



2025 Student Send-Off

First-Time Hosts: Additional Information and Ideas for Your Event





Note from the Texas Exes Chapters & Networks Team

Thank you for choosing to host a Student Send-Off! Included in this document is additional information and tips for first-time hosts to provide help with ideas to make your chapter's first Student Send-Off a success. Please be sure to read our **Student Send-Off Guide** first and use this document as a supplement to what is included in the guide. If you have further questions or would like more assistance, please reach out to our team. We are always happy to help!

Hook 'em!

Chapters and Networks Department Staff

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Sample Event Timeline

Start late enough that parents/family can get there after work, but not too late. 6 - 6:30 pm is a good start time and weeknights work best for families from feedback on past Send-Offs.

Introductions

- Chapter leader- 2-3 minutes
 - Introduce themselves and welcomes everyone- *See Sample Chapter Leader Script on p. 11*
 - Opportunity for freshmen and parents to ask questions
 - Opportunity for local Texas Exes to wish these students well as they get ready to head to Austin and to remind them that the Texas Exes chapter is also a resource at home
 - Points out key local chapter leaders; recognizes their efforts in making the event possible





- Recognizes special guests, including local educators or elected officials and scholarship recipients
 - Introduces first speaker
- Guest speaker- 5-10 minutes
 - Depending on their role, they should welcome the students and their families and encourage the students to make the most of their time on campus.
- Current Student- 5 minutes
 - Speak about experiences on campus
 - Reinforce recommendation for students to get involved
 - Tell of Camp Texas or Student Member experience, or scholarship recipient experience, if applicable
 - Give brief advice for success in class work while at UT (What did they learn as a freshman that has continued to help them succeed as a student)
 - Invites student guests to talk further with any current students present
- Chapter Leader- 3 minutes
 - Thanks student speaker
 - Gives best wishes to students, tell them Texas Exes will be ready to welcome them as life members when they graduate
 - Invite students to attend chapter events when they are home for breaks
 - Encourage parents to join Texas Exes to stay informed about what is going on locally and on campus; Encourage students to join as a Student Member
 - <https://www.texasexes.org/membership/join/student-membership>





- Encourage students to attend Orange and White Welcome as well as Camp Texas
 - <https://www.texasexes.org/get-involved/camp-texas>
- Sing School Songs – with words on display or in handouts. *Parents and students may not have memorized it yet.* Or play an audio-recording to sing along to.

Prior to your event, we encourage leaders to read, watch, and listen to learn more about the history of The Eyes of Texas at eyesoftexas.utexas.edu (full report - <https://eyesoftexas.utexas.edu/full-report/>)

Student Send-Off Ideas and Examples

- Family Friendly
 - Picnic at the Park/Chapter Member's home
 - This can include outdoor games, activities, photo booth
 - Finger foods (ie. Sandwich, chips and dip, cookies)
- Dine In for Dinner
 - Meet for Mexican Food (appetizers included meals and drinks available for purchase)
 - Pizza Palooza (pizza and soda included for incoming students and 2 guests)
- A Piece of Texas
 - Meet for Barbeque (meal and drink included for senior and 2 guests, alumni and students have a flat rate for their meal)
 - Bring Barbeque to you (have Barbeque catered at your event to give your seniors a Texas welcome with some good Texas barbeque.)
- Sit and Stay Awhile
 - Have a meal catered at a location that is welcoming to incoming students. (ie. convention center space)
 - Include formal program with special guest speakers.

Sample Student Send-Off Event Planning Checklist

3 Months in Advance | Date _____

___ Potential date for sendoff identified and confirmed with board

___ Assign chapter member or board member as sendoff chair/liaison





- ☐ Reserve venue for event (consider a contingency venue)
- ☐ Set the budget
- ☐ Begin looking for potential sponsors
- ☐ Contact speakers for the program
- ☐ Send logistical information to the Texas Exes for the invitation
- ☐ Assign specific jobs to committee members/board
- ☐ Decide on caterer and menu for the event
- ☐ Rent any equipment needed

6 Weeks in Advance | Date _____

- ☐ Submit Email and Mailing marketing Request Form (to request student and alumni attendee invitations)

5 Weeks in Advance | Date _____

- ☐ Confirm with any sponsors
- ☐ Send sponsor names to Texas Exes to include on email promotions

1 Month in Advance | Date _____

- ☐ Confirm order and set up time with caterer
- ☐ Confirm set up needs with venue
- ☐ Invitations sent out
- ☐ Invite any special guests (examples: local media, local elected officials, high school college counselors)
- ☐ View your attendee list in your chapter's Eventbrite account

2 weeks in advance | Date _____

- ☐ Send "know before you go" event details to attendees

Week of Event | Date _____

- ☐ Final headcount to caterer
- ☐ Prepare nametags for attendees
- ☐ Put together any materials or decorations needed at event





Sample Event and Venue Logistics Checklist

Venue

- ☐ Parking is available and convenient
- ☐ Location is central
- ☐ Venue is suitable for event

Facilities

- ☐ Name and contact information of representative responsible for your event
- ☐ Know location of lighting, heating/air conditioning, music controls
- ☐ Size of room is adequate
- ☐ Registration/Welcome tables
- ☐ Room setup time—how early will you have access to the room vs anticipated set up time
- ☐ A/V equipment, if needed, is available

Materials

- ☐ Sign in sheet (use Eventbrite check-in option)
- ☐ Nametags and pens
- ☐ Any chapter handouts

Food and Drink Arrangements

- ☐ Determine menu and food set up
- ☐ Confirm deadline for submitting guarantee
- ☐ Confirm billing arrangements
- ☐ Plan for gratuities
- ☐ Location in room of food and drinks

Program

- ☐ Speakers/special guests confirmed week of
- ☐ Parking arranged for special guests
- ☐ Extra copies of program/script for speakers

Hospitality

- ☐ Assign someone to work the nametag table as a greeter
- ☐ Have committee members work the room as greeters





Sample Budget

Total Budget:

Expected Attendance:

Projected Expenses:

Facilities/Room rental charges \$_____

Set up charges/fees \$_____

Rental equipment (a/v, tents, tables, etc.) \$_____

Food \$_____

Beverages \$_____

Bartender and serve fees/guarantees \$_____

Decorations \$_____

Entertainment \$_____

Miscellaneous (photos, supplies, prizes) \$_____

Sample Chapter Leader Script

Welcome everyone, I'm X. Thank you for joining us for this exciting celebration! As alumni of the University of Texas at Austin, we love sending the next generation of Longhorns off to the Forty Acres. It's a chance for us to wish you well and an opportunity for freshmen and their parents to ask questions of all of us who have done this before.





There are more than 120,000 Texas Exes members who work to keep alumni connected to the place that changed their lives forever. We work to promote and protect the university by communicating its value, enhancing the student experience, and advocating on its behalf.

Chapters play a vital role at the Texas Exes—we are the Longhorn connection at the local level. We host game-watching parties, speaking engagements, networking events, scholarship fundraisers, and community service volunteer events.

Volunteer-run Chapters like this one help the Texas Exes reach alumni and friends outside Austin by connecting more than 570,000 alumni across the globe to the Forty Acres. We have, on average, 120 active geographic-based domestic chapters, international chapters, and Affinity Alumni Networks. Longhorns are everywhere! Texas Exes are here in your chapter X, San Francisco, New York, London, and all the way to Australia!

To our soon-to-be freshmen, we can't wait for you all to experience UT-Austin for yourselves. As you get ready to head to Austin, know that this chapter will always be a resource and support system for you at home. When you come back to _____ during your school breaks or upon graduation, we hope you'll join us at Chapter events. Make sure to keep up with what's happening on campus! While you're there, you can get a jumpstart at the Alumni Center and join the Texas Exes as a Student Member. They have great social and networking as well as unique and spirited student member only merchandise that will make you feel at home.

And after graduation, we hope you'll help us promote and protect our alma mater by joining the Texas Exes Association as a Life Member.

Parents, we encourage you to join as well and get involved as much as you can. Even if you didn't graduate from UT, you sure are a Longhorn now. Best wishes to you all—we couldn't be prouder of our hometown Longhorns!

