

Worldwide



Celebration

Checklist 1: Before Your WAC

This year WAC will take place on Thursday 16 October 2025. We encourage Club Leaders to organise their events on this day, or as close to it as possible to maximise participation, while considering national and religious holidays or other local factors.

Before Your WAC:

Event Format:

- ☐ Consider the event's purpose and the audience's preferences when selecting the most suitable format. Choose an option that will be well-received by your community (social gathering, networking event, drinks reception, speaker session, sit-down dinner, family picnic or workshop, etc.)

Volunteer Team:

- ☐ Recruit volunteer team and committee members to help organise your event. Involving others at this stage not only lightens the planning load, but also creates a sense of shared ownership, helping to nurture future leaders and strengthen the club's long-term community ties.

Let us know the date and details of your event by completing this form by 31 August.

Please let us know how you plan to manage **attendee registration**:

- ☐ We can create an event booking page on our Eventbrite platform and share access with you. This enables you to monitor attendee numbers and amend event details. Please note, we can only process ticket payments in GBP.
- ☐ We understand that you may have a local ticketing system that works better. If you set up the event using that system, please ensure access is granted to alumnivolunteering@london.edu. This is essential for us to view the attendee lists prior to the event and prepare briefings for any leadership travel.

Event promotion

- ☐ We will then feature your event on the alumni events page at LBS Alumni Events to boost visibility and participation.
- ☐ By showcasing your WAC event through School channels, you increase your club's visibility and credibility, helping to raise its profile within both your region and wider LBS network.

Securing a Venue

Secure a venue that is conveniently located. Where possible, use your network to access a venue free of charge through in-kind support.

Consider the following venue details:

- ☐ **Location:** Is the venue centrally located and easily reached?
- ☐ **In-Kind Opportunities:** Are there opportunities to obtain a venue in-kind through your network?
- ☐ **Capacity & Flexibility:** What is the venue's capacity? Can they be flexible and accommodate if numbers change close to the date?
- ☐ **AV Equipment:** What AV equipment is available? This is particularly important if you have a speaker event. Does the venue have Wi-Fi?
- ☐ **Branding:** Can the LBS brand be incorporated in the space?



Funding

- ❑ If required, request additional financial support by submitting your business case on the **Annual Event Planner & Funding request form** by **Saturday 30 August**.

Use ticket sales or 'pay your own way' options to supplement event expenses. LBS can support advance costs like deposits and branding but cannot cover alcohol consumption. For more information, please refer to the **Club Leaders' Guidance**.

Alumni Data

- ❑ You can request access to LBS alumni data in your region to help grow your club. Subject to a **signed GDPR form**, we can share contact details for alumni in your area.

This outreach not only broadens your reach but also presents a chance to engage alumni who may not have participated recently, reinvigorating connections and expanding your network.

If you have any questions, please email wac@london.edu.

