



# Organising your own Alumni Event at Queens'

## 1. Contact Queens' Catering to Fix a Date

When?	6-12 months in advance
Who?	Conferences and Catering: <a href="mailto:conferences@queens.cam.ac.uk">conferences@queens.cam.ac.uk</a>

Fix a date with Conferences and Catering which works for you.

We would usually recommend that your evening follow this format:

- 6:45 PM: Drinks in Old Kitchens
- 7:30 PM: Dinner in Old Hall (capacity: 114)
- After dinner: Move to College Bar

## 2. Let us know you're planning an event

When?	Once you've fixed a date with Conferences and Catering
Who?	The Alumni Office: <a href="mailto:alumni@queens.cam.ac.uk">alumni@queens.cam.ac.uk</a>

Let us know that you've booked a date with catering! We can send out an email on your behalf, asking anyone interested to **RSVP with you directly**. Ask them to **contribute towards the booking deposit**.

## 3. Email your guests

When?	When guests have RSVP'd
-------	-------------------------

Send an **invitation** to your guests including more information about your event.

You might wish to include the following:

<b>Time, Date and Location</b>	<i>1<sup>st</sup> January 2020, 6:45 PM. Drinks at 6:45 PM in Old Kitchens followed by dinner at 7:30 PM in the Old Hall</i>
<b>Dress Code</b>	<i>Black Tie</i>
<b>Guest Policy</b>	<i>Due to limited space, this event is for alumni only.</i>
<b>Payment Details</b>	<i>Please pay £X to the following account...</i>
<b>Seating Arrangements</b>	<i>Reply to this email with the names of two alumni you would like to sit near...</i>
<b>Dietary Requirements</b>	<i>... and with any dietary requirements for the dinner.</i>

## 4. Final details

When?	1 month – 3 working days before the dinner
-------	--

- Send your finalised **guest list** to [alumni@queens.cam.ac.uk](mailto:alumni@queens.cam.ac.uk)
- Decide who is going to say the **College Grace** (Catering will give them a board to read from)
- Email us to **reserve blue badge parking** in College
- Finalise your **seating plan** with Catering

## Useful Information for Visitors to the College

### Travel advice

Upon arrival, guests should report to the Porters' Lodge

For more info: <https://www.queens.cam.ac.uk/visiting-the-college/travelling-to-queens>

### Staying in Cambridge

During term time, accommodation is not available in College.

We can recommend the following local hotels:

- [The Graduate Hotel](#) (formerly The Doubletree by Hilton), Mill Lane
- [The Hilton Cambridge City Hotel](#), Downing Street
- [The Møller Centre](#)
- [Hotel du Vin](#), Trumpington Street
- [The Varsity Hotel](#), off Bridge Street, near Magdalene

## You Might Also...

- Book a **photographer**
- Ask someone to **make a speech** at the dinner. This might be a past JCR/MCR President, sports captain or society president.



Email [alumni@queens.cam.ac.uk](mailto:alumni@queens.cam.ac.uk) with any questions, or [conferences@queens.cam.ac.uk](mailto:conferences@queens.cam.ac.uk) to kick start your alumni event today!