



UNIVERSITY OF
SOUTH DAKOTA

ALUMNI ASSOCIATION

VOLUNTEER-LED EVENT SERVICES



SO, YOU WANT TO PLAN A GET-TOGETHER WITH FELLOW COYOTES?

Great! You have come to the right place. The USD Alumni Association is happy to assist you with event coordination efforts. Read on for detailed information about the various services available to you. For any additional questions not addressed here, contact us at alumni@usdalumni.org.

COMMUNICATION

Thorough promotion is essential for any successful event. When it comes to executing event communication, you have two options:

Alumni Association Executed

Staff at the USD Alumni Association will facilitate event communication in close consultation with you.



EMAIL

You provide the messaging, and we will build and send the messages to all the right alumni! We will work with you to put together a marketing timeline that works for everyone. There is no cost to utilizing our email services.



MAIL

You provide the messaging and design, and we will connect you with our preferred vendor and provide the mailing list. You will assume the full cost of the mail piece, including printing and postage.



SOCIAL MEDIA

Our digital team is always available for questions and social media best practices. We are not able to create event pages for you, but we are happy to be a resource to you throughout the process and will share to our channels as appropriate.



WEBSITE/REGISTRATION

Let's get your event posted to the events calendar on the USD Alumni & Friends website. We can list details about your event and even collect RSVPs. If your event has a cost, we are happy to collect payment on your behalf. To make this request, please contact Alissa Matt at Alissa.Matt@usdalumni.org.

Volunteer Executed

Do you want to take the lead on all communication activities? No problem. We will provide directory level contact information with a signed confidentiality agreement. Data privacy is important!

LOGO USAGE

Need a specific logo to incorporate into print and digital event promotion pieces?

The Creative Services team at University Marketing is your go-to! Contact Alison Buckman at Alison.Buckman@usd.edu to discuss. *Note: Graphic design work and material costs may apply.*

EVENT SPACE

On-Campus

- Contact USD Scheduling at scheduling@usd.edu for all on-campus event spaces excluding the DakotaDome, Neuharth Center and Sanford Coyote Sports Center.
- Inquiries about the Al Neuharth Media Center can be directed to Samantha.Nelson@usd.edu.
- Inquiries about the DakotaDome and Sanford Coyote Sports Center can be directed to Cameron.Wilson@usd.edu.

Note: Events on campus are subject to USD Facilities & Maintenance rules and regulations.

Off-Campus

- The Wagner Alumni Center is a great space for smaller alumni gatherings. Contact the Wagner Alumni Center at alumni@usdalumni.org to inquire about availability.
- The Vermillion community also has several event spaces. Contact the Vermillion Chamber and Development Company at vcdc@vermillionchamber.com for a full list of locations.



CATERING

Sodexo must be used for all on-campus catering needs. Contact **USDcatering.USA@sodexo.com** to discuss event needs.

The Vermillion community boasts several catering options for off-campus events. Contact the Vermillion Chamber and Development Corporation at **vcdc@vermillionchamber.com** for additional information.

EVENT ENHANCEMENTS

Whether you are planning a Dakota Days tailgate or class reunion, volunteers have access to a number of event enhancement opportunities!

USD Charlie's Store

USD Charlie's Store is your one-stop shop for all Coyote gear. Contact **customerservice@usdcharliestore.com** to request specific fan gear or to inquire about exclusive promo opportunities for your group.

Tickets & Tailgating

Hoping to attend an athletic function as a group? How about some discounted tickets, a ticket block or a spot for your group to tailgate? Visit **GoYotes.com/FBGroups** to learn more about group tickets and tailgate opportunities. Requests for individual and group tickets can be made through the USD Ticket Office at 605-677-5959. Contact Jarren Duffy at **Jarren.Duffy@usd.edu** to discuss all other athletics event enhancement opportunities.

Parking Assistance

If you are hosting an on-campus event, you will want to consider parking options. The university has some visitor parking options near the Muenster University Center. If a visitor parking lot isn't convenient, temporary parking passes are available for purchase. Map can viewed online at **<http://link.usd.edu/parking-map>**



Campus Tours

Haven't been back to campus in some time? Consider lining up a campus tour for your group! Campus tours are coordinated through the USD Office of Admissions. To line up a tour, contact Jeanne Haar at **Jeanne.Haar@usd.edu**.

