



San Agustin Academy Jaen, N.E

Batch 83 Class Reunion Guide/Plan

The following is meant to serve as a guide in planning our reunion. Every reunion requires upfront planning to be successful.

How do we form a reunion committee?

Every reunion begins with the formation of a reunion committee. Start by forming a core local team of dedicated and enthusiastic individuals who are willing to go the extra mile to ensure a successful reunion. Appoint a reunion chair who will arrange and drive meeting agendas. Appoint a treasurer to oversee finances. Beyond these two key individuals, solicit classmate volunteers who can actively participate and be assigned to work on various reunion tasks. Don't underestimate the work involved. Share the work amongst as many who are willing to offer their help. There are many details and arrangements that have to be taken care of. Successful reunions are the result of successful committees. Committees that are active and well organized will be positioned for success. Organizing a successful reunion can be a truly enriching and rewarding experience where old friendships are reestablished and new friendships formed.

When do we start?

Some reunion committees begin forming and start planning up to two years in advance of their reunion. The amount of lead time we need really depends on how elaborate of an event we are planning but generally speaking the more time we give ourselves the better! Whether we are planning a simple family picnic or a formal event we will minimally want to start planning at least 12 to 16 months in advance. Don't expect to pull off a successful reunion if we start planning just 6 months before the event as many of our classmates will need significant lead time in order to participate especially those living far away. Another consideration is that prime locations and other services we need for our reunion may require 1-2 year advance booking.

How often should we meet?

Our reunion committee should plan to meet once a month either in person or via conference call. We may even consider augmenting some of our meetings by using an online chat room or message boards. This can be a convenient inexpensive way of discussing some of the finer details of the reunion and may make it easy for non-local classmates to participate and contribute.

What work items does the reunion committee need to consider?

Consider dividing the work activities of your reunion committee into subcommittees or work groups.

Here is a listing of some of the tasks we will need to consider:

- date selection
- determine event venue and format
- event program (speakers, tributes, etc)
- event location / lodging selection
- financing
- classmate contact listing
 - postal addresses, email addresses, phone numbers
 - search for missing classmates
- decorations
- entertainment
- photographer
- registration & name tags
- momentos
 - reunion / memories booklet
 - novelties
 - prizes / awards
- marketing & communications
 - mailers, emailings
 - newspaper and internet advertising
- deceased classmates tribute
- additional reunion activities
 - school tours, pre & post reunion events
- class gift to your school

What are some of the upfront expenses we might incur?

Here is a listing of some expenses we might incur along the way.

- Stationary supplies
- Postage
- Printing (reunion booklets, name tags)
- Gifts / novelties
- Decorations
- Liability insurance
- Reunion facilities deposit
- Entertainment deposit
- Deposits for additional activities (tours, etc)

Timeline for success

While it's a good idea to begin planning our event as soon as we know we are going to have one, here is a timetable to consider for planning our event.

Twenty-four months before

Form a committee (**This what we need to put in order**)

- Recruit and appoint subcommittee members
- Survey classmates for ideas and venue preferences
- Determine event format
 - picnic, dinner-dance, etc
 - informal, formal
 - single day event, multi-day event
- Brainstorm additional activities (school tours, etc)
- Set date(s)
- Scout candidate reunion facilities and hotels
- Develop budget forthcoming
- Start developing mailing list

Comment [a1]: Soon we need to do it

Eighteen months before

- Select and reserve reunion facility and hotels
- Arrange for and hire entertainment, caterer, photographer, etc.

Twelve months before

- Determine cost per ticket Send initial mailer announcing date and location of reunion
- Publicize reunion information

- public web sites
- newspapers

Arrange for additional leisure activities (sightseeing tours, etc.)

Pay deposits

Six months before

Mail reunion registration materials

Confirm all reservations, caterer, entertainment, etc.

Select menu

Meet with hotel and reunion venue staff

Four months before

Make payment arrangements with all suppliers for group functions

- meals, tours, photographer, DJ, etc.

One month before

Finalize any last minute details

When should we have our reunion?

Certainly Friday or Saturday are the most desirable dates to consider for our reunion. The most popular times of the year to have a class reunion are early summer through late fall. Thanksgiving weekend is also a fairly popular time as many classmates may be in their home area visiting family for the holiday. There are several factors you should consider when selecting a date. If our classmates are in the child rearing stages of life the summer months might be a more ideal time while children are out of school on summer vacation, especially for those classmates traveling from out of town. We may want to consider coordinating our event around our high school's homecoming as it offers an opportunity for classmates to participate in additional activities on our reunion weekend.

Should we have a single day or multi-day event?

Some classes just have a one evening reunion event while other classes host multi-day reunions. Those classmates who have attended reunions repeatedly echo the same words after the reunion is over....'the evening went by too fast'...'there just wasn't enough time to talk with everyone I wanted to'. How do you pack 5, 10, 20, 30 years of each others lives inside of 5 hours? The answer is we can't. Hosting a multi-day reunion however gives our classmates additional time to relax and get reacquainted. This is also a far more attractive venue for those traveling from afar to attend the reunion. It may involve a little more work to host a multi-day reunion but offers many advantages to our classmates. Following are some suggestions for the weekend should we choose to hold a multi-day reunion.

Friday night

Many classes kick off their reunion activities with an informal Friday night get together that are referred to as 'Mixers', 'Warm Ups' or 'Icebreakers'. As these names imply this event is intended to loosen classmates up in an informal, neutral and relaxed atmosphere prior to the grand event. Keep this event simple. Don't put a lot of undo stress on ourselves as we need to direct most of our energies toward planning the big event. If such an event is not offered, consider getting together informally on our own with some classmates we were close with in high school. It gives us extra time with those we were closest with.

Saturday

While the night is typically reserved for the big event, consider adding some daytime events. One of the most popular events you might want to consider arranging is a tour of your old high school. After 10, 20, 30... years this can be a wonderful rejuvenating experience to once again walk the hallowed halls of your youth.

**No matter what pre-reunion events we plan, don't underestimate their value in terms of making classmates more comfortable attending the reunion event. They all serve as relaxers or anxiety reducers so to speak that can help make the big event a smashing success.*

Sunday

If our class isn't already burned out from Friday and Saturday festivities we might want to consider a wind down event such as a Sunday picnic. This is a chance for any last minute catching up and to say your good byes in a less hectic atmosphere. For younger classes, make it a family event with spouses and children invited.

What kinds of activities should we provide at the reunion?

If we are planning a more formal evening event, certainly the night will contain a sit down dinner and likely music entertainment. We can add some formality to the evening with an official opening welcome and a few brief speeches and awards before dinner. Perhaps a tribute to classmates who have passed away. One thing we

need to remember is that people are coming to the reunion to catch up with old friends. We need to allocate the majority of the evening to free socializing. We might also want to consider setting up a continuously running slide show of old class photos in one corner of the room....this is always a great attraction. Consider setting up a nostalgia table for classmates to view memorabilia and artifacts from our class past....this is a great way to jog faded memories and spark discussions amongst classmates. Ask each of our classmates to bring one piece of personal memorabilia for the nostalgia display. If we want to encourage dancing make sure our music provider plays music from our era.

Staffing the event

Unfortunately the reunion committee's job isn't over after all the plans and arrangements are complete. On the day of the reunion there is still the work of registering guests as they enter. We've worked hard and we too deserve to enjoy the reunion. Some facilities may provide this service for us or we might want to consider asking friends or family members to handle this for us. We might even be able to make arrangements with volunteers from the class year ahead of us or behind us to provide this service in turn for providing this service at their reunion. Given the likelihood that they may know people in our graduating class it could be an attractive opportunity for them as well to help out.

29th Years and No turning back, its Now or Never !!

Come One Come All !!!!