

## DINNER WITH BOILERS

### HOST MANUAL

# DINNER WITH BOILERS

Dine. Mingle. Connect.



# A MESSAGE FROM RALPH AMOS

President and CEO of the Purdue Alumni Association



Fellow Boilermakers,

This is a big year for our Purdue community. Appreciating the significance of Purdue University's 150th anniversary doesn't hinge on being able to spell – or say – sesquicentennial correctly. And I think we can all be grateful for that.

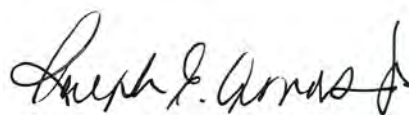
At the Purdue Alumni Association, we've been reflecting on the long, 150-year road that got us here – the touchdowns, traditions, and train rides. We've learned from failure and capitalized on success. Together, we've built – and rebuilt – one brick higher.

At its core, you can't sustain a community without sustenance. By that, I mean both the food itself, and the nourishing conversations and bonds formed around the table. This is where you come in. By hosting a meal, you're helping to encourage and shape the next generation of leaders.

As we celebrate 150 years of giant leaps and look ahead to the next 150, the Purdue Alumni Association is staying busy. We encourage you to check our website ([purduealumni.org](http://purduealumni.org)) and follow us on social media for the latest.

Thank you again for all you do to help Purdue move the world forward. Enjoy your dinner, stay in touch, and keep an eye out for more opportunities to stay involved with this remarkable community you help build each day.

Hail Purdue!



Ralph Amos  
President and CEO  
Purdue Alumni Association



## DINNER WITH BOILERS

### PURPOSE & GOALS

Dinner with Boilers – a Purdue Alumni Association initiative – brings the Purdue family together at the table through volunteer hosted dinner parties. Sharing a meal is the perfect way to connect with fellow Boilermakers and experience Purdue pride and camaraderie. This unique program provides student and alumni participants the following opportunities:

- Meet Purdue alumni and friends in a relaxed, informal setting
- Establish connections beyond immediate peer or academic groups
- Develop a higher comfort level networking with alumni
- Advocate for and learn about the Purdue Alumni Association

Alumni hosts and participants not only get to know current Purdue students and recent graduates on a deeper level, but also act as role models by sharing life experiences and advice to help them succeed at Purdue and beyond.



### DINE

Enjoy a  
delicious meal with  
new friends



### MINGLE

Have fun,  
socialize, and  
celebrate Purdue



### CONNECT

Develop meaningful  
relationships and  
expand your network



## SETTING UP YOUR EVENT

Visit [dinnerwithboilers.com](http://dinnerwithboilers.com) to create your account. You can then choose a time and location that's best for your particular Dinner with Boilers event. Once guests register for the event, you can download the RSVP list and communicate with your guests about your event. Unfortunately, if your event does not have six RSVPs, the event cannot occur.

### SELECTING A DATE, TIME, AND LOCATION

The event should last approximately two to three hours. We recommend that you host the dinner in your own home. This is an easy way to inject charm and personality into the program and will help make the evening memorable for everyone. We recognize that not potential hosts have homes where they are comfortable hosting guests. Treating guests to dinner at a restaurant is a great substitute.

### STUDENT GUESTS

As a host, you have the option of opening your event to student participants. Student involvement in Dinner with Boilers is encouraged. Students represent a broad spectrum of our Purdue community. Students participate in the program because they are interested in meeting and having dinner with an alumni. They will sign up for dinners using the same [dinnerwithboilers.com](http://dinnerwithboilers.com) website. You do not need to send out invitations or worry about coordinating a guest list. If you are hosting students in the Tippecanoe area, a Purdue Alumni Student Experience (PASE) board member will attend your event to facilitate conversation and help students feel more comfortable.

### OTHER GUESTS AND ALUMNI

Consider co-hosting the event with another Purdue alumnus/a. A co-host can help with preparation, greet guests, and ensure the evening runs smoothly. If you choose to work with a co-host, consider taking time to plan the format of the evening (e.g., when to serve dinner, making introductions, discussion topics).

### MENU

As a host, you're responsible to provide a meal for your guests – in your home, or at a restaurant of your choice. You will need to enter menu or ordering information when you create your event. It's also a good idea to share this information in your pre-event email to guests. The meal can be as fancy or informal as you like; it's up to you! A few ideas for themes are included on page 6, but a theme is not required.

### IN-KIND GIFT CREDIT

Money spent on your meal can count as an in-kind donation to the Purdue Alumni Association. Please mail a copy of your receipts to our office. (Keep the original for yourself for any tax-related questions.)

Dinner with Boilers  
Attn: Jimmy Cox  
403 W. Wood St.  
West Lafayette, IN 47907

## THINGS TO KEEP IN MIND

### COOK TO YOUR COMFORT LEVEL

If preparing the meal yourself, choose dishes you're familiar with and can handle easily. Don't stress about cooking a gourmet meal! Keeping it simple will allow you to spend more time with your guests.

### DIETARY RESTRICTIONS

Please keep in mind that some attendees may have allergies and dietary restrictions that prevent them from eating certain foods. It's a good idea to keep track of what ingredients are in the food you serve in case of inquiries. There is an opportunity for guests to disclose dietary restrictions when they sign up.

### ALCOHOL

Refrain from serving alcohol if you are hosting a student dinner. There will be underage students and we do not want them to feel excluded.

### SEATING

We recommend planning on 30 minutes for guests to settle in and make introductions. As you gather at the table, you can suggest a seating arrangement or invite guests to seat themselves. To encourage mixing and conversation, avoid having all alumni at one end of the table and students at the other.

### INTRODUCTIONS AND CONVERSATION

Once you're seated, take time to formally welcome everyone. Share a little about yourself, why the Purdue Alumni Association is important to you, and why you decided to get involved with the Dinner with Boilers. Go around the table and give your guests a chance to introduce themselves. Conversation tips can be found on page 7.

### WRAP-UP

If you need to adhere to a strict end time for your dinner, don't hesitate to politely guide conversations to their conclusions. Make sure guests have a chance to wrap up their discussions and ask any questions before saying goodbye.

Reminders for your guests:

- ***Encourage them to learn more about the Purdue Alumni Association and purchase a membership.***  
You will receive a host kit from our office with information and goodies for guests.
- ***Encourage alumni in attendance to host a dinner in the future.***  
A spring date will be planned for 2019.
- ***Guests will receive a brief event survey from the Alumni Association.***  
Please encourage them to respond.



## TIPS & SUGGESTIONS

### PREPARE EARLY

The more you can do to prepare for the dinner ahead of time, the easier your evening will be. Having the food already prepared or cooked ahead of time can save you a lot of time and effort.

### KEEP IT SIMPLE

The idea of Dinner with Boilers is to show guests a warmer, more personal side to the Purdue experience. We want guests to feel relaxed and comfortable. We recommend you keep the evening simple. Guests may be nervous enough without having to worry about excessive formality.

### ATTIRE

Whatever you would like the attire to be, it is important to note this in your event on the platform and communicate this to your guests in an email beforehand.

### ATTENDANCE AND PUNCTUALITY

There are likely to be some last-minute cancellations, no-shows, or late arrivals. We will do our best to limit these occurrences or give you advance notice when possible. If a guest has not shown up by the scheduled time, it is nice to wait a few minutes for them, but don't delay the dinner too long. It is perfectly okay to begin without late arrivals and let them catch-up when they arrive – your other guests will appreciate it.

### CONTACT INFO

When the RSVP date has arrived for your event, you will have the ability to download a report of everyone who has signed up. This report will have names and emails. Use the emails to communicate with guests and confirm their sign up. You can also discuss start time, menu expectations, dietary restrictions, and dress.

### PHOTOS

Please take photos of your event and post them on social media with the hashtag **#DinnerwithBoilers**. Some of these photos might be shared and used by the Purdue Alumni Association for future promotion.

### CONVERSATION

Help get the conversation started! Attendees might not know one another and need help breaking the ice. Consider having a few conversation topics in mind (see page 7). For student dinners, a member of our team will be there to help spur conversation as well.

### POST-EVENT SURVEY

Following the event, you will be asked to provide feedback regarding your event and the Dinner with Boilers program. Because Dinner with Boilers is a new program, your feedback is very important in assessing the quality of the experience as well as providing suggestions and improvements for future events.

## TIME LINE/CHECKLIST

### AT LEAST SIX WEEKS OUT

Sign up to host on [dinnerwithboilers.com](http://dinnerwithboilers.com) and plan your event.

### ONE WEEK IN ADVANCE

Check back in at [dinnerwithboilers.com](http://dinnerwithboilers.com) to review the guest list and information regarding any dietary restrictions or circumstances you need to accommodate.

Communicate any important information about the event to your guests via email. Guests will appreciate hearing from you so that they know the event is still happening.

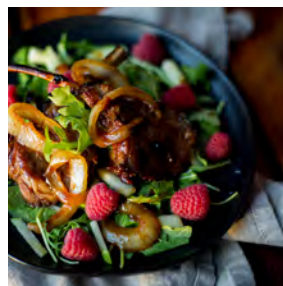
### THE WEEK AFTER

Share your feedback and suggestions with the Purdue Alumni Association in a brief online survey.

## TENTATIVE DINNER TIME LINE

A 3-hour time frame is suggested.

6:30 p.m.	Gather at home/restaurant <i>Meet and greet icebreaker; appetizers/drinks</i>
7:15 p.m.	Order/prepare dinner and continue mingling
7:45 p.m.	Dinner is served
8:15 p.m.	Order/have dessert
8:45 p.m.	Share benefits of building connections through the Purdue Alumni Association <i>Share information provided in host kit; explain membership and hosting dinner</i>
9:15 p.m.	Close



## THEME SUGGESTIONS

Here are a few simple ideas to add a fun, creative element to your event:

**BOILER TAILGATE:** Roll out the gold and black tablecloth and use Purdue-related memorabilia as your centerpiece. Grill hamburgers, hot dogs, and other traditional tailgate fare.

**SUNDAY SUPPER:** Does your Dinner Boilers event fall on a Sunday night? Serve a family-style meal and create a post-dinner ice cream bar for all to enjoy. Students away from home will appreciate the thought!

**SOUTHERN STYLE:** Show your guests some Southern hospitality with a dinner of fried chicken, corn bread, collard greens, macaroni and cheese, corn on the cob, and peach cobbler all served with a tall glass of sweet tea.

**CARIBBEAN NIGHT:** Turn on some reggae music and bring out the blender and the barbecue for virgin pina coladas and vegetables skewers.

**VIVA ITALIA:** Whip up a big pot of spaghetti served with garlic bread, tossed green salad, and tiramisu.

**TACO/NACHO BAR:** Set up all the fixings for a build-your-own taco or plate of nachos.

**MINI PIZZAS:** Buy individual pizza crusts and various toppings for everyone to personalize their own pizza.

**MARDI GRAS STYLE:** Share a taste of New Orleans with red beans and rice, chicken and sausage gumbo, or jambalaya. Top it off with a king cake.

**GO RETRO:** Consult old cookbooks for some throwback favorites such as cheese balls, shrimp cocktail, and Swedish meatballs.

**FONDUE:** Set up platters of meats, veggies, and bread for all to dip into. Need a follow-up for dessert? Marshmallows, strawberries, fruit, and cookies dipped in chocolate fondue are always a hit with any crowd.

**“SOUPER” SUPPER:** Stir up a variety of soups for all to enjoy, or have a pot of chili on the stove with all the fixings for people to top it off.

**TAKE-OUT:** If cooking isn't your forte, this option requires no cooking or dish-washing; just order a variety of dishes from your favorite restaurant.





## GOOD CONVERSATION

Sometimes you need a little nudge to get the conversation going. Here are a few suggestions to make it through the occasional pause at the dinner table:

**INTRODUCTIONS:** Prior to starting the meal, have everyone go around the table to introduce themselves. Introductions can include hometown, major, future aspirations, and one interesting thing that Facebook doesn't know.

**THE WORTH OF A PURDUE EDUCATION:** As an alumnus/a, share with the students what your Purdue education is worth to you now. Focus on how Purdue has helped you personally and professionally and why you continue to stay involved.

**CAREER ASPIRATIONS:** Ask guests about their career aspirations. If they could do anything or work anywhere, what would they do and where would they work?

**LIFE LESSONS:** Share some "If I'd known then" lessons with your guests. Bring students in on future plans, and how they plan to pursue their dreams. As an alumnus/a, you can weave in suggestions and focus on how the Purdue Alumni network can help them get where they want to go after graduation.



During dinner, the conversation will likely start moving naturally as everyone feels more comfortable. It's likely that the group will eventually break into multiple conversations. That's okay! Make sure no one gets left out. If you still have a lull or want to bring someone into the conversation, here are some suggested questions to ask:

- Is anyone co-oping or taking a semester abroad?
- What professor/alum has had the biggest impact on you and why?
- What do you do outside of class?
- What is your favorite memory of your time at Purdue?
- Do you have any family members that also went to Purdue?
- Why did you choose Purdue?
- What's been the best part of your year so far?

## ALUMNI ASSOCIATION TALKING POINTS

### What is the Purdue Alumni Association?

- The Purdue Alumni Association harnesses the power of 630,000 alumni and a world-class institution to enrich the personal, professional, and intellectual lives of alumni and advance the University's mission.
- The Purdue Alumni Association advances the pursuits of Boilermakers worldwide – through engagement opportunities, special events, preservation of Purdue traditions, and building connections. Just like what you're doing hosting Dinner with Boilers!

### Membership Benefits

**Pride & camaraderie:** Network with local alumni networks to forge relationships that will influence your career and quality of life.

**Stay connected:** Stay up to date with *Purdue Alumnus* magazine, BOILER UPdate e-newsletter, the Purdue alumni directory, and mentorship opportunities.

**Keep learning and growing:** Stay ahead of the curve on what is happening in your profession and region with access to the best research journals, professional development seminars, and cultural immersion travel programs.

**Pay it forward:** Foster a culture of volunteerism, advocacy, community building, and financial support for future generations of Purdue students.

**Save money:** Up to 50% with discounts on thousands of retailers nationwide, big savings on Purdue Alumni events, Purdue gear, and more.

### Join Today!

- Purdue Alumni's membership options offer something for everyone – every budget, career path, and life stage.
- Membership is the most cost-effective, time-efficient avenue to access everything from networking opportunities to member-exclusive savings.
- Membership starts at \$25 – that's only \$2/month – with different plans suited to your needs. Become a member today at [purduealumni.org/member](https://purduealumni.org/member).

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Questions or concerns? Email [dinners@purduealumni.org](mailto:dinners@purduealumni.org).

Learn more about the Purdue Alumni Association and membership  
benefits at [purduealumni.org/membership](https://purduealumni.org/membership).

