

TIPS FOR HOSTING A CLEO ALUMNI GATHERING

BRING THE CLEO COMMUNITY TOGETHER, RIGHT WHERE YOU ARE!



Are you a CLEO Alum looking to reconnect with fellow alumni or make new connections? Whether it's a casual meetup or an organized event, gathering with CLEO alumni can inspire, energize, and strengthen the CLEO network nationwide. Hosting a gathering is simple and completely up to you!

How to Get Started:

- **Choose a Time & Place**

- Set a convenient date, time, and venue. Consider a casual outdoor spot, a local library meeting room, or even a law firm if you have connections.
- Be mindful of the budget, as CLEO is unable to cover costs. However, some firms or local organizations might be willing to help host or sponsor—feel free to explore these options!

- **Invite CLEO Alumni**

- During your event planning stage reach out to us at cleo@cleoinc.org and we'll assist you with a list of Alumni in your area.

- **Create a Welcoming Space**

- Make your gathering a comfortable and inclusive environment where everyone can share stories, experiences, and even professional insights.
- Consider providing simple refreshments if possible, or keep it casual with a "bring-your-own" format.

- **Capture the Moment!**

- Share your gathering with CLEO! Send your event photos (including names, titles, and CLEO affiliations) to cleo@cleoinc.org. We'd love to feature your event on our social media channels and inspire other alumni to reconnect.

Thank you for helping us keep the CLEO spirit alive across the country! Together, we make CLEO stronger.



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- Plan ahead! Reach out to any friends or local alumni early to get an idea of interest and available dates.
- Get creative. Add a theme or activity if you'd like—CLEO Alumni Trivia Night, or Networking Brunch.
- Reach out to potential sponsors. If you're affiliated with a law firm or professional organization, they may be open to hosting the gathering.

CLEOINC.ORG/GET-INVOLVED