

# WELCOME TO THE CITY EVENT PLANNING GUIDE

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Welcome to the City is an event for welcoming recent graduates and new or returning Seminoles to your area. Clubs are encouraged to host these events in July, August, and September.

**Submit your event:** Once you have decided on the event type, date, and venue, please submit this information to your staff contact. The event submission deadline is **March 15th** to be included in all communications and promotion. Don't forget to request grant funding for this event at least one month in advance.

**Who to invite?** Welcome to the City events are intended for recent graduates and those who have recently moved to your area. However, this event should be open to your community – alumni, family and friends – who would like to connect with fellow Seminoles.

**Activity ideas:** Happy hours, networking, local sporting events and socials are easy-to-plan events encouraging attendees to get to know each other. Also, consider local events that may suit the fall season or are unique to your community (autumn festivals, apple picking, etc.).

**Food & Beverage:** Keep it casual! Offer light refreshments and appetizers. Consider covering non-alcoholic refreshments and offering a cash bar instead for those over 21. It's the Club's responsibility to comply with standard policy relating to events with alcohol. Refer to the Main Campus Security and Fire Safety Guide for the full policy.

**Funding:** Welcome to the City is a qualifying event eligible for grant funding. This can be used to cover expenses for food, venue, and activities. Please refer [here](#) for all of the details and deadlines regarding grant funding.

**Registration:** For free event tickets, work with your staff contact to set up a registration page. Our staff can set up and manage online registration, and attendee lists will be sent to your Club weekly. For events that require a paid ticket, utilize a ticketing platform such as Eventbrite. Please share your attendee and sign-in information with your staff contact following the event.

FOR QUESTIONS ABOUT WELCOME TO THE CITY, CONTACT YOUR  
ALUMNI ASSOCIATION STAFF CONTACT.

GO NOLES!