

## Call/Email/Text Examples for Peer-to-Peer Communication

Some tips:

1. **Personalize:** Use the alum's name and mention something specific about their time at the college if you can, especially during phone calls.
2. Clear call to action: Always offer a clear next step (e.g. "Will you be able to join us? I can let the alumni office know you plan to be there!" or "Here is the email to reach out to so we can get your name listed on our class website")
3. **Keep it Concise:** Make sure your messages are easy to read and get to the point, especially for texts.

Call Script Examples

### Introduction:

- *Hi (Alum's Name), this is (Your Name) calling about our upcoming (Xth) CC Reunion. How are you today?*

### Build Rapport:

- *I hope you are doing well! I'm reaching out because we'd love to see you back on campus to celebrate with us October 9-11.*

### Reunion Invitation:

- *We have some exciting events planned – such as (insert class specific homecoming events), and it's a wonderful chance to reconnect with friends, faculty ,and the college community. Have you been able to attend past reunions?*

### Ask if They Will Attend This Fall:

- *The reunion won't be the same without you there, can I put you down as tentatively planning to come?*

### Closing:

- *Thank you for your time today, (Alum's Name), looking forward to seeing you soon -or – we will miss you this year but look forward to seeing you at our next reunion!*

## Text Message Script Examples

### Message 1:

- *Hi, (Alum's Name), it's (Your Name) from the CC class of XXXX. We're getting ready for our (Xth) reunion Oct. 9-11 and would love to invite you to join us back on campus! Let me know if you can make it, we'll add your name to the list of RSVPs on the class Homecoming website.*

### Message 2 (if follow-up is needed):

- *Hi (Alum's Name). Just checking in. We would love to see you back on campus for our (Xth) reunion Oct. 9-11. Homecoming weekend wouldn't be the same without you!*

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### Email Example

**Subject:** Invitation to celebrate our (Xth) reunion

**Body:**

*Hi (Alum's Name),*

*I hope this message finds you well! As a fellow member of the Class of (XXXX), I'd love to invite you to celebrate our upcoming reunion Oct 9-11, 2026. Our reunion is a great opportunity to reconnect with old friends, reflect on our time at CC, and see how the campus has changed since graduation.*

*The Class of (XXXX) reunion committee has been working hard to plan a great reunion experience and hope you'll be able to join us on campus for fun activities including (insert 1-2 scheduled activities and the class dinner information).*

*If you'd like more information or to informally RSVP for Homecoming Weekend, feel free to reach out to me or to the Homecoming liaison, Rachel Hardison ([rhardison@coloradocollege.edu](mailto:rhardison@coloradocollege.edu)). I hope to see you back on campus this fall!*

*Warm regards,*

*(Your Name)*

*(Your contact information – if willing)*