

Harvard Alumni Day 2024: Volunteer Email Templates

Below you will find three email templates that are available to you for use when reaching out to your classmates and alumni communities about Harvard Alumni Day. You are welcome to use these templates as is or as inspiration.

Thanks for helping us spread the word about Harvard Alumni Day 2024! More information can be found at alumni.harvard.edu/alumni-day.

Email Save the Date Template

Subject line: Save the date for Harvard Alumni Day!

Dear [insert first name],

I hope you join me in saving the date for the Harvard Alumni Association's third annual **Harvard Alumni Day on Friday, May 31, 2024!** This University-wide, global event honoring alumni impact, citizenship, and community is a celebration not to be missed.

Harvard Alumni Day is a time of joy, nostalgia, and connection—celebrating alumni communities across all Harvard Schools and around the globe. All are welcome to attend this gathering in May, which will feature the traditional alumni parade, a speaking program with special guests, and a Yard party with games, food trucks, and more.

I am personally thrilled to return to Cambridge to honor the accomplishments of our incredible alumni community. If you want to join me, mark your calendars and be on the lookout for registration details this spring.

I hope to see you there!

Best,

[Your name]

Email Invite Template

Subject line: Join me for Harvard Alumni Day!

Dear [insert first name],

I hope you are interested in joining me on Friday, May 31, for the third annual Harvard Alumni Day—a University-wide, global event honoring alumni impact, citizenship, and community.

As you and I both know, there's nothing quite like a celebration in Harvard Yard, and Alumni Day is no exception! It's a chance for us to make more Harvard memories alongside fellow alums spanning Schools and graduation years.

The celebration will include the traditional alumni parade, a program featuring remarks from special alumni speakers, musical performances, and a Yard party with food and beverage trucks, including some Cambridge favorites!

I am personally thrilled to return to Cambridge to honor the accomplishments of our incredible alumni community. **If you want to join me, you can register for Harvard Alumni Day at alumni.harvard.edu/alumni-day!**

I hope to see you there!

Best,

[Your name]

Registration Deadline Email Template

Subject line: Have you registered for Harvard Alumni Day yet?

Dear [insert first name],

I can't believe that Harvard Alumni Day is almost here! I hope you will join me and the Harvard Alumni Association on Friday, May 31, for the third annual University-wide, global event honoring alumni impact, citizenship, and community.

I'm excited to attend this special gathering with my Harvard family. The day will include the traditional all-alumni parade through Harvard Yard, a program featuring remarks from special alumni speakers, a celebration of Harvard Medalists, musical performances, a Yard party with food and beverage trucks, and more!

Online registration will close soon, so make sure you register for Harvard Alumni Day ASAP by visiting alumni.harvard.edu/alumni-day!

See you there!

Best,

[Your name]