

# SMU MUSTANG MINI REUNIONS

*Join us during Homecoming Weekend!  
October 25-28, 2012*



# Organize your Mustang Mini Reunion in 3 Simple Steps

## Step One: Tell Us Who You Want to Reunite

The list is only limited by your imagination. Here are just a few ideas:

- Band Members/Spirit Squads
- Study Abroad Groups
- Student Government Groups
- Multicultural organizations
- Campus publication groups
- Greek organizations/ pledge classes
- First-year residence hall floors
- Athletic clubs and teams

Contact SMU Reunion Programs at (214) 768-4738 or [reunionyear@smu.edu](mailto:reunionyear@smu.edu) after selecting your group.

## Step Two: Invite Your Friends

You may already keep in touch with some of the friends you will invite. If not, SMU may be able to help you locate them. [Our online yearbooks](#) might also refresh your memory on fellow group members.

## Step Three: Plan Your Event

Below are a few things to keep in mind as you plan:

- How many people might attend?
- Where and when will the event take place?
- How will your group pay for the event?
- How will you spread the word?

Private homes and some campus locations are great places to host an event. SMU also partners with many area businesses to offer specials for Mustang Mini reunion groups. Please communicate with SMU **prior to contacting locations** to ensure availability and secure any specials/promotions.

# Why Should I Make My Gathering a Mustang Mini?

## Connecting You with Resources

Sometimes other alumni from your same student group are interested in hosting a Mustang Mini reunion, too. Contact us first so we can put you in touch with others who may be planning a similar reunion.

## Venue Selection

Since SMU has coordinated with local businesses for discounts, let us help you find the perfect place for your event. We may even be able to help with your budget.

## Event Promotion

We can provide

- Promotion on SMU's websites
- Online tools to send messages to classmates
- Online registration page
- Event signage/blank postcards
- Blank nametags for guests
- Sign in/registration assistance



# Frequently Asked Questions

## Do Mustang Minis have to be formal events?

No. Mustang Minis are informal gatherings during Homecoming weekend for groups of friends (small or large) who shared special SMU connections. If you're unsure whether your gathering could qualify as a Mustang Mini, contact us. It probably does!

## Who can I invite?

Invite as many (or as few) alumni as you like. They don't have to be limited to a specific class year or group. This is your reunion, your way!

## How do I get started?

Contact the Office of Reunion Programs at (214) 768-9327 or [email us](mailto:reunionyear@smu.edu). Starting prior to August 31 allows us to provide you with more focused attention and resources, but you can contact us any time.

## Can I obtain a list of alumni contact information?

After signing our release form, SMU will give you access to alumni contact information.

## When should I have my Mustang Mini?

Mustang Minis should be scheduled during times that do not conflict with other University-sponsored events.

## Who funds the gathering?

Mustang Minis are designed to work on a break-even basis. Guests typically pay based on individual consumption (*going Dutch*). Contact us for more information – we may be able to help.

## Will anyone take photos?

Consider appointing a classmate. SMU can upload these to various online sites after your event.

## What about out of town guests?

SMU arranges hotel blocks with area hotels. More information is available online.

## How should I handle invitations?

Try sending online invitations through a free service such as *Evite* to get the word out, or mail a letter.

## How can guests register for my event?

- By mail (if you choose to send a letter)
- Online through SMU's site or through a free online invitation site (i.e. *E-vite*)
- By contacting you

One week prior to the event, please contact SMU with a final count.

## What about giving back?

Suggesting a tax-deductible donation to SMU as part of your mini reunion is a great way for group members to help current SMU students and give back to an area they're passionate about.

# Volunteer Release Form

## Volunteer Consent

*To publish your contact information online and in print about your Mustang Mini*

By signing below, I hereby give SMU permission to list my name as a volunteer to the University at any time until January 31, 2013. Further, I waive any right I may have to inspect and/or approve the finished product. I also authorize SMU staff to open mail addressed to me in care of the Reunion Programs Office.

## Alumni Lists Security Statement

*So that we may share alumni contact information with you to help you recruit attendees*

SMU is committed to the ethical collection and use of information in the pursuit of legitimate University goals. We shall support and further the individual's fundamental right to privacy. Records about individuals and organizations are confidential and are to be used only to further the mission of the institution.

I acknowledge that in the course of my volunteer activities I may have access to information which may be confidential. Therefore, I shall not disclose to any third party or use for personal gain any information acquired in the course of my activities without prior written consent of SMU. Any information provided to me will be deleted, destroyed or be returned to my contact at SMU.

**Please print your name as you wish for it to be displayed in print/online.**

**Include maiden name or nicknames you used at SMU. Examples: Mary Smith Jones, John "J.J." Evans**

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First Name/Nickname

Maiden Name

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Last Name

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Class Year

Organization Name for Mustang Mini

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Additional information (Organization description, if necessary)

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Phone number you wish to be published online

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Email address you wish to have published online and in any print materials (if applicable)

*Please sign and date below indicating you, the Mustang Mini leader, agree to abide by all terms indicated above.*

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_