



# PARENT SOCIAL HOST

## OVERVIEW

Parents and Family Socials are a wonderful opportunity for Vanderbilt families to engage with one another on a regional level and foster deeper VU connections. These small, casual events (usually 10-20 people) are hosted in a local establishment or home. The main goal for these events is to connect local Vanderbilt families!

## IN A RESTAURANT

### WHAT YOU DO

- Identify a date, time, and location that works best for your schedule. Happy Hours and Sunday afternoons tend to work best.
- Coordinate with restaurant to reserve seating if necessary.
- Send a reminder/welcome email to registrants before the event.
- Act as the lead volunteer on the day of the event; help facilitate interaction amongst guests.
- Track attendees on sign in sheet and take photos. Send both to the Parents and Family Programs Office.

### WHAT WE DO

- Send an email to all parents in your area inviting them to the event.
- Maintain registration for the event.
- Send you Vanderbilt branded items that you may use at your social.
- Help notify guests of any financial responsibilities for the event.

## AT YOUR HOME

### WHAT YOU DO

- Identify a date, time, and location that works best for your schedule. Happy Hours and Sunday afternoons tend to work best.
- Provide your choice of refreshment and food. Most people do light appetizers, coffee, wine, etc.
- Send a reminder/welcome email to registrants before the event.
- Act as the lead volunteer on the day of the event; help facilitate interaction amongst guests.
- Track attendees on sign in sheet and take photos. Send both to the Parents and Family Programs Office.

### WHAT WE DO

- Send an email to all parents in your area inviting them to the event.
- Maintain registration for the event.
- Send you Vanderbilt branded items that you may use at your social.

**Interested in hosting? Email [parents@vanderbilt.edu](mailto:parents@vanderbilt.edu)**