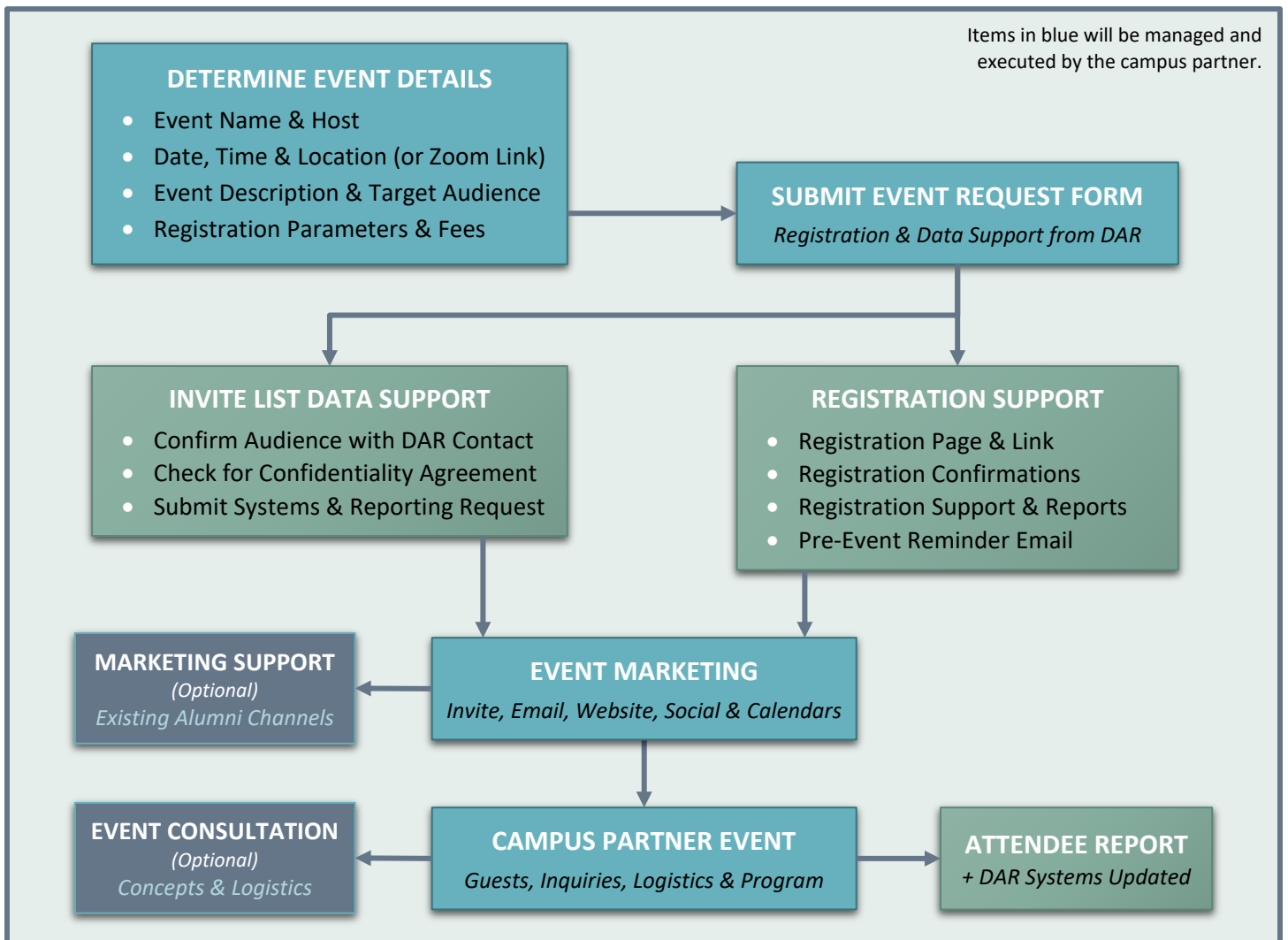


Development & Alumni Relations (DAR) | Campus Partner Event Support



Guidelines & Expectations:

- Please allow as least 2 weeks for DAR to execute the request for invite list data or registration support. Please complete the form in its entirety with all essential details provided to not adversely affect the timeline.
- Each virtual event, whether a standalone or within a series, requires its own unique (non-recurring) Zoom link with embedded passcode. This information will be asked for as part of the request form for all virtual events. Join links will be tokenized and shared in the registration confirmation and a reminder email sent 2-hours before the event.
- Upon submission, the requestor will receive an email with a copy of the details provided in this request. The requestor will be contacted by a member of the DAR team within 2-3 business days with next steps.
- DAR will only manage registration-specific support. All event-specific inquiries will be directed (or forwarded) to a designated campus partner contact.
- DAR will automatically send registration reports on a weekly or daily basis, as requested.
- If this is a paid event (registration or ticket fees), please ensure the purpose code provided accepts revenue.
- Optional giving to UD colleges, departments or other UD funds can be included as part of registration. These gifts will be processed immediately after registration and allocated to the designated fund shortly thereafter.
- Contingent upon the DAR marketing group's (DMG) current volume and schedule, DMG may be able to promote a campus partner event to Alumni audiences. Please submit a [marketing request](#) directly to them.