

## HELPFUL HINTS FOR REUNION PLANNING

The function of any alumni reunion is to build as well as renew a sense of community between the graduates and their alma mater and to rekindle friendships among one's classmates. The responsibility for planning the reunion is a shared responsibility of the reunion class and the Academy of Our Lady's Alumni Office. Please let us know how we can be of assistance to you as you plan your class reunion.

Below is a list of hints that may be helpful in your preparation. Let us know if you have any suggestions which might help another class better plan their reunion.

- Organize a committee to help plan your reunion. Try to select 6-8 people with varying ideas and suggestions from all aspects of school life.
- Verify and update addresses using most recent class list available from the alumnae office. Be sure any changes are accurate.
- Mail a questionnaire to the class or conduct a phone survey at least 6-9 months in advance. Survey the class on possible dates for reunion, type of reunion (girls only/ couple; # of events), etc. Mail questionnaire first class to facilitate change of address. Gathering email addresses is also a good idea.
- Send a postcard letting your fellow classmates know the date and place so that they can save the date. The invitation will serve as another reminder.
- Determine the type of reunion you wish to have: one day, two days, three days; girls only; cocktail party, on/off The Academy campus, Mass in the Chapel, etc.
- Things to consider when determining location away from AOL
  - o Consider price (to include food, drink, use of room)
  - o Consider room size
  - o Consider convenience, appearance, safety, availability of parking
  - o Consider minimum # of people to utilize the space and is this goal attainable?
  - o (Average attendance is 40% of class)
- Set a fee for reunion. In setting the fee remember the main objective is to have as many alumni gather together as possible; so you don't want the price to be prohibitive; however, you want to make sure all expenses are covered. Additional funds collected can be used as a donation to the school. Include the following in the price:
  - o Room use, food, drinks
  - o Postage (survey, information letter, other)
  - o Printing (survey, information letter, invitations, booklet)
  - o Decorations and/or favors
  - o Entertainment (sound system, video, pictures, etc)
  - o Tax and gratuity
  - o Class photograph (if desired)
  - o Name tags & other miscellaneous items

Academy of Our Lady is not responsible for any outstanding balances due for the reunion. All financial obligations are the responsibility of the reunion committee.

- Set a deadline to have checks submitted. You'll want to encourage people to get their money in early so you can have a good head count. Consider charging more for those who pay at the door. Also, consider writing "funds non-refundable" on the invitation to make sure all expenses are paid in the event someone does not show.
- We strongly advise classes to ask for payment in advance. It is very hard to estimate the number of attendees when a "pay-at-door" option is given.
- Consider writing that picture purchases are separate so that alums do not think it is included in the price.
- Consult with the Alumnae Coordinator to use the Alumnae Association Account to make deposits and write checks as needed. Maintain and submit a final financial report after the events. Any unused funds will be donated to the school. Consult with the Alumnae Coordinator regarding ideas for the unused balance. For example: To purchase a brick for your class, etc.
- Arrange for a class photograph to be taken at the reunion. Payment should be made in advance or at the door prior to picture. You want to announce in the invitation the time the picture will be taken to insure that all alums are aware of it. Ask photographer to donate a class picture to AOL for our alumni newsletter, Fiat.
- Prepare nametags for each alumni in advance (at the door, schedule ½ hour shifts to distribute nametags and check reservations.)
- Extend invitations to desired teachers and staff. Look through Senior yearbook to obtain names of teachers; many addresses are available through the school.
- POSTAGE: class may use AOL's postage machine when sending reunion mailouts; however, the school must be reimbursed.
- Follow-up calls – we all need a little reminder. Two – three weeks in advance of reunion the phone committee should contact those who have not responded.
- At the reunion, you may want to have old yearbooks, photos, memorabilia.
- Following your reunion, submit to the alumni office any address or e-mail changes.

Any other questions, please feel free to inquire in the alumni office, 504-362-6217 or e-mail us at [alumni@theacademyofourlady.org](mailto:alumni@theacademyofourlady.org)

As mentioned previously, this list is a work in progress. Certain fees/ guidelines are subject to change. Please let us know if you have any tips to add to our list as well. Thanks and good luck planning your reunion!!!!