

BBM Template for organisation of a Regional Reunion

1. Contact BBM at info@bbm.asn.au , Jordan Windmill, to:
 - a. Advise that you wish to organise an event, approximately where and roughly when, allowing 8-10 weeks to organise and obtain as much information and assistance as possible from BBM volunteer personnel and their archives.
 - b. Request from BBM contact details for all LB's in your area or state. They will send a spreadsheet with all details in their possession once you have signed a confidentiality agreement.¹
2. Make contact with those LB's listed on the spreadsheet via email or phone contact, or both in order to gauge the level of interest, and the likelihood of the event being a success.
3. Find a suitable venue. Look for ease of access, sufficient parking, suitable time slot availability, reasonably smart looking building with kitchen, bar facility, and enough room for expected number of participants. RSL Clubs are good places to start; they are not over used, and in my experience genuinely interested in reunion events of this nature.
4. Once first contact has been made with LB's, send updates via email, and ask (for privacy reasons) whether they have any objection to their email addresses being public, or whether they prefer to be BCC'd in. It is easier to be either all public or all BCC, so until enough tell you they don't object, keep the BCC.
5. Given that the LB's respond favourably send a further update requesting further information about the most suitable time, date etc in order to allow maximum attendance. Below are suggested questions:
 - Preferred time of day? - suggestion is around 1pm to 4pm to allow daylight getting home, but can be anytime, day or evening.
 - Preferred day of the week?
 - Suggest two dates within a week of one another to ascertain which will get most availability.
 - Request volunteer assistance from partners re catering.
 - Suggest simple finger food like sausage rolls, small party pies and suchlike, or possibly sandwiches.
 - Request accurate headcount which will influence venue size and food, drink to be provided. Note that RSL clubs have a bar for alcoholic beverages.
 - Provide a suggested program of activities for the event and invite suggestions for the program.²

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6. Finally, send out confirmation of all details including date, location etc, and request an update on attendance.
7. Use local press to advertise event. Many newspapers will carry reunion details at no cost.
8. Work with BBM to get all items of interest mentioned on the previous page specifically for those who have indicated their attendance.
9. Send a reminder a day or so prior to the event in case anyone has forgotten the event.
10. Ensure some follow up occurs to keep people engaged if they show interest in further get togethers.

¹ BBM can provide copies of each Little Brother's record card, the relevant Ship/Flight arrival card showing names of all LB's in the group and a selection of photographs/articles relevant to the year each attendee arrived.

² Examples include short presentation by LB on topics like what motivated LB to emigrate, experiences en-route to Australia, early weeks in Australia etc. If anyone has photographs of their early experiences consider a visual presentation (slideshow etc.).

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