

Caltech | Alumni

TABLES for **TEACHERS**

Host Guide



Day-of Information

Tables for Techers Tips and Reminders

Whether this is your first time hosting or you're a seasoned Table for Techers pro, a little inspiration can go a long way. Below are tips to help make your gathering welcoming, memorable, and uniquely Caltech.

Preparing for Arrivals

- **Share your Caltech story:** Pull out yearbooks, senior stacks, photos, or favorite campus keepsakes — they can spark great conversations and nostalgia.
- **Plan for early birds:** Guests may arrive up to 30 minutes early. If you're hosting a potluck, consider having a beverage or appetizer ready. Hosting at a restaurant or food truck? Wear Caltech gear and greet guests at the entrance.
- **Nametags make a difference:** Set out blank name tags and encourage guests to include their name, pronouns, degree(s), House, and class year. This small detail can make a big difference.
- **Start with a welcome:** Once most of your guests have arrived, offer a brief welcome and set the tone for the evening. A short intro from you can make everyone feel at ease.

Kick Off the Conversation

- **Guest introductions:** Invite each guest to introduce themselves and share a fun Caltech connection—maybe a favorite mineral, a quirky Ditch Day story, or the hardest class they survived.
- **Attendance reminder:** While guests introduce themselves, use the opportunity to take attendance using the guest list we provided you.



Ice Breaker Ideas

Whether your group loves them or needs a little coaxing, ice breakers can help build momentum for great conversations.

Try one of these to get started:

- What's your favorite place on the Caltech campus?
- What do you miss most about your time at Caltech?
- Any unforgettable Ditch Day or stacks memories?
- What house traditions or pranks still make you laugh?
- Who was your toughest professor, or what was the hardest class that helped shape who you are today?
- What Caltech meal or local Pasadena restaurant do you crave?
- Seen any great books, shows, or films lately?



Before the Event Ends

As the meal winds down and conversation flows, don't forget these last few tasks:

- **Capture the moment:** Snap a group photo and encourage guests to take photos and videos throughout the evening. Share them with us and on social using **#CaltechAlumni** and tag **@CaltechAlumni**.
- **Pass it on:** Tell your guests what it was like to be a host and encourage them to host a Tables for Techers event in 2027.
- **Stay connected:** Invite guests to keep in touch and let them know that Alumni Weekend 2026 will take place October 16–18. We'd love to see everyone back on campus!

What to do After Your Table

Clean Up: What to Do After the Table is Cleared

After your guests have left and you've tidied up, please support your Caltech Alumni team by crossing these wrap-up tasks off your list by **July 31, 2026**.

- Send photos and videos from your table to info@alumni.caltech.edu.
- Share a recipe from your meal or fun activity you did for us to post next year! Send to info@alumni.caltech.edu.
- Post photos and videos to social media with **#CaltechAlumni** and tag **@CaltechAlumni**.
- Send a thank you email to your guests and invite them to sign up to host next year.
- Tell your Techer friends about the experience and invite them to participate in 2027.

Stay Involved

Tables for Techers is just one way to connect with your Caltech community. Watch your email, social media, and mailbox for Caltech alumni news and events, and plan to join.

- Register for **Alumni Weekend** on October 16-18.
- Stay tuned for news on **Annual Meeting of Members**, September 24, 2026.
- Look out for Caltech Alumni regional events coming to a city near you! Check out the **events calendar**.
- Host a **Caltech Together** event in your area. Learn more about these alumni-powered events today.
- Join the **Techer Professional Network** to stay connected with alumni in your region.

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Join fellow Techers for
**ALUMNI
WEEKEND**

Return to campus **October 16-18, 2026**