensure your Homecoming events are organized and fun!*

**Form a Homecoming Committee:** This is a great way to involve both active and new members with your organization. It is important to provide updates on the chapter, other alumni, and campus events to participants. It also is a perfect way to re-engage with alumni.

**Create a theme for your event(s):** Make sure the theme is appropriate. You also may want to carry your theme across programming for the span of the Homecoming weekend. Develop a theme for your tent or tailgating event around the rivalry between the UA Wildcats and the opposing team.

**Send out invitations to your alumni:** Remember that not all alumni are technology savvy, so be sure to send out invitations through snail mail at least 2-3 weeks prior to the event. Also, ask alumni to RSVP so you have an accurate attendance count.

**Have a sign-in sheet:** Have a point person and table at each event so you can keep track of who attends Homecoming and then follow up with alumni after the event(s). Additionally, provide nametags, so current members can start conversations with other alumni.

**Incorporate some service:** Service is one of the main fraternal values. So, maybe you want to ask your alumni to donate canned food items or money to a charitable organization in town. This could also help you talk to alumni about the good work your organization is doing.

### **Have tables throughout the tent that include:**

- Photos of events. Create a display that shows guests what your group is doing or showcases accomplishments.
- Information about chapter philanthropy with the opportunity to donate
- Awards from national conventions
- Awards from UA
- Copies of chapter newsletters
- Member spotlights

### **Helpful items to include in your tent:**

- Tables and chairs – tablecloths or kwik covers
- Decorations – balloons, streamers, displays
- Food and snacks – Caterer, if applicable and utensils, napkins
- Garbage bags

**Take digital photos and create memories.** Collect your guest's emails and send out photos after the game.

**Don't forget to follow up:** Alumni love to stay connected. It is important that you thank them after your event(s) and let them know how they can stay in touch. Because let's be honest, no one likes to just get a letter when folks are looking for money. Keeping your alumni in the loop more will yield positive results for you in the future.