What Is Phoenixphest?
Each fall, Phoenixphest brings together local UChicago alumni communities around the globe to honor the most recent UChicago grads from all divisions and schools. The goals of this celebration are to welcome and connect recent College, professional school, and graduate alumni living within a particular region and to encourage the Class of 2015 to become actively engaged with the UChicago network locally and globally.

Planning a Phoenixphest Event in Your Area
Interested in keeping the Phoenixphest tradition burning in your city? The Alumni Association is eager to provide you with the tools necessary to make your local event a success. Please review the following list of volunteer and staff roles to determine if you’d like to take the lead on the event this year!

When It Will Happen
Phoenixphest events will be held across the globe September 24–26, 2015.

What It Will Take

People
- If helpful, recruit volunteers to support planning efforts, which include logistical planning, organizing a strategy for peer outreach/social media marketing, and staffing the event.
- Organize at least two conference calls/meetings to discuss goals and actions.

Planning
- Identify and secure venue/menu.
- Develop required “break even” payment model, ensuring that event costs are covered by participation fees, and that the event is marketed as “self-host” or “self-pay.”
- Determine if your event will have any special activities beyond socializing (e.g., UChicago trivia)
- Conduct outreach (email, phone, social media) to young alumni in your area to encourage them to attend.
- Work with the Alumni Association to collect registrations in advance.

Party
- Arrive at the venue prior to the start of the event to check in with the venue contact.
- Coordinate volunteers to manage specific tasks at the event.
- Make welcoming remarks at the event.
- Close the registration table; thank all volunteers and venue contact before leaving.

Postparty
- Provide event feedback to the Alumni Association.
- Return final registration list and other event materials to the Alumni Association.

Promotion:
The Alumni Association Can Help with the Following:
- Strategic communications, marketing support, and official Phoenixphest branding, including but not limited to website promotion and biweekly e-blasts
- Contact information for recent graduates (for targeted outreach)
- An event box with important event materials and fun UChicago giveaways

Questions? Interested in making Phoenixphest happen in your city? Please contact your Alumni Association staff liaison or email alumniclubs@uchicago.edu.