“Welcome Parties” are intended to welcome people who have moved to your area in the last year, many of whom are our most recent grads. This is a great chance to introduce new people to the local alumni community in their new cities. This introduces alums to DAA’s programming, and is also a great way to update their contact information.

1) **The DAA designates a Welcome Party Week** during the fall, generally a 10-day period that covers two weekends. It is usually in early October (depending on Homecoming and the religious holidays). The DAA will announce the dates in late spring/early summer to aid in planning the fall calendar.

2) **Communicate with the DAA Regional Staff and your Duke Regional local leadership.** These resources will provide assistance in the logistics of holding a successful Welcome Party in your community. They will also help you identify dates that do not conflict with other programming.

3) A **Welcome Party can take any format**, though many cities have found success planning a happy hour at a bar. Welcome parties are open to all alumni; the new arrivals are the guests of honor.

4) **As you plan the event, post it on your regional website and advertise it using your usual publicity tools**, (e-blasts, Facebook, etc). When you post the event on the regional website, set up an online registration and select the Display Who's Attending option. In late summer, the DAA will reach out to see which cities are planning Welcome Parties and will use the information to construct a composite Welcome Party website, listing all of the parties. DAA will send additional e-mail alerts to the recently graduated class to encourage their participation. At the event, be sure to welcome all new arrivals and announce other upcoming events and volunteer opportunities. When the event is over, make sure that DAA receives the final attendance list.

5) **The DAA provides a small amount of funding for these events.** The amount will be announced when the dates are communicated. The event must be scheduled during the designated timeframe to receive funding. Most cities have used this funding to purchase free appetizers for guests with a cash bar. Your regional staff contact will work out the logistics for funding. If a DAA Regional Staff member is attending the event, that staff member will simply pay the venue at the event. If the venue will accept a credit card, the expenses can be covered in advance.

**Timeline:**

- August/September – Set date and location of Welcome Party
- 5 weeks out – send the event write-up to DAA for regional website, e-newsletter; send to social networking coordinators
- 4 weeks out- invitations sent out by Duke and registration open
- 1-2 weeks out – ask DAA and regional leadership to promote on website and social media
- 2 days before – confirm details with venue
- 30-35 minutes prior – arrive early to set-up sign-up sheets and greet guests
- 1-2 days after – send attendance and list to DAA; send follow-up e-mail to attendees