

Reunion Planning Guide

 Reunions

Dear McNicholas Reunion Class Representatives,

Reunions are a special time for your class to renew friendships, share memories, and exchange news. As your Alumni Manager, I will assist you during many of the steps along the way, including encouraging your class to consider having your reunion (or some aspect of it) on campus. The Development and Alumni Relations office has compiled information, resources, and services to help you make this event an interesting and enriching experience. McNicholas High School will provide the following for your reunion celebration:

**Class Lists**

We will provide a class list to the class reps and update the class list based on changes received from the first mailing and/or from the class reps**.** Please update the Excel spreadsheet by highlighting changes.

**Save-the-Date Letter and Invitation**

The Save-the-Date letter should be mailed **6-9 months** prior to your reunion. We will provide you the mailing labels. You can use an outside vendor, or McNicholas can design and mail the post card for you. Your cost would be 50 cents per mailing if we do it for you. If you wish to put out a letter, that cost would be 65 cents per mailing. The invitation should be sent **8 weeks** prior to the reunion. The date of your reunion will be posted on the McNicholas High School’s Alumni website page.

**Facebook**If your class does not have a class Facebook page for your reunion, you may want to create one. We can also post information about your reunion on the Alumni Association’s Facebookpage.

**Class Parties Held on the McNicholas High School Campus**

If you decide to hold your class reunion at McNick, the cost to reserve a spot is $100 for the first 4 hours, $40 dollars per hour over that. Fifty percent of that money can be refunded if your reunion puts away supplies and cleans up the location. The campus locations available for your use include the Cafeteria, Courtyard, Heritage Room, and first floor of the Convent. See the following page on resources available to you when planning your class party on campus.

**Mass**

A Mass at Guardian Angels Church is available if you would like to include that as part of your weekend.

**Photos and Archival Information for your Class Party**

If you want any photos of your classmates that we have in the archives, you are welcome to have them.

**Class Gift**

Alumni giving to McNicholas High School is very important to the future of our school. Please consider making a class gift to McNicholas High School to celebrate your reunion year. Your class, as well as those individuals participating, will be recognized in the Honor Roll of Donors. If your class does not have a specific gift in mind, we encourage you to make a donation to the Alumni Scholarship Fund. Please remember everyone and every gift makes a difference.

We look forward to hearing from you soon to start the process. If you have any questions, do not hesitate to call our office at 231-3500 ext. 5850

Sincerely,

Shawn Young

Manager of Alumni Relations and Special Events

**Services Offered by the McNicholas Development and Alumni Relations**

* Listing of your reunion event on the alumni web page
* Providing class lists with personal contact information (phone & email)
* Securing and coordinating event location if at McNicholas High School
* Working with reunion committees in providing space for planning meetings and setting agendas

**Suggestions for a Successful Reunion**

* Call or email classmates in the local area and enlist their aid to serve on the reunion committee. Try to get at least 6 people on your committee and get a diverse group of people.
* Have the committee decide on the date as soon as possible, and check the availability of that date with the Alumni Office if you wish to have it at McNick. Most reunions are held between the end of August and the middle of October.
* Secure your class list from the Alumni Office. Divide up the list and try to update your class list. Please make changes and highlight those changes in yellow. Please return that list to the Alumni Office.
* Once you have updated your class list then put together your agenda and get it out to your class.

**Basic Timetable for Events**

|  |  |
| --- | --- |
| **9+ months in advance** | -Contact McNicholas Alumni Relations office at syoung@mcnhs.org or Shawn Young (513) 231-3500 ext. 5850.-Set event date/location-Organize a planning committee-Discuss class gift or donation to the Alumni Scholarship-Establish Facebook page and post on Alumni Association’s Facebookpage**-**Discuss with Alumni Manager so that it gets on the school website and in the Newsletter. |
| **6-9 months in advance** | -Plan a meeting to discuss event: location, type (formal/casual/dinner/cocktails), determine budget-Send Save-the-Date letter with tentative plan of events. |
| **8 weeks in advance** | -Send Invitation and plan on a follow-up call/email to encourage classmates to come-Assign committees to call classmates – personal contact is always best |
| **3-4 weeks in advance** | -Send emails or call to encourage classmates to attend |
| **15 days in advance** | -RSVP deadline |

**Available Resources for Reunions at McNicholas**

Please ✓what you wish to use with quantity if applicable.

Class of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Reunion date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Stand-up coolers - 3 available

 Ice

 White lights in trees and bushes in the courtyard

 12 6-ft. resin tables

 3 4-ft. resin tables that can be raised to bar height

 24 votive candle holders w/ candles

 24 votive candle holders w/o candles

 Citronella candles (in green candle holders) for outside

 2 refrigerators (one in convent/one in faculty lounge near cafeteria)

 Class pictures (must be secured with school archivist—see reunion guidelines)

 Speaker that can be connected to an ipod/mp3 or computer for music

 “Welcome Alumni” banner for front of convent

 Restrooms cleaned and open in McNicholas

 Nametags w/ McNicholas logo

 Information update cards

 Baskets and platters

 5 white 10 x 10 tents

 Signage supplied for marquee

**Contract for Borrowing/Rental of School-owned Items**

Date of Reunion \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Space Desired \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Person/Class Reunion Rep who is borrowing or renting: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone Number of Contact Person \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Start Time: \_\_\_\_\_\_\_\_\_\_\_ End Time: \_\_\_\_\_\_\_\_\_\_\_\_

Amount of Rental: $100 -50% can be reimbursed if no damage to borrowed equipment, supplies returned and area cleaned. Space will not be reserved until $25 deposit is paid; the remainder due 1 month before the reunion. Deposit paid \_\_\_\_\_\_\_\_\_

Final payment date \_\_\_\_\_\_\_\_\_\_\_\_

Final payment made \_\_\_\_\_\_\_\_\_\_\_\_

Items being used or borrowed checked on list attached.

The borrower/renter agrees to reimburse the item(s) above for the reimbursement amount if any damage occurs to borrowed items.

Signature of Borrower/Renter: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of McNicholas employee authorizing item to be borrowed/rented:

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

Shawn Young,

Alumni Manager.

**McNicholas High School Non-Disclosure Agreement**

McNicholas Alumni and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, (“RECIPIENT”) agree:

McNicholas and its designees may disclose to RECIPIENT certain confidential information regarding alumni, including personal identifiers such as address, phone number, or email address. This information is to be used for the express purpose of promoting events and activities associated with approved reunion programming.

RECIPENT agrees to only use confidential information for outreach to classmates and fellow alumni for reunion related programming and events sanctioned by McNicholas. Sanctioned reunion programming includes but is not limited to class reunion fundraising, reunion communication/promotion and only those event functions offered by the High School. Events that conflict with signature Homecoming events or overall reunion programming will not be sanctioned by McNicholas High School.

RECIPIENT agrees that RECIPIENT shall not disclose the information so conveyed, unless in conformity with this agreement, and shall protect the same from disclosure with reasonable diligence.

As to all information which McNicholas claims is confidential, RECIPIENT shall reduce the same to writing prior to disclosure and shall conspicuously mark the same as "confidential," "not to be disclosed" or with other clear indication of its status. RECIPIENT will not replicate information for other use (e.g. creation of database) and will be permitted to a one-time use for the proposed activity.

The obligation of non-disclosure shall terminate if/when any of the following occurs:

(a) The confidential information becomes known to the public without the fault of RECIPIENT, or;

(b) The information is disclosed publicly by McNicholas, or;

(c) The information loses its status as confidential through no fault of RECIPIENT.

In any event, the obligation of non-disclosure shall not apply to information which was known to RECIPIENT prior to the execution of this agreement.

Dated: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Dated: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Recipient Signed McNicholas Signed

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Shawn Young \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed Name Printed Name

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Manager ofAlumni Relations & Special Events

Title Title

Final Review:

Week of event:

* Remind speakers & participants
* Final count to caterer
* Pick-up/receive printed materials (programs, …)
* Confirm room set-up
* Review checklist

Day before event:

* Confirm caterer arrival & set-up times
* Confirm florist arrival & set-up times
* Pick-up AV equipment

Day of event:

* Place/confirm parking & directional signs
* Check restrooms and common space for cleanliness
* Check AV equipment