# Alumni Involvement Event Remarks

**Welcome & Introduction(s):**

* Good Evening & welcome to the Kent State University Alumni Association, **(Name Chapter, Name of Event).**

**Description of The Event:** should include goal/purpose event, and introduction

* Example: whether it is making alumni connections, continuing life-long learning, showcasing your blue and gold pride or inspiring future Golden Flashes, we are sure our event will meet your expectation. We are delighted you are here. I am **(Name)**. I am **(role)** of the **(Name of Chapter).**
* Tonight, the **(Name of chapter)** hosts (**Kent State alumnus or alumna or profession)** **(Name of presenter)**, sharing their time, talent and experiences **(Description of event—can use/amend description that appears on registration page)**.

**Miscellaneous:** can cover things such as:

* **Introduction** of any special guests, such as the President, Dean, VP, alumni office staff, scholarship recipient(s) and families/guests.
* If serving **refreshments/take-a-ways**, can provide guidance.
* Information on **parking**, the building, or location.
* **Location** of restrooms, coatroom, trashcans, etc.
* Whether **photos** and/or **video** will be shot.
* Event **format**, such as lecture,question & answer, panel, meet & greet, etc. and the time frame for the event.
* **Evaluation** of event sent electronically by alumni office, please complete.

**Chapter, KSUAA & KSU Happenings:** highlight upcoming activities

* Information on the **next event**, including **chapter important updates**.
* Encourage attendees to **get involved with the chapter**. Share open chapter leadership position and other ways to get involved.
* Promote **donating** to the chapter scholarship or another Kent State area of interest.
* **Stay connected** with the alumni office, sign up for text messages about upcoming alumni events: text ALUMNI to 33733; participate in social media platforms (see home page for sites) and check out upcoming activities, [www.kent.edu/alumni](http://www.kent.edu/alumni).
* **Highlight** upcoming university events (see [www.kent.edu](http://www.kent.edu)) for most recent, noteworthy announcement, such as May 4, Homecoming, or college specific event.

**Information on Speaker/Presenter:** brief bio and information on topic

Example: **(Dr./Ms./Mrs./Ms. Name)** is **(profession)** at **(location).** **(Dr./Ms./Mrs./Ms. Name)** **(highlight career accomplishment)**, and **(highlight another professional or personal accomplishment)**. In **(year) (Dr./Ms./Mrs./Ms. Name))** was honored **(highlight an award or honor, share information on the award or honor).** Without further ado, it is my pleasure to introduce **(Dr./Ms./Mrs./Ms. Name).**

**Closing Remarks:**

* **Thank** guest speaker, special guests, and attendees.
* Reminder attendees about **electronic evaluation** of the event.
* Encourage attendees to **visit chapter web and social media sites** to learn more about upcoming events, donating to chapter scholarship and getting involved with the chapter.