Drake UNIVERSITY | Law School

Drake University Law School Alumni Class Reunion Toolkit

This toolkit walks your committee through every stage of reunion planning, from navigating alumni outreach, local venue options, and a step-by-step timeline. Have questions along the way?
Reach out to law-alumni@drake.edu

Updated September 2026

Congratulations on your upcoming Drake Law School reunion milestone! The following information will help you plan a memorable event.

Who Will Be Coordinating This Event?

A successful reunion depends on a dedicated committee of volunteers who will start planning early and work throughout the year in the coordination and promotion of their reunion. The reunion chair and committee are responsible for providing programming and activities that balance the interests of the group with time for attendees to enjoy visiting with old friends.

Most reunion committees include at least 4 individuals and have a chair (or co-chairs) to oversee the committee and all aspects of the reunion planning. Regular meetings should be held in person or virtually, along with regular emails that keep members updated on the progress of the reunion planning. Committee members should be given designated responsibilities and clear time commitments. To make the best use of your committee members, identify their strengths and assign roles appropriately. It is important for responsibilities to be shared to decrease individual workloads.

General duties for the committee chair (co-chairs) include:

- Research, organize, and implement reunion events.
- Recruit and work with a committee of at least 4 other volunteers.
- Schedule committee meetings and coordinate committees.
- Create and finalize a budget.
- Welcome reunion attendees and volunteers during reunion.
- Act as a liaison to Drake Law School.

Communications Process

Personal communication is the most effective method to draw classmates to the reunion, particularly through peer-to-peer interactions. Committee members can contact classmates and encourage their attendance at the reunion. If your group creates a reunion registration link, sharing information on social media is another great way to reach classmates. The Law School external relations team is able to send out email invitations that are drafted by the class committee.

Contact Information

If the committee would like to request university alumni records for reunion purposes only, please contact law-alumni@drake.edu to place a data request (please allow three weeks to process the request). A confidentiality agreement will need to be signed from each member who will need access and use university alumni records. Class lists typically include those who graduate in that year during the spring, the same year in the fall, and the fall semester prior. For example, if you are planning a reunion for Class of 1994, the class lists will include graduates from Fall 1993, Spring 1994, and Fall 1994.

Alumni can update their personal contact information here: https://www.drake.edu/alumni/network/class-notes.
We recommend encouraging classmates to also update their contact information.

Financial

The reunion committee is responsible for paying all event costs and applicable federal, state, and/or local taxes incurred during the planning and execution of the event. We recommend charging guests event fees that will cover all event-related expenses. The reunion committee will be responsible for processing expenses, including any and all bills associated with the reunion. If reunion expenses are greater than the revenue generated, Drake University and Drake Law School are in no way responsible for those costs. As an independent volunteer group, federal law does not allow you to use the Drake University tax identification number or tax exemption.

Use of Logos and Names

Drake University logos, names, and symbols, are extremely important to the image and reputation of the university and are the sole property of the University. Please contact law-alumni@drake.edu with any save the dates, invitations, communications that include Drake University logos, names, and symbols for approval.

Law School contacts for reunion support

The following contact information is for any alumni reunion questions:

- Law School Alumni Email: law-alumni@drake.edu
- Alumni Relations & Events Coordinator: Tiffany Contreras, tiffany.contreras@drake.edu

Reunion Program Ideas on Campus

There are a few ways you can enhance the reunion experience with experiences on campus:

- Law School Tour – For a trip down memory lane, our Law School student ambassadors can provide a tour of Cartwright Hall, Opperman Hall, and the Law Library. Contact law-alumni@drake.edu to set up a tour.
- Drake Relays
- Drake Sporting events

Reunion location recommendations

Below are recommendations of locations in Des Moines for gatherings. The businesses listed below are based on proximity to the Law School and previous reunion arrangements. These referrals are not an endorsement of any organization.

- Lucky Horse, 2331 University Ave, Des Moines, IA 50311, luckyhorsedsm@gmail.com, 515-381-9088
- Dough Co. Pizza, 2330 University Ave, Des Moines, IA 50311, 515-630-0796
- The Station on Ingersoll, 3124 Ingersoll Ave, Des Moines, IA 50312, thestationdsm@gmail.com, 515-381-0052
- Wellman's Pub, 2920 Ingersoll Ave, Des Moines, IA 50312, 515-245-9737
- Big Grove Brewery, 555 17th St, Des Moines, IA 50309, contactDSM@biggrovebrewery.com, 515-777-2337
- Hugo's Wood Fired Kitchen, 3206 University Avenue, Des Moines, IA 50311, info@hugosdsm.com, 515-674-2960
- Lucca, 420 E Locust Street, Des Moines, IA 50309, 515-243-1115

Reunion Checklist

6+ months before

- Organize a reunion committee. We recommend to have at least 4 volunteers to offset the work load and delegate tasks for the reunion.
- Survey classmates preferences on date and activities.

4-6 months before

- Decide on reunion events and activities. Ex: Friday night drinks and appetizers, Saturday morning tour at the law school, Saturday night formal dinner.
- Create a budget. Add up the expected cost of the reunion and determine a ticket price. Your ticket sales will be your source of income for your budget.
- Ask fellow alumni to update their contact information using our Update Your Information form to ensure you have the most current contact information for your classmates: https://www.drake.edu/alumni/network/class-notes.
- Draft a Save the Date. Once it is created, law school staff is able to send out to your classmates and post on socials.
- Venues: Begin reserving venues and be sure to discuss rental rates and parking and any other essentials for your reunion.
- Accommodations: Choose hotel and block hotel rooms.

Reunion Checklist

2-4 months before

- Draft the invitation and registration with reunion information. We recommend using Eventbrite as a free platform for event registration. Once it is created law school staff is able to send out to your classmates and post on socials.
- Confirm all reservations and bookings.
- Assign committee member responsibilities and duties.

1 month before

- Get final head count and share to venue.
- Finalize all reunion plans.
- Provide any reminders to classmates. It is helpful to provide a day of contact that classmates can reach out to with any questions.
- Reach out to law school external relations team for any assistance

Day of

- Work with committee to put together logistics of the day including any agenda, signage, nametags, and menus
- Secure any final payments from classmates
- Take pictures!