

Send an event invitation

This guide shares information about how to send an event invitation to a group of recipients. Depending on the communication method or event type, the invitation may be sent on your behalf or you may be provided with an invitation list.

Why

Help is available if you are gathering a list of invitees for event invitations. If your event is managed by the foundation or alumni association, or if your invitation will be sent via email, the invitation will be sent by a foundation or alumni partner on your behalf. Why? There are many international, federal and state regulations to follow when sending a group email. Your partners at the foundation and each alumni association are experienced in applying these requirements. This is why these partners will prepare your invitation list and not provide an email list for external use. For further details on email standards, please see the **How-To Guide** “Send an email to a group.” If your event invitation will be mailed, a mailing list of invitees will be provided. University partners trained in Ali CRM may receive selection details to prepare their own list of invitees.

Who

Contact the foundation or your alumni association (not both) to create a list of event invitees. Who you contact depends on the type of event. If you are an Ali CRM-trained university events partner, contact your alumni association partner.

For: Fundraising or Donor Events	For: Alumni Events
<p>Contact your foundation partners:</p> <p>UNL Denise Todd 402-458-1211 denise.todd@nufoundation.org</p> <p>UNO/UNMC/Nebraska Medicine Annie Bougger 402-502-4122 annie.bougger@nufoundation.org</p> <p>UNK Tricia Danburg 308-698-5285 tricia.danburg@unkalumni.org</p> <p>Institutes/Central Taylor Johnson 402-458-1215 taylor.johnson@nufoundation.org</p>	<p>Contact your alumni association partners:</p> <p>NAA Hilary Winter 402-472-8914 hwinter@huskeralum.org</p> <p>UNOAA Anthony Flott 402-504-3341 aflott@unoalumni.org</p> <p>UNMCAA Heather Rempe 402-472-4209 hrempe@huskeralumn.org</p> <p>UNMCAA Kat Hamilton 402-559-1063 kat.hamilton@unmc.edu</p> <p>UNKAA Tricia Danburg 308-698-5285 tricia.danburg@unkalumni.org</p>
UNIVERSITY OF NEBRASKA FOUNDATION	ALUMNI ASSOCIATIONS

When

Plan ahead. The process can take up to 10 business days in order to:

- clearly identify and pull the correct list of people for your event; and
- ensure accurate email addresses for everyone on your list (using a single source of data).

How

Here are the steps for requesting an event invitation list.

- Determine the list of invitees. Should the event focus on alumni? Or donors at a minimum giving threshold? Or individuals in a specific geographic area?
- Secure any needed internal, department or college approvals prior to contacting foundation or alumni partners.
- Contact your alumni association or the foundation partner with questions.

After your event

To ensure our single source of truth for data is always accurate, please share a list of event attendees with your foundation or alumni association partner. This will allow us to accurately track the engagement of alumni, donors and friends. Events staff trained in Ali CRM may manage event attendees in this system to ensure information is stored on each constituent's record.

About Advancement Services

The University of Nebraska Foundation's Advancement Services team is the backbone of advancement operations, providing value-added service to the engagement of the university's alumni, donors and friends.

If you have questions about the foundation's advancement operations or about how to send an email to a group of recipients, contact Jessie Rader at jessie.rader@nufoundation.org or 402-458-1206.