

Teamwork Tips for THAW Co-Hosts

How to work together for best results!



Start by meeting each other.

A phone call or Zoom will do! Take time to introduce yourself and get to know your fellow alumni co-host(s). It's important to find out:

- How does your co-host prefer to communicate? Email, text, social media? Don't assume that everyone shares your technology preferences.
- What times of day is your co-host generally reachable... or not?
- What family, work, school, or other volunteer commitments is your co-host balancing with their THAW commitment? How much time do they plan to give to THAW?
- How frequently will you be in touch with your co-host? Do you want to schedule set check-in times, or keep things impromptu?

Sort out the details.

Make sure you and your co-host(s) are on the same page when it comes to your THAW event. Think about things like:

- Should your event be in-person or virtual? What venues would work? Who will make the reservation? Who will submit event details to the alumni office?
- What's your strategy for inviting alumni to attend?
- What's your plan for ordering food? Who will prepare the toast?
- Who will facilitate a virtual event? Who will receive physical materials from the alumni office?
- What time can you arrive to the venue to assist your co-host in setup for your THAW?
- Who will take pictures during the event?

Don't get caught up trying to keep things equal.

Understand that you and your co-host(s) may not be able to divide all responsibilities equally, or contribute an equal amount of effort. That's okay. By working together, everyone's workload is lessened and you can get better results.

- Play to your strengths. Does your co-host have a great connection for a venue? Are you a social media or Zoom wizard, or skilled in the art of mail merge? Think strategically about how everyone can best support the common goal.
- Be clear with each other. Understand what your own responsibilities are and what you can count on your co-host to do. Communicate!
- Ask for help. This is a team effort, so reach out to your co-host and/or staff liaison for support when you need it.
- Have fun! Keep things casual and light, and remember the purpose of THAW is to celebrate our common connection to Muhlenberg. Your THAW will be great!

