



HOW TO: HOST A FAN GATHERING

1. Choose a venue that is family-friendly so all Butler fans can enjoy the game together.
2. Confirm that the venue will show the Butler game and play the sound. Most games will be televised.
3. Contact the Alumni Office with the date, time and location of the fan gathering via email (alumni@butler.edu) or phone at 800-368-6852, ext. 9946.

The Alumni Office will list the gathering on the [Men's Basketball Events website](#) and can help with sending out email communications to alumni in the area.

4. The Alumni Office will send each host a spirit box complete with Butler gear to help make the gathering festive.
5. Wear Butler gear and welcome fellow Bulldogs to the party!
6. Try to capture a list of attendees to share with the Alumni Office. Download this [Event Sign-In Sheet](#) to help!
7. Take photos of your fan gathering! Your photos will be posted on various alumni communication outlets. Photos can be emailed to alumni@butler.edu.

IMPORTANT

Be sure to double-check the [Butler Athletics website](#) for any changes to televised match-ups. Always confirm with the fan gathering venue that their cable and/or satellite package will carry the game and that they have committed to showing it for your group.