

REUNION PLANNING GUIDELINES

The Office of Institutional Advancement recommends that you follow these guidelines as you prepare for your upcoming class reunion.

- ◆ **Reunion Committee:** A committee chairperson, or co-chairs, and committee members are needed to plan the reunion, contact classmates, and make all necessary arrangements, which are noted in this guide. The Director of Alumni & Media Relations can assist with a list of contact information and an initial mailing to help identify classmates who may be willing to be committee members.
- ◆ **Reunion Finances:** The Office of Advancement will receive all invoices and payments for reunion attendees and process checks through an exchange account. The committee chair will be responsible for keeping track of all expenses and invoices. The chair will work in coordination with the Director of Alumni & Media Relations regarding vendor payments and reunion RSVP checks. Any expenses paid by the committee chair will be reimbursed once documentation has been submitted. Classes may use the Spalding tax-exempt number for reunion expenses with proper documentation, which is available from the Office of Advancement. Should any funds remain after all reunion expenses have been settled, it is customary that the class gives the funds as a gift to the school in honor of their celebration. The class will be recognized as a contributor in the annual Honor Roll of Donors.
- ◆ **Place/Day/Time:** We encourage classes to have their reunions on campus. This keeps costs to a minimum and allows the alumni to experience the growth and changes of the campus as well as reminisce.
- ◆ **Blue Room/Cafeteria:** If you choose to hold your reunion on campus, the Trinity Gathering Room (Blue Room), the cafeteria or other areas of the campus may be used free of charge, pending availability. There may be, however, a nominal setup/cleanup fee. The class reunion committee is responsible for placing and removing any decorations. The caterer is responsible for the clean up of the kitchen. Room reservations must be made through the Director of Alumni & Media Relations.
- ◆ **What type of reunion do we want?** Casual or formal? Afternoon or evening? Multi-event (i.e. golf outing & dinner?) Obviously the type of reunion you plan will determine the price of the ticket. At present time, the average reunion price per person runs between \$50.00 and \$60.00.
- ◆ **What type of food service?** Sit-down, hors d'oeuvres, buffet, pot luck or picnic? Cash or open bar? The Director of Alumni & Media Relations can suggest venues and caterers pending your decisions.

- ◆ **Music:** Will you have music? DJ's can provide entertainment at a reasonable cost. A band is better for a formal event, but is an expensive option. A sound system for CDs is available free of charge for reunions held on campus.
- ◆ **Souvenirs:** Some classes decide to have personalized items offered as a class memento at the reunion. Mugs, hats, t-shirts and key chains are just a few examples. The Director of Alumni & Media Relations can offer ideas and suggest a vendor. Another option is to purchase general ASHS items via the Cavalier Bookstore. The cost of such items should also be included in the total when determining the ticket price for the event.
- ◆ **Photographer:** Would you like to have a group photo of the class taken at the reunion? Steve Ritter of Superior Photographics has been engaged by many classes for their reunion photograph. He may be reached at 410-636-4157. The cost of the photo can be added to the ticket price or purchased individually from Steve Ritter.
- ◆ **Guests:** Who will be invited as special guests? Establish a list of possible guests (Class Moderator, Faculty, etc.). Guests, except for present Spalding administrators, (President, Principal, Director of Alumni & Media Relations, Director of Advancement) will be your financial responsibility. Once you determine your guests, the Advancement Office will assist in locating and inviting them on your behalf.
- ◆ **Announcing the Reunion/Invitations:** Prepare to send a letter of invitation and/or announcement of the reunion activities to all classmates. Include in this letter as much information as possible such as date, time, place, type of event, cost, suggested dress, and class contacts. This mailing should be sent several months prior to the reunion to allow for everyone to plan attending. Timing and information are critical to the success of the reunion. The information sent should also request a dated RSVP with payment due. (Checks should be made out to ASHS and will be processed through the Office of Institutional Advancement.) Committee members should follow up the invitation with phone calls to encourage participation and remind classmates to RSVP by the due date. The Spalding web site is also available to post reunion announcements. The Director of Alumni & Media Relations can provide mailing labels, return envelopes for RSVPs and postal services, and will provide assistance in publicizing your reunion events via the web site and publications.
- ◆ **Director of Alumni & Media Relations:** The Director of Alumni & Media Relations, LeeAna Valkovschi, is prepared to assist you in planning the reunion event. Assistance available includes help with addresses, mailing labels, publicity, financial matters, tour of the campus, and other related requests. In addition, the Director of Alumni & Media Relations can provide an alumni survey to update current files. Through the Director of Alumni & Media Relations, the Office of Institutional Advancement is prepared to assist in planning so as to ensure its success. Please feel free to contact the office at 410-969-9105 Ext 256 or via e-mail at valkovschil@archbishopspalding.org at any point to discuss your upcoming reunion event. We look forward to hearing from you soon. Welcome home!