

Reunion Organizer's Check List

One year prior to reunion: Contact Alumni Coordinator's office to confirm date of reunion; Henry Chandler, Alumni Coordinator---574-234-2904, ext. 547; e-mail: hchandler@saintjoehigh.com

Six-Nine months prior to reunion: Send out a "Save the Date" to class members with at least skeletal information regarding reunion activities; Alumni Office will send out and pay postage for first mailing. Confirm activities with vendors, bars, restaurants, SJHS and make necessary deposits. Arrange for local class contact for Alumni Office if necessary.

Two months prior to reunion: Send formal invitation to reunion to class members. Include specific information regarding activities, locations, price and what will be included. Be certain to include method of payment and where and how to RSVP. All financial transactions are the responsibility of the reunion organizers. Send invitations to individual faculty members if desired.

One week prior to reunion: Confirm all details with all locations, vendors. Gather any materials to be used at reunion sites----displays, decorations, videos, slide shows, etc.

Typical reunion schedule:

Friday: Reception at school; school open for walk-arounds, tours; social gathering at local bar, restaurant after reception

Saturday: Options: Reception at school, Mass in school chapel, social gathering at local bar, restaurant (sit-down dinner, appetizers, music)

Sunday: Mass in school chapel, breakfast in Leep Family Dining Hall

One month after Reunion: Provide Alumni Coordinator with a written summary of the reunion for inclusion in *Focus*.