GW DINNER WITH ALUMNI PROGRAM

Through the Dinner with Alumni (DWA) program, GW students build connections with alumni and fellow students over a meal. Alumni and students share career interests, professional advice, and swap stories about their GW experiences. Dinners are held during the months of October, November, March & April, as well as some over the summer; they are host-funded and considered a gift-in-kind to GW.

GETTING STARTED

☐ Complete the Dinner with Alumni Host Interest Form. Find the form here: [http://go.gwu.edu/dwahost](http://go.gwu.edu/dwahost) or if you have initial questions or are a first-time host, contact the DWA staff coordinator (see below).
  - You will be asked about your dinner location, date/time, and number of students you are interested in hosting (we recommend 3-5 students per alumnus/a).
  - You can also consider co-hosting with another alumnus/a or friend.

☐ Follow up. Within 2-4 business days, the DWA coordinator will follow up with you on your form submission and discuss any further logistics with you.

BEFORE THE DINNER

☐ Send a biography of yourself. This should be 1-3 paragraphs and include information on your career path, special interests or involvements, and anything else you would like to share with students. This will be used in marketing purposes and in a dinner information packet for students.

☐ Make a reservation. Hosts are responsible for making a reservation at the venue they choose. Please keep in mind that the best dinner locations are those that are easy for GW students to access and are metro-accessible.

☐ Marketing. Once there is a confirmed dinner location and a bio on the host, our office will market the dinner to students, through a variety of channels. Students apply for the dinner and are selected by our team.

☐ Student introductions. We will provide you the names and information of the students who have been selected for your dinner 2-3 days before your dinner. We will also send you and the students an email introducing you to each other.

DURING YOUR DINNER

☐ Meet the students. We encourage conversation about what you do, your career selection and progression, your GW major, and other involvements. This is meant to be a casual networking experience. Consider sharing business cards so you can remain connected.

☐ Snap a photo. Try to remember to get a photo of you with students and send it to the DWA coordinator.

AFTER YOUR DINNER

☐ Give us your feedback. You can expect a follow-up email from our office asking how your dinner went, which will include a link to our feedback survey. We appreciate your time in completing this!

☐ Submit receipts. Upon submission of a copy of your receipt, we can process your dinner as a gift to GW.

☐ Tell a friend. We are always looking for passionate and excited alumni to host dinners so encourage other alumni to participate in this program as well.

CONTACT

Molly Kastendieck, Senior Associate Director, Student-Alumni Programs
mollyck@gwu.edu | 202-994-5878