

REUNIONS

PLANNING PROCESS AND RESOURCES

ALUMNI OFFICE SERVICES

1. Contact information
 - Electronic or paper copy of your class roster which includes maiden and married names, mailing address, email addresses and phone numbers
 - Keeping in Touch Forms
 - Assistance with locating classmates (*see below*)
2. Mailings
 - Save-the-date postcards
 - Letterhead and envelopes
 - Sample invitations and letters
 - Postage
3. Publicity
 - Web site advertising & Facebook
 - E-mailing to classmates
 - On-campus signage
 - Reunion information to local newspapers
 - Reunion Class Note in *Spirit* magazine
4. Other
 - Venue ideas
 - Event ideas from other class reunions
 - Supply check lists
 - Campus access
 - In addition to classmates, invitations sent to Sisters, faculty, other special guests

FINDING CLASSMATES

1. Begin with roster provided by SSMO Alumni Relations Office
2. Call or email classmates to find out whose information they may know
3. Check to see if parents of classmates are still in the area
4. Use the internet to check listings of classmates. Sites we recommend are:
anywho.com - switchboard.com - dexknows.com – facebook.com
5. Look in the NEW 2009 Alumni Directory – coming soon!

MAILING TO ENTIRE CLASS

1. Introduce the idea of a reunion
2. Inquire with Alumni Relations Office about suggested dates and times
3. Seek assistance on the planning committee
4. Pool for ideas regarding the kind of gathering best for your class

THE DATE/TIME

1. Choose a date with Alumni Relations Office, usually a weekend
2. Friday or Saturday evenings are popular
3. *Make it easy on yourself for best results!*

EVENT OPTIONS TO CONSIDER

1. Who to invite:
 - Classmate only gathering
 - Classmates and spouses and/or special guests (consider single classmates too!)
 - Classmates and families and/or special guests
2. Consider options for activities and events (see “*Venues & Other Reunion Ideas*” for more):
 - Bring photos to share
 - Create nametags that include high school photos and maiden names (this helps start conversations and avoid forgetful moments)
 - Reunion memory books with stories and photos from all classmates – even those who aren’t able to attend the event
3. Location(see “*Venues & Other Reunion Ideas*” for more):
 - Host the event in a classmate’s home
 - Reserve on-campus facilities
 - Make a reservation at a restaurant (go Dutch or collect money ahead of time)
 - Gather at a local park
4. Food & beverage:
 - Have a potluck: helps keep cost low and eliminates need to handle money
 - Charge a fee and hire caterers or hold the reunion in a restaurant
 - Meet for a special happy hour, coffee and dessert or even brunch!
5. Dress
 - Casual attire
 - Dressy
6. Campus tour
 - Valley Catholic Elementary School (formerly St. Mary of the Valley School)
 - Valley Catholic High School building & athletic facility
 - Valley Catholic Early Learning School
 - SSMO convent chapel
 - Grounds
7. Mass
 - In SSMO convent chapel
 - Attend a local parish Mass as a group

**We look forward to helping you organize
a wonderful reunion!**