

The University at Buffalo REUNION RESOURCE GUIDE

Dear Alumni & Friends of UB,

On behalf of the Office of Alumni Relations, welcome back to campus! We are pleased that you are returning during such an exciting time in the history of the university. Along with the addition of our downtown campus and the growth of the student population, UB has undergone a number of notable changes over the past several years, and we're eager to help you experience all that UB and Western New York has to offer.

A reunion is a special time to not only revisit your past, but to become a part of UB's illustrious future. The alumni office is here to help you make your event a success so that you can focus on what's most important: reconnecting with your fellow alums.

In that spirit, the Office of Alumni Relations has created this reunion guide as a planning resource. Inside you will find a step-by-step guide to hosting a first-class event, contact information for your school-specific alumni officers, as well as a myriad of local attractions to help you complete the WNY experience.

Best wishes on your return to UB and please enjoy your stay.

Go Bulls!



Jay R. Friedman, EdM '00 & BA '86*
Associate Vice President
Office of Alumni Relations

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Step 1: Find Your Alumni Affairs Officer

Alumni Affairs Contact List

Patricia A. Starr
Assistant Director
Office of Alumni Relations
103 Center for Tomorrow, Buffalo, NY 14260
716-645-8715
pstarr@buffalo.edu



Foster Hall, South Campus

School Alumni Officers Contact List

UB School of Engineering & Applied Sciences

Robert E. Barnes
Senior Associate Dean
412 L Bonner Hall
716-645-3129
rebarnes@buffalo.edu

UB School of Pharmacy & Pharmaceutical Sciences

Rebecca H. Brierley
Director of External Affairs
358 Hochstetter Hall
716-645-6965
brierley@buffalo.edu

UB School of Health Sciences

Jennifer E. Britton
Director of Constituent Relations and Stewardship
3435 Main Street, 35 Biomedical Education Building
716-829-2773

UB School of Architecture and Planning

Barbara L. Carlson
Assistant to the Dean
145 Hayes Hall
716-829-3485 ext. 121
carlsonb@buffalo.edu

UB Law School

Illene R. Fleischmann
Vice Dean for Alumni, Public Relations, and Communications
310 O'Brian Hall
716-645-2107
fleisch@buffalo.edu

UB Graduate School of Education

Alan Gellin
Assistant to the Dean of Student and Alumni Affairs
367 Baldy Hall
716-645-1347

UB School of Social Work

Denise Krause
Clinical Professor/Associate Dean
685 Baldy Hall
716-645-1223
dkrause@buffalo.edu

UB College of Arts and Sciences

Communications Officer
810 Clemens Hall
716-645-2711

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Step 1: Find Your alumni affairs officer - cont'd

School Alumni Officers Contact List

UB School of Dental Medicine

Sherry Szarowski
Executive Secretary
Dental Alumni Association
332 Squire Hall
716-829-6419
ss287@buffalo.edu

UB Athletics

William J. Breene
Assistant Director of Athletics Development
202B Alumni Arena
716-645-6808
breene@buffalo.edu

UB School of Nursing

Donna Tyrpak
Director of Alumni Relations & Communications
202 Beck Hall
716-829-3448
tyrpak@buffalo.edu

UB School of Management

Cynthia M. Shore
Senior Assistant Dean and Director of External Relations
236 Jacobs Hall
716-645-3226
cshore@buffalo.edu



Abbott Hall, South Campus

Step 2: What type of reunion are you planning?

Graduation Anniversary Reunions

Anniversary or milestone reunions are the traditional reunion celebrations, by which former classmates meet to celebrate major milestone years (5, 10, 15, etc.) after their graduation.

Non-Academic Reunions

Sometimes called "affinity reunions," or "affinity group reunions," these reunions reunite peers from the same student organization, residence hall, employment group, team, or other non-academic group.

Annual Alumni Celebrations

These annual event reunite alumni. They may be initiated by particular schools or by Alumni Affairs. Check with Alumni Affairs and your individual school alumni officer to see what annual events feature alumni attendance and support.

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Step 3: Know how can the Office of Alumni Relations assist you?

These are some of the services the Office of Alumni Relations and your individual school alumni officers can provide to make hosting a reunion easier.

Records Management

- Update alumni contact information
- Run query of target alumni for communications purposes (*Please note: The UB Alumni Association does not release alumni contact information*)

Event Promotion

- Provide online promotion via links on the iLoveUB.com or alumni.buffalo.edu web pages.
- Prepare invitations and mailings for fellow alumni (*Design and postage costs paid by organizing group*)

Registration Logistics

- Set up online registration, process payments (subject to transaction fees), and track revenue
- Code participants in university database for future communications

Consultation

- Provide a list of respected area businesses, hotels, party supply companies, caterers, and transportation companies to utilize when planning your event.
- Suggest event ideas, timelines, and area attractions to consider when planning your reunion.

Event Ideas

There are many ways to celebrate the friendships created at the University of Buffalo. Here is a small list of ideas to help you brainstorm themes and activities:

- Enjoying the region's delicious cuisine at a Local Restaurant/Tavern.
- Cheering on the UB Bulls or another local team.
- Reuniting for annual UB events such as Oozefest, Homecoming, or the Alumni Association Achievement Awards.
- Seeing an area theatrical or musical performance by one of the area's renowned theatre companies.
- Exploring the region's natural beauty on a hike or adventure trip.
- Visiting an area festival or event.
- Taking in the region's renowned art and architecture by visiting area land marks and museums.
- Reconnecting with the area's past on a historical tour.
- Hosting a keynote speaker or honoree for a topic near and dear hearts.
- Holding a reunion reception.

With so many local options, there is no shortage of ideas.

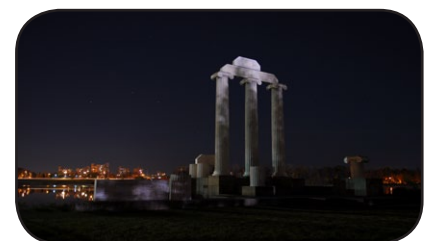


UB On The Green, South Campus

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Step 4: Develop your event timeline

TASK	TARGET DATE	DETAILS	RECOMMENDED PLANNING PERIOD
Create a committee to assist with the organization of the event, if necessary.		Consider time, date, location, and cost.	1-2 years
Develop event ideas			1-2 years
Contact Alumni Affairs and Individual School Alumni Officers about the event.		Consult on dates, times, and themes of the reunion.	1 year
Develop Budget and per person cost		Maintain paperwork and contracts for all transactions.	1 year
Book initial catering, facilities, hotel rooms, etc.		Consult the appendix for reputable and respected hotels, restaurants, caterers, etc. that have a good relationship with UB.	9 months - 1 year
Contact any special guests or VIPs with limited availability.		Get a contract and paperwork on any speaker or entertainer that charges a fee.	9 months - 1 year
Book any group outings.		Consult the appendix for reputable and respected hotels, restaurants, caterers, etc. that have a good relationship with UB.	9 months - 1 year
Begin advertising the reunion event and assembling a committee to assist in the organization of the event(s).		Alumni Affairs can help by assembling mailings and web promotion for your event.	9 months - 1 year
Gather any publicity information on speakers, honorees, or entertainers.			9 months - 1 year
Develop an RSVP mailing		Alumni Affairs can assist	6-9 months
Book photographer (if necessary)			6-9 months



Baird Point at night, North Campus

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Step 4: Develop your event timeline, cont'd

TASK	TARGET DATE	DETAILS	RECOMMENDED PLANNING PERIOD
Confirm all group travel, accommodations, catering, facility rental, etc. Place deposits on all necessary services.			6-9 months
Gather RSVPs (and possible monies for the event)			3-6 months
Secure any materials that UB can provide.		Alumni Affairs can assist.	3-6 months
Select and order any recognition gifts.			3 months
Secure any promotional signage			3 months
Print nametags and update RSVP registration and confirmation			1-2 months
Last date for early registration			1-2 months
Talk with committee members about specific logistical issues. Create a checklist of responsibilities during the event.			1 month
Schedule post-event debriefing meeting before event date			2 weeks
Enjoy the Event!!!			
Contact attendees and committee members and thank them for attending			Within 1 week after event
Evaluate event with comments and/or committee.			Within 2 weeks after event
Pay any invoices			Within 30 days



UB's famous
Oozefest Mud Pit

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Step 6: Find a local caterer

The Office of Alumni Relations recommends the following caterers and restaurants for your reunion needs:



www.threepillarscatering.com

716.645.3496

Official UB on-campus caterer



www.santoras.com

716.688.3081

Conveniently located between the
North and South Campuses

Step 7: Where to eat, stay, and shop

Visit the *While You're At UB* listing on www.iLoveUB.com for information on our preferred partners for dining, shopping, lodging and travel. Wherever possible, our preferred partners offer special pricing and perks for UB Alumni and friends.

For information on campus dining services at www.myubcard.com/dining

For on-campus shopping visit www.myubcard.com/shops/conveniencestores



Student Union & Dining Hall
North Campus

Step 8: Plan additional entertainment

Attend a UB Sports Event

Contact your UB Athletics Group Ticket Manager for special
UB Alumni Group Pricing:

Pete Logiudice
Group Sales Manager
UB Athletics
pjl2@buffalo.edu
(716) 645-3529



True Blue Fan Section, UB Stadium

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Step 8: Plan additional entertainment

Stand where Teddy Roosevelt stood when he took the oath of office. See one of the world's great collections of modern art. Tour Frank Lloyd Wright's grandest Prairie Style house. Stroll through one of America's great neighborhoods. Explore a South American rainforest. Visit the birthplace of the American Arts & Crafts Movement. Visit Buffalo. Be surprised.

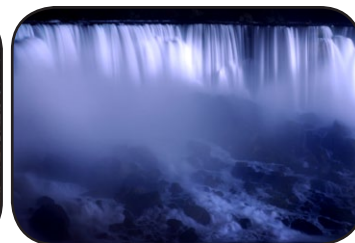
To see what Western New York has to offer, visit www.visitbuffaloniagara.com



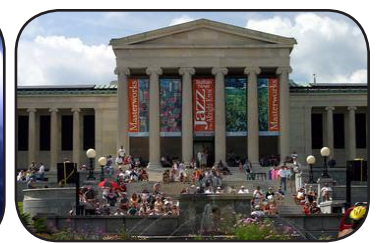
UB Center For The Arts



Botanical Gardens



Niagara Falls



Albright-Knox Art Gallery

Step 9: Order tents, tables, chairs, & party supplies

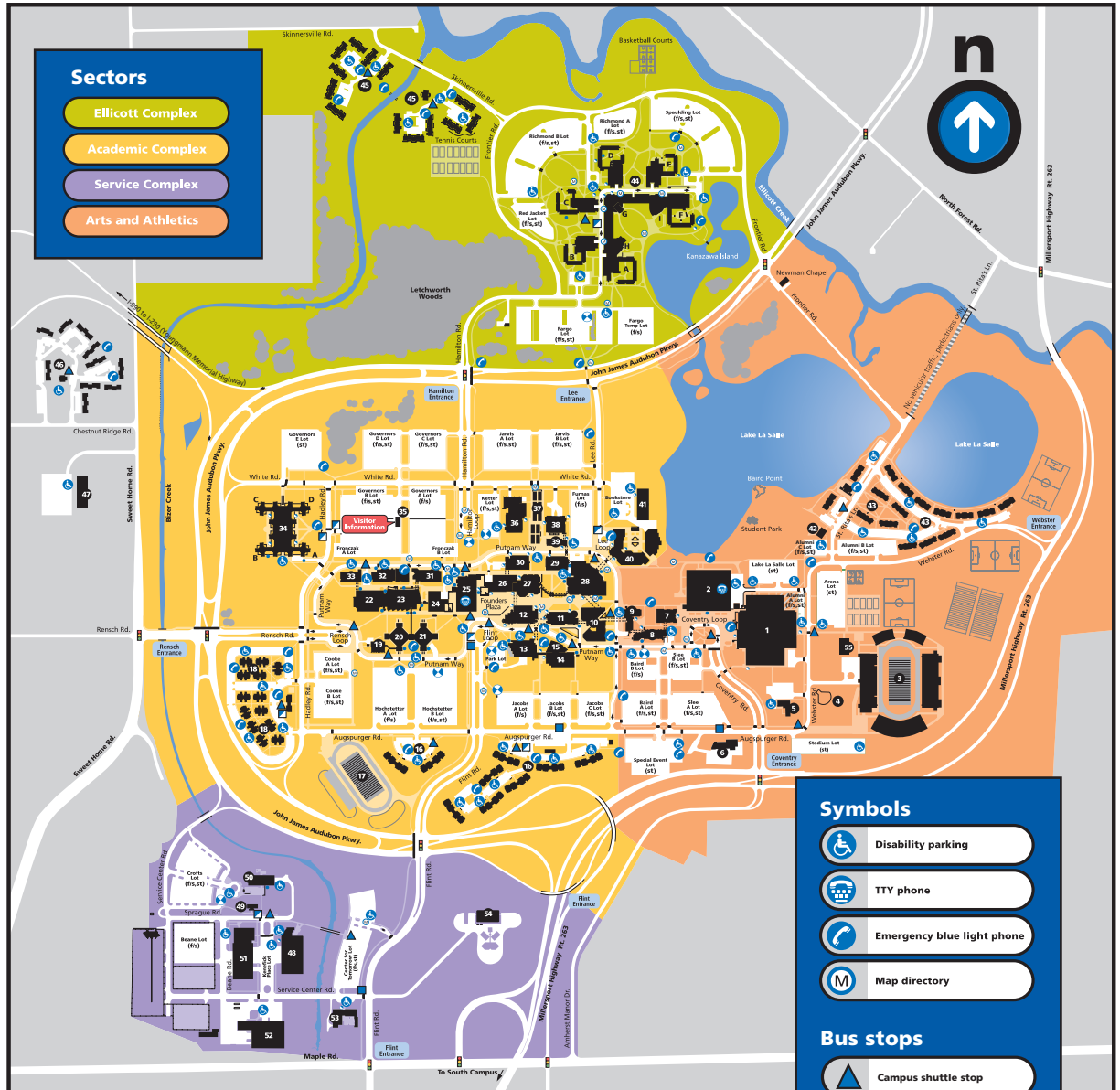
Expo Services & Suppliers

ABC Hardware Rental Special Events	803-7000	3336 Bailey Ave	Buffalo
All Season Rental	688-9531	5885 Transit Rd	East Amherst
Backyard Party Supply	827-0340	1924 South Park Ave	Buffalo
Big City Tent Rental INC	650-4092	3840 East Robinson Rd	Buffalo
Bravo Events Expos Displays	883-2400	71 Park St	Buffalo
Buffalo Party Rental	895-4321	1999 William St	Buffalo
Classic Awnings & Party Tents	649-0390	24 South Lake St	Hamburg
DJ Dance Boogie Entertainment	602-3964	336 Harris Hill Rd	Lancaster
Economy Tent Rental INC	759-1532	5205 Bank St	Clarence
Four J's Party Rentals of West Seneca	954-3889	96 Winspear Rd	West Seneca
G & R Tent Rental	893-5996	1580 William Street	Buffalo
Party City	835-7777	1565 Niagara Falls Blvd	Buffalo
Speier Displays & Party Rental	894-0766	179 Stanislaus Street	Buffalo
Stonish's Party Tents	836-8160	79 Meyer Rd	Buffalo

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NORTH CAMPUS

University at Buffalo



Building Directory

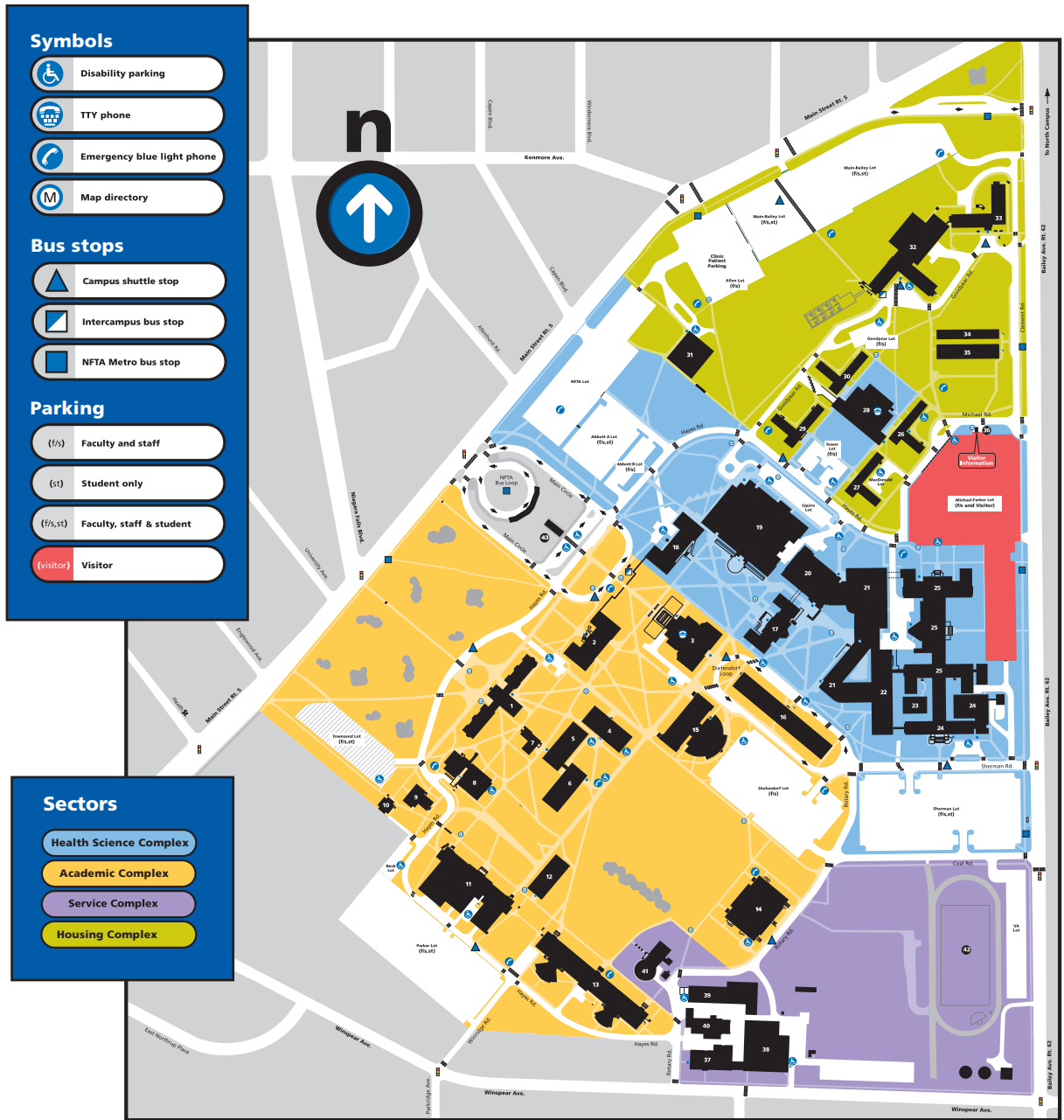
Afflero Center	40	Commons, The	40	Flint Village	16	Lockwood Memorial Library	10
Alumni Arena	1	Computing Center	32	Fronczak Hall	31	Mathematics Building	33
Baird Hall	6	Cooke Hall	20	Furnas Hall	39	Morris Sports Performance Center	55
Baird Research Park	47	Creekside Village	45	Governors Residence Halls	34	Nan Harvey Field	4
Baker Chilled Water Plant	54	Crofts Hall	50	Lehman Hall	A	Natural Sciences Complex	22
Baldy Hall	11	Dorsheimer Laboratory/Greenhouse	19	Clinton Hall	B	Natural Sciences Lecture Halls	23
Beane Center	51	Ellicott Complex/Residence Halls	44	Dewey Hall	C	Norton Hall	26
Bell Hall	29	Fargo Quadrangle	A	Roosevelt Hall	D	O'Brian Hall	12
Bissell Hall	5	Porter Quadrangle	B	Hadley Village	18	Park Hall	13
Bonner Hall	30	Red Jacket Quadrangle	C	Helm Building	52	Slee Hall	7
Bookstore	41	Richmond Quadrangle	D	HRD Building	49	South Lake Village	43
Campus Mail Center	6	Spaulding Quadrangle	E	Hochstetter Hall	21	Statler Commissary	48
Capen Hall	25	Wilkeson Quadrangle	F	Jacobs Management Center	14	Student Union	28
Center for the Arts	2	Millard Fillmore Academic Center	G	Jarvis Hall	38	Talbert Hall	24
Center for Tomorrow	53	Katharine Cornell Theatre	H	Ketter Hall	36	Trailer Complex	37
Child Care Center	42	Albert P. Sy Lecture Hall	I	Knox Lecture Hall	27	UB Stadium	3
Clemens Hall	9	Flickinger Court	46	Kunz Stadium	17	Visitor Information Center	95



UB Alumni
ASSOCIATION

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SOUTH CAMPUS University at Buffalo



Building Directory

Abbott Hall	3	Buffalo Materials Research Center	41	Foster Hall	18	Kimball Tower	28	Service Building	37
Acheson Annex	12	Cary Hall	22	Goodyear Hall	32	MacDonald Hall	27	Service Center Building	38
Acheson Hall	13	Clark Hall	14	Harriman Hall	17	Mackay Heating Plant	26	Sherman Hall	24
Allen Hall	31	Clement Hall	33	Hayes A	4	Michael Hall	40	Squire Hall	19
Annex A	34	Crosby Hall	2	Hayes B	5	Parker Hall	11	Townsend Hall	9
Annex B	35	Diefendorf Annex	16	Hayes C	6	Pritchard Hall	29	Visitor Information Center	36
Beck Hall	10	Diefendorf Hall	15	Hayes D	7	Rapid Transit Station	43	Wende Hall	8
Biomedical Education Building	21	Farber Annex	23	Hayes Hall	1	Rotary Field	42		
Biomedical Research Building	20	Farber Hall	25	Howe Building	39	Schoellkopf Hall	30		

