Category I Events Descriptions

1.) **Community Service**: Events that allow for members to engage in local and/or national opportunities to provide service to communities and/or community members in need.
   *This should be an active opportunity for your community and DOES NOT include fundraising or monetary donations the organization wishes to make to other charitable organizations.*
   **Ideas:**
   - Clean up trash at a local beach or highway
   - Pack food at a local food shelter
   - Tend to a community garden
   - Volunteer at local races

2.) **Student Recruitment/Retention**: Events that allow members to assist in student recruitment and retention efforts, which align with the strategies of The Ohio State University Undergraduate Admissions and First Year Experience.
   **Ideas:**
   - Participate in a formalized mentor/mentee relationship with a current student
   - Facilitate a summer send-off with local students
   - Greet and host Buck-I-Serv students on their trips

3.) **Networking**: An event that creates opportunities for alumni and constituents to connect professionally and socially through casually-or-formally structured programming. These events must have a formal networking component as part of the program/itinerary.
   **Ideas:**
   - Organize Buckeyes after Work (Happy Hours) in your area
   - Attend a local career fair
   - Coordinate or attend a professional speaker event

4.) **Special Interest Events**: A structured event or events that feature a specific area of interest that is held by a significant number of group members.
   **Examples:**
   - Invite a speaker to present at your event who has an expertise in the special interest topic
   - Organize a bowling or golf league for members of the group
   - Coordinate a craft party
   - Getting members to run a 5K, or participate in an organized fitness activity
   - Host a Scarlet and Grapes wine tasting event
   - Host a Buckeyes Who Brunch
   - Host a Behind the Scenes Brewery tour

5.) **Arts**: An event that serves to educate and/or celebrate the fine and/or performing arts.
   **Examples:**
   - Attend a live theater, orchestra concert, or opera performance
   - Attend an art museum, followed by a facilitated group discussion afterwards
   - Participate in a painting or sculpting workshop
   - Host a Paint and Pour in your area
6.) **Lifelong learning**: An educational event that aims to continue learning and development among participants.
   Examples:
   - Utilize career management tools to advance the professional development of members**
   - Provide training and/or certificate-awarding programs to members in a special area of interest ***
   - Attend presentations or discussions on a variety of educational topics
   - Organize a book club where members meet regularly to discuss their thoughts, book themes, etc.
   - Host a Buckeye Evening with a speaker from the OSUAA Speaker’s List****

7.) **Diversity/Culture**: An event that serves to educate and/or celebrate differences among people within local and national communities.
   Examples:
   - Attend a local event centered on culture, such as: Irish Festival, Latin American Parade, LGBTQ Pride, or Jazz & Ribs Fest
   - Invite speakers to present on diversity/culture topics ***
   - Participate in a march that aims to raise awareness of diversity/culture issues
   - Attend a museum, such as the Underground Railroad in Cincinnati or the Holocaust museum in Washington, DC, followed by a facilitated group discussion afterwards
   - Go see a film with strong historical and/or social justice themes, such as *Milk* or *The Help*, and followed by a facilitated group discussion afterwards
   - Participate in the Buckeye Book Community read for first-year students and have a book club to discuss relevant themes in the material

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**Category II Events Descriptions**

1. **Social**: A casual event targeted for adults with no formal structure or learning opportunity.
   Examples:
   - Enjoy a meal together at a restaurant
   - Go out to see a movie

2. **Family**: Family-friendly activities that are appropriate and engaging for all ages
   Examples:
   - Coordinate a cookout at a local park
   - Bring members to a venue such as Dave and Buster’s

3. **Sports/Game Days (Required)**: Organize and gather members to either attend a sports event, restaurant, or bar, for the purpose of viewing a sporting event.

4. **Board (Required)/General meetings**: Facilitate conversations either with the board or a quorum of group members to discuss orders of business.

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**Notes**:

- Must be an activity approved by The Ohio State University Office of Undergraduate Admissions
- **You may reference and/or utilize Alumni Career Management for programming options**
- ***You may reference and/or utilize the Speaker’s List and submit the Speaker’s Request Form to secure a speaker.
- ****Please talk to your Regional Engagement Officer or Societies Staff member to discuss plans for these events.
<table>
<thead>
<tr>
<th>Event Checklist</th>
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<tbody>
<tr>
<td>(Event Name)</td>
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<tr>
<td>Date</td>
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<td>Time</td>
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<td>Location</td>
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<td>Event Purpose</td>
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<td>Estimated Attendance</td>
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<td>Event Program/Itinerary</td>
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<td>Speakers</td>
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<td>Budget Available for Event</td>
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<td>Cost for Attendees</td>
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<td>Space Reserved</td>
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<td>Caterer Secured</td>
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<td>Beverages (tickets provided; cash or open bar)</td>
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<td>Décor</td>
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<td>Entertainment</td>
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<td>Equipment (tables, chairs, risers, podium, etc.)</td>
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<td>Audio Visual</td>
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<td>Directional/Location Signs</td>
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<td>Nametags</td>
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Event Checklist by Suggested Timeline

12 Weeks Before

- Event Steering Committee meets to select theme, time, date, and location of the event.
- Reservation of location made
- Make deposit arrangements for venue and/or caterer
- Request Speaker from OSUAA Speaker List via Speaker List Request form (send to your REO)

8 Weeks Before

- Submit a Workamajig form if you are requesting a printed mailing for this event (if your club is eligible)

4 Weeks Before

- Submit a Workamajig request for an email send to the alumni in your county
- Reach out to volunteers to ensure you have a person to:
  - Welcome attendees
  - Introduce speaker/program/activity
  - Mingle with attendees before and during the event
  - Guide people to the registration table

2-3 Weeks Before

- Confirm with your volunteers that they will be in attendance
- Confirm that you have volunteers to welcome guests
- Confirm that you have a volunteer to introduce the speaker/program/activity
- Speak with venue contact to ensure your menu is set and AV/room needs are available

5 Days Before

- Confirm number of attendees with caterer
- Check in with venue to confirm final details
- Purchase nametags for event if necessary

Day of Event

- Arrive early to set up and check out space.
- Event Steering Committee arrives early to set up and ensure logistics are complete
- Set up registration table and check-in guests and provide nametags
- Ensure volunteers are fulfilling their assigned roles
- Reconcile bill with venue and/or caterer

1 Day After

- Upload attendance sheets and receipts (if necessary) to the Post-Event Reporting Form through DocuSign

1 Week After

- Send thank you note to speaker if necessary
**Outstanding Alumni Club and Society Events**

Listed below are the outstanding Club and Society events from the 2016-2017 fiscal year. Feel free to use these programs as a guide for events you can do in your own area or as ideas to recreate with your group!

**Arts**
Bluegrass Alumni Club’s Casablanca Viewing at the Kentucky Theatre
Jacksonville’s Art Walk
Charleston’s Harbor Cruise
Tuscarawas Paint and Sip
Erie County’s Harlequin’s Theatre Event
Hawaii’s TBDBITL Alumni in Waikiki Parade
Greater Cleveland’s “Hang on Sloopy” Viewing Party

**Special Interest**
Charleston’s Oyster Roast
Sarasota’s 5K
Tri-County’s Golf Scavenger Hunt
Greater Cincinnati’s Annual U of M Rivalry Luncheon
Champaign County’s Chili Cook Off
Minnesota’s BIG Alumni Softball Tournament
Detroit’s Wolverine Roast
NY Capital Region’s Hockey Game
Baltimore’s Buckeyes and Brews
Emergency Medicine’s Family Day at Columbus Zoo
Sacramento Valley’s Big Ten Euchre Tournament
OKC’s Young Buckeyes Happy Hour
Dance Team’s Scarlet and Grapes
Los Angeles’ Price is Right
Houston’s Indians vs. Astros Game
Franklin County’s Ladies Brunch

**Lifelong Learning**
EE/ECE’s Meet up at CAR
Charlotte’s Millennial Finance Workshop
Northwest Ohio’s Night at the Brewery
The Other Wes Moore Book Club: various clubs throughout the country
Washington D.C.’s Trivia Contest
OSURA’s Health and Wellness-Addiction
Delaware County’s Future Now Learning Series
Navy ROTC’s Tour of the Federal Courthouse

**Networking**
Jacksonville’s Top Golf
Austin’s Buckeyes After Work Networking Event
Detroit’s Alumni Networking and Annual Tailgate in Columbus
Boston’s Celtics Networking Event
Black Alumni Society Speed Networking
Lucas County’s Young Alum Networking Event
Community Service
Palm Beach County’s Cucumber Gleaning Event
Cheerleader’s Cards to Cure Cancer
Athens County Middle School Resource Room
Chicago’s Buckeye Bash Networking and Scholarship Fundraiser
Aviation Society’s Airport Clean Up
Hardin County’s Pickup the Highways
Richland County’s Dine to Donate
Shelby County’s Farmer’s Market Volunteering

Diversity and Inclusion
San Diego’s Hidden Figures Movie Outing
Detroit’s Spring Holiday Cultural Dessert Share

Student Retention/Student Recruitment/Summer Send Off
Erie County’s Summer Send Off Corn Roast on the Beach
Stadium Scholarship Program’s Bowling with the Students
Greene County’s Winter Break Pizza Party for Students
Buck-I-Serv Receptions: various clubs throughout the country
Orange County’s Summer Send Off BBQ
Men’s Glee Club Student Networking Mixer