



# *Central High School / Elk County Catholic High School*

## CLASS REUNION PLANNING KIT

Dear Alumni Members:

High school class reunions should be happy and memorable occasions. There is no set formula for a successful reunion, but this "Class Reunion Planning Kit" lists many of the things which are of possible concern to those planning the reunion. The work of preparing for the reunion should be shared with as many as possible, since the greater the number who have a personal investment in an undertaking, the greater its chance of success.

The items listed in this packet are simply suggestions; they need not be adhered to rigorously. Indeed, some of the most enjoyable reunions have spontaneous events, but some serious preparations are necessary to avoid confusion and other such problems.

Planning committee meetings can be fun as well as productive. Don't try to accomplish everything at one meeting. Socialize as well as work. Be sure everyone knows his/her responsibilities before each meeting ends. Set the date of the next meeting before everyone leaves.

The kit is divided into phases in the approximate order in which things need to be considered. The last page is for you to add other items you might wish to consider.

If you need any further information from the school, please feel free to contact the Advancement Office or the Alumni Association.

Thank you and best wishes as you plan your reunion.

Sincerely,

The ECCHS Alumni Association Officers

# I. SELECTING OR FORMING THE COMMITTEE

The chairman coordinates all activities of the reunion and should be kept informed of all developments and undertakings as they occur. A co-chairman is optional. Remember, the more who are involved, the better, as long as each person keeps in contact with the chairman.

Office phone    Home phone

1. Chairman: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Co-Chairman: \_\_\_\_\_  
(optional)

\_\_\_\_\_

\_\_\_\_\_

2. Committee Members:

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## II. PLACE/TIME/DATE

In determining the place for the reunion several factors should be considered:

1. Will the reunion be formal or informal?
2. Will the reunion be on one night or two? For example, a casual ice breaker on Friday night and a more formal affair on Saturday.
3. How much can alumni afford to spend? For example, a five year class reunion may want to have a picnic with "make your own sub"/"cook your own hamburgers on the grill"/"make your own sundae" to keep costs as low as possible so that many can come. A 25 year reunion will probably be a more formal affair.
4. Will there be a Mass associated with the reunion?

Committee member to check on the following: \_\_\_\_\_

Date (s): \_\_\_\_\_

Time: \_\_\_\_\_

Location(s): \_\_\_\_\_

Cost of rental of location: \_\_\_\_\_

Committee member to check on Mass: \_\_\_\_\_

Will it be a private mass or in conjunction with mass at a parish? If it is in conjunction with a parish mass, contact the pastor.

Mass will be Where? \_\_\_\_\_

When? \_\_\_\_\_

Mass celebrant? \_\_\_\_\_

Classmates may be able to help with:

Music

Lectors

Eucharistic ministers

Writing and reading petitions (Be sure to include deceased members)

### III. PLANNING THE PARTY/PARTIES

Dinner:

Sit down or Buffet? \_\_\_\_\_

Menu:

If sit down, consider choice of entrees. Let the chef make suggestions. Be sure to indicate the choice of entrees on application form if there is one.

Menu: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Cost: \_\_\_\_\_

Time of services: \_\_\_\_\_

Cash Bar? \_\_\_\_\_ Bar Included? \_\_\_\_\_

Tablecloths? \_\_\_\_\_ Napkins? \_\_\_\_\_ Color(s) \_\_\_\_\_

Committee person(s) responsible for table decorations:

\_\_\_\_\_  
\_\_\_\_\_

Committee person(s) responsible for name tags:

\_\_\_\_\_  
\_\_\_\_\_

#### IV. UPDATING MAILING LIST/SENDING INVITATIONS/REPLIES

Committee members:

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1. Call Advancement Office Database Manager at ECCHS for the school's computerized alumni mailing list for your class.
2. Compare the list with your yearbook to see if any names are missing.
3. Update mailing addresses by calling classmates, relatives and friends of classmates.
4. Design an attractive invitation to the reunion and also a reply sheet. (See one included) Many computers have print-shop programs that will help. Mail as early as possible in the year to allow alumni to plan travel arrangements, vacation time, etc.  
Committee members who will make invitations: \_\_\_\_\_  
Invitations to be mailed by: \_\_\_\_\_
5. Decide who will handle the responses. Limiting the number to one committee member eliminates confusion.  
RSVP to: \_\_\_\_\_
6. Consider a follow-up form to those who have not responded.  
Second notification to be mailed by: \_\_\_\_\_
7. After a certain period of time, call classmates who have not responded, particularly those who live nearby. Encourage them to attend. Have classmates call classmates who are friends. Often a personal invitation by a friend is all that is needed for someone to come. All members of the class should be encouraged to "talk it up" among their classmates.  
Telephone calls to be completed by: \_\_\_\_\_
8. Are there to be special guest(s)? Certainly these are not necessary, but they might be considered.
  - a) Former teachers
  - b) Former administrators
  - c) Present Headmaster of ECCHS
  - d) Special friends of the class
  - e) Priest who offered Mass for the class
9. Please mail to the Advancement Office of ECCHS the final mailing list of class members, any last minute addresses found plus address corrections obtained at the reunion.

## SAMPLE CLASS REUNION REPLY SHEET

\_\_\_\_\_ YES, I will attend the reunion.

I have enclosed my check # \_\_\_\_\_ in the amount of \$ \_\_\_\_\_  
for the cost of the reunion.

\_\_\_\_\_ My spouse or guest will accompany me.

\_\_\_\_\_ No, I cannot attend, but I would like to receive a copy of the souvenir booklet, for  
which I have enclosed my check # \_\_\_\_\_ in the amount of \$ \_\_\_\_\_

Name: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Name of spouse: \_\_\_\_\_

My fondest memory of high school is: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

(This information will be used in the souvenir booklet)

News that I would like to share with my classmates: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

(Information such as job position, children, grandchildren, marriage, etc. This information  
will be used in the souvenir booklet.)

Please return your check made payable to \_\_\_\_\_  
and/or this completed form by \_\_\_\_\_ to: (List the name and address of where the  
reservation needs to go)

## V. PARTY PLANS

The following are suggestions that you might also want to consider regarding the reunion.

- Is memorabilia desired for display? \_\_\_\_\_  
To whom should it be mailed/taken? \_\_\_\_\_
- Who will serve as emcee? \_\_\_\_\_  
Is a microphone available? \_\_\_\_\_  
(Note: If a microphone is used, it is recommended that it be removed as soon as the program is over.)
- Will there be a souvenir booklet? \_\_\_\_\_  
Will it be given out at the reunion or mailed afterward? \_\_\_\_\_  
Will booklets be mailed to those unable to attend? \_\_\_\_\_  
Postage costs? \_\_\_\_\_  
Committee person(s) responsible \_\_\_\_\_  
\_\_\_\_\_
- Will there be a program or will this be included as part of the souvenir booklet?  
Committee person responsible. \_\_\_\_\_
- Is a photographer desired? \_\_\_\_\_  
Cost per photo? \_\_\_\_\_  
Will picture be paid for at reunion or in advance? \_\_\_\_\_  
Who will mail photos to classmates? \_\_\_\_\_  
(Consider postage for mailing)
- Are there to be souvenir hats, t-shirts, cups, key rings, etc?  
Committee person to check on costs, availability, etc. \_\_\_\_\_
- Will there be a program before dinner? \_\_\_\_\_ Following Dinner? \_\_\_\_\_  
Suggestions: A welcome speech  
A trivia quiz--take information from yearbook  
A video showing of a prior reunion
- Do you want music?  
Band \_\_\_\_\_  
D.J. \_\_\_\_\_  
Piano: \_\_\_\_\_  
Other: \_\_\_\_\_

Committee member who will check on music \_\_\_\_\_

## VI. FINANCES

- Committee member(s) who will be in charge of finances:

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- How will finances be handled? \_\_\_\_\_

In considering costs, have you included all of the following? Which are part of the package cost and which are separate costs?

Friday night refreshments:

Friday night snacks

Friday night name tags

Reunion Cocktail party

Reunion Dinner (Does cost include tip and gratuity?)

Music

Invitation cost

Souvenir booklets printing costs

Program costs

Souvenir costs

Photographs

Saturday name tags

Table decorations

Other decorating costs

Postage costs both before and after reunion

Donation to parish or priest for saying mass

What will be the total package cost? \_\_\_\_\_ per couple? \_\_\_\_\_ per single?

\_\_\_\_\_

What cost will be optional? \_\_\_\_\_

Example: class photo, reunion t-shirt, separate event (day)

## **VII. CLEAN UP**

The following will help with Friday night Clean Up:

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The following will help with Saturday night clean up:

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## **VIII. FOLLOW-UP**

It might be fun for the committee to have a follow-up meeting after the reunion.

Check to see that all financial responsibilities are taken care of.

Evaluate what parts of the program went well? What parts did not? What changes would be made? Keep notes of these for the next reunion? Five years is a long time to remember! Assign someone to keep the class reunion notes, list, etc.

Are souvenir booklets, pictures, brochures, etc. mailed to classmates who did not attend?

May it be suggested that any remaining money be contributed or a separate donation be made to ECCHS in memory of deceased classmates or in honor of your Class?