**Sample Harvard Moves Event Webpage**

**Access the** [**Digital Toolkit**](https://alumni.harvard.edu/harvard-moves/toolkit) **to download logos, banners, social media images, participation bibs and more!**

**Event Name (30-50 characters):** Harvard Moves: [Your Meet-Up Name]

Be sure to highlight what makes your meet-up unique (mode of activity, location, etc.)

*For example: Harvard Moves: Schuylkill River Trail Walk*

**Date:**

**Time:**

**Location:**

**Sample Description**:

Join local alumni for [Harvard Moves](https://alumni.harvard.edu/harvard-moves)—a University-wide global celebration of movement and community. The [Harvard Club of XXXX/organization name] will be coming together for a Harvard Moves Meetup on [date] at [location].

**Optional space for event logistics:** We will meet in Paine’s Park at 10:15am and start walking at 10:30am north along the riverbank then south along the opposite riverbank. Don’t forget your water bottle!

Don’t forget to register on the official [Harvard Moves website](https://alumni.harvard.edu/harvard-moves) to make sure your activity is counted as part of this global movement. As part of your registration, you’ll have the opportunity to make a donation to support financial aid for Harvard College students.

**RSVP by Email Option:**

Interested in attending? Email [Contact name] at [email address] to let us know and be updated should any event details change.

**Quick RSVP Option for AlumniMagnet Fullsites:**

Let the Meetup Organizers know you’re coming and stay updated on any changes:

Name:

Email:

Appear on Club’s Who’s Coming List:

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**Sample Email Reply to RSVPs**

Hi First Name,

Thanks for letting us know that you’re planning to join us for [Event Name i.e. the Schuylkill River Trail Walk] on November [date] at [time] as part of Harvard Moves. We can’t wait to see you there!

Did you know Harvard Moves is a global University-wide event with alumni participating from nearly 75 countries?

If you haven’t already, be sure to register on the official [Harvard Moves website](https://alumni.harvard.edu/harvard-moves) to make sure others know you are participating. While you’re there, you can download your print-at-home participation bib and check out other resources.

You can also take your participation a step further. If you haven’t already, please consider [making a gift to support financial aid](https://community.alumni.harvard.edu/give/51693256?appealcode=C25E02M1S&utm_source=appeal&utm_medium=email&utm_campaign=harvard%20moves&utm_content=fas_dm_hcf_2024-07-29&utm_term=C25E02M1S).

Thank you for being part of the team,

[Name/Club]

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**Event listing on Harvard Moves website’s Meetup section https://alumni.harvard.edu/harvard-moves/meetups**

**For Clubs/SIGs with AlumniMagnet websites**, within a few days of creating your meetup event listing on AlumniMagnet, your event will be “tagged” and included [on the Harvard Moves website](https://alumni.harvard.edu/harvard-moves).

**For Clubs/SIGs without AlumniMagnet websites**, please send an event page request to clubs@harvard.edu by November 1. In your event page request please include:

* City, State:
* Hosting Club/SIG:
* Date:
* Time: local time at event venue
* Location: Venue name (link to site if applicable), Address, City, State
* Description of 40 words or less:
* Optional space for event logistics:
* RSVP to: We will auto fill the subject line with “Harvard Moves Meet-up – your city”.
* Contact for more information: Contact person name or Club’s email

An event page will be created by our team within 5 business days and included [on the Harvard Moves website](https://alumni.harvard.edu/harvard-moves).