



## Freshfields Bruckhaus Deringer

### Hold a reunion event and reconnect with former Freshfields colleagues

One of the best ways to keep in touch with old colleagues and friends, or renew your network, is to organise a reunion.

If you're thinking about organising such an event, the alumni team can help you book a venue and organise catering, and manage invitations and publicity.

Here's our quick reunion guide to help get you started.

#### Who would you like to invite?

Many alumni host 'Class of' reunions where they get together with their training contract intake. Others want to meet up with former colleagues from their practice group. You may just want to bring together like-minded Freshfields alumni to broaden your network. It is entirely up to you.

#### What type of event would you like, and where will you hold it?

You should start planning the event as far in advance as possible. This gives you more venue options and ensures more people will be able to attend.

The alumni team can help you find a suitable date that doesn't clash with public holidays, religious festivals or the firm's major events.

We can also advise on venues and a proposed format depending on the number of invitees and location.

If you are currently at Freshfields, one of the firm's offices could provide the perfect setting for a reception, or you may consider a more intimate venue, such as a restaurant, for a shorter guest list.

Whatever your chosen venue and format, ensure you take in to account any costs that may be incurred by the attendees.

#### Publicity

Once we have agreed a suitable date and venue, the alumni team will send out invitations.

Unfortunately we're unable to share contact details of fellow alumni with you but we can act on your behalf and get in touch with as many people as possible. We will manage responses and keep you informed about the number of acceptances. We can also send invitations and promote your event on the Freshfields Alumni Network.

Finally, we will send details out ahead of the event to ensure attendees have all the information they need.

#### The event

The alumni team will send you a final guest list in advance and some of our Freshfields Alumni Network materials to share on the day.

Send us photographs from your event that we can include on our website and share with attendees.

**Please email [thefreshfieldsnetwork@freshfields.com](mailto:thefreshfieldsnetwork@freshfields.com) if you have queries at any time and want to get in touch with someone on the alumni programme team.**

**If you find out any interesting stories, such as careers successes or personal achievements, it would be great if you could let us know – we love to hear about all the fascinating things our alumni get up to!**