



REUNION PLANNING GUIDE

INTRODUCTION

Reunions are a great way to share memories and laughs with former classmates. What a perfect excuse for coming back to campus to have a look around, see what's changed and what's still exactly the way you remember it !

Use this guide as a tool for organizing your reunion. As you plan, you will probably have some questions or need additional information. In that case, don't hesitate to contact Cheli De Las Cuevas, Alumnae Relations Associate at: **(323)737-0012 Ex. 109** or email her at: **cdelascuevas@bishopconatyloretto.org**. We are here to support you in this exciting initiative.

WHY HAVE A REUNION?

Planning a reunion can be a lot of work but the benefits make it worthwhile.

Benefits include:

- Renewing friendships with classmates
- Networking with professionals in their industry
- Re-acquainting with former instructors to learn about program changes
- Revisiting favorite "haunts"
- To have fun!

WHAT'S INVOLVED IN PLANNING A REUNION?

This guide was developed to take some of the guess work out of planning a reunion and help you plan the best reunion possible. It includes a checklist to follow, a budget worksheet and ideas of a different types of activities, food and more. With a good committee, dedicated volunteers and this guide, your reunion is sure to be a success! We look forward to working with you to make your reunion a great experience.

GETTING STARTED

The Alumnae Associate is the first link in planning your reunion. Contact the office to let them know you would like to host a reunion. After signing a confidentiality agreement, your class list with contact information can be released to invite alumnae to your reunion.

Planning a reunion can be a stressful project and is always time consuming. Here is some helpful information to make your planning process easier.

The Alumnae Relations Officer will be able to:

- ✓ Provide event-planning advice
- ✓ Promote your reunion in Echoes of Memories, Alumnae Links, Alumnae website and social networking sites

- ✓ Liaise between the Reunion Planning Committee and Bishop Conaty-Our Lady of Loretto personnel.

BEGIN PLANNING EARLY

Set the date at least a year to 18 months in advance (if possible). This will ensure you have adequate time to contact your class and reserve the necessary venues for your reunion. Create a timeline for the entire reunion planning process. Summer and fall reunions seem to have the best turnout. Please let Bishop-Conaty-Our Lady of Loretto Association know once you have selected a date for your reunion. The Alumnae Association receives many calls from graduates inquiring about class reunions and is available to pass along any information on your reunion.

REUNION ORGANIZERS: WHO WILL BE IN CHARGE OF THIS EVENT?

Reunion organizers play an important role in making reunions happen. The reunion organizer, along with a small committee of classmates (if possible) will communicate with the Alumnae Relations Associate to make plans and get started.

Forming a committee of local alumnae is a good first step. A successful reunion depends on a strong committee with members who will work throughout the year to get the job done. This group will share in the planning and promotion of the reunion. Having excellent reunion leaders and a hardworking committee will ensure a successful reunion.

Most reunion committees have a chair or co-chair who oversee all aspects of planning the reunion event. Schedule your meeting times in consideration of your committee's daily routines and if necessary hold a conference call. Regular emails are important to keep all members identify their strengths and assign roles appropriately.

GETTING STARTED – QUESTIONS TO KEEP IN MIND

- 1) Timelines: When do you want to host this event?

Give yourself one year: It often takes at least one year to plan a reunion weekend properly. Most people need to be notified of the event at least 12 months ahead of time to insure their attendance.

- 2) Reunion Styles: What type of reunion do you want to host?
 - Single class reunion celebrating 10, 15, 20, 30, etc... year reunions
 - Entire program reunion – on any occasion or milestone
 - Formal or casual reunion
 - Networking, educational or celebration reunion
 - Specialty reunion –taking a trip, campaigning, staying at a resort, taking a cruise - it all depends on the guests and the amount they are willing to spend.

3) Facilities: where do you want to host this event?

Most reunion classes have held their reunion events on campus; however, some reunion classes may choose to use restaurants or bars for some scheduled activities. Please note that all off-campus facility bookings are the responsibility of the reunion committee.

On campus spaces include:

- Library (capacity 140)
- Cafeteria (capacity 125)
- Auditorium (capacity 200)
- Green Field (capacity 503)
- Terrace (capacity 170)
- Chapel (capacity 124)

Most on campus spaces may be used free-of charge by alumnae depending on availability. All requests to use any on campus facility are made through the Alumnae Associate. Facility bookings should be done as early in the planning process as possible. Contact Cheli De Las Cuevas at (323) 737-0012 Ex.109 to book your facility needs.

4) Accommodations

There are a number of hotels within a 15 minute drive from Bishop Conaty-Loretto campus. The reunion committee is responsible for all bookings. Please refer to Reunion Planning Resources “Staying around Bishop Conaty-Loretto” for an extensive list of hotel options.

5) Food

We have a number of local caterers that we work with regularly for our events. Our list includes local Bishop Conaty-Loretto parents, alumnae and community members. Please refer to Reunion Planning Resources for a complete listing. The courtyard patio may be used should you require a BBQ. Supply your own hot dogs, hamburgers or spare ribs and you're in business!

6) Parking & Transportation

Parking

Reunion guests may use Bishop Conaty-Loretto parking lot free of charge during the event.

Public Transit

The Los Angeles Department of Transportation (LADOT) has a bus stop directly in front of Bishop Conaty-Loretto.

7) Budget: How much will this event cost?

All Bishop Conaty-Loretto reunion costs are the responsibility of the organizing committee.

When developing a budget for your reunion, remember to include all small items; they tend to add up faster than you think! Remember to leave room in the budget for miscellaneous/back-up funds to cover you should unexpected expenses arise. Please review sample of reunion budget.

8) Advertising: How will you publicize your reunion?

Mailings

Mail out your Save-The-Date invitations at least one year in advance. The first mailing may include some or all of the following:

- Invitation to classmates to join the reunion planning committee
- A tentative schedule of the events taking place
- Local hotel information
- Lost classmates list and return form to gauge the number classmates attending and ideas/suggestions from classmates for their reunion event and other class-specific activities.

The second mailing contains the specific details for the class reunion as well as a schedule for all reunion activities and instructions on how to register.

Committee members are encouraged to write reunion letters as well as opening paragraph(s). The best opening paragraph usually evokes fond memories or talks about all that has changed on campus since graduation. Letters should be signed by at least one of the committee members and it is helpful to list all the committee members on the letter. It is encouraged that all mailings are also sent electronically.

Web

Your reunion event may have a webpage on our Alumni website. The contents of all the mailings can be posted here. The page can also be used to display a gallery of photos from classmates and have links to pertinent sites such as online registration, class gift goals and information.

Electronic Social Networking Sites include:

- Facebook
- Classmates.com
- Reunions.com

➤ Twitter

Advertising for your reunion may also be included on Bishop Conaty-Loretto's existing Facebook alumni group site.

Publications

Reunions will be advertised in Bishop Conaty–Our Lady of Loretto's, publication *Echoes of Memories*, as well as on our website and social networking group page.

Lost/Inactive Alumnae

Often, alumnae will move and the school will lose contact with them. The Alumnae Relations Associate will provide a list of "lost" or inactive alumnae, should you find these alumnae in the process of planning your reunion please inform the Alumnae Office so that we may continue to keep engaged with the Bishop Conaty-Loretto community.

Regardless of the method of communication that is chosen, the Alumnae Relations and Development Office ask that committee members always be respectful of a Classmate's privacy and not share personal information with others without appropriate consent. To ensure confidentiality of alumnae personal information, committee members will be asked to sign an agreement before any contacts are distributed to the reunion committee.

Loose Ends & Reunion Tips

Some things to remember for the main event

- ✓ Nametags - Creating nametags with a photo of your guest when they were a student is a fun and handy way for people to get reacquainted with each other.

- ✓ Displays - Ask classmates to bring old yearbooks, photos, memorabilia, uniforms, sweaters, etc. for display.

- ✓ Be prepared! - On average 30% of your RSVP's will come to the reunion activity early!

- ✓ Photos - Arrange for a designated photographer for your reunion and forward copies to the Alumnae Relations Office. Don't forget to take a group photo!

- ✓ Reunion Merchandise and Memorabilia - Decide what kind of memorabilia you would like to offer reunion attendees (i.e. Reunion mugs, Reunion biography books). It must be determined which committee member will be responsible for acquiring and selling the merchandise.

REUNION POST-MORTEM

It is strongly recommended that each reunion committee hold a wrap-up meeting after the reunion event. This provides the committee with an opportunity to discuss what worked well and what can be improved upon for the next reunion. It also provides the Alumnae Association Office with feedback as to how it can better meet the needs of Bishop Conaty-Loretto alumnae. Reunion committee members are asked to please write a brief, one paragraph recap of their reunion activities for an inclusion in our Echoes of Memories issue. The report should be sent over to the Alumnae Relations Associate no later than one month after the reunion event.

Reunion Class Giving

Leaving a legacy for years to come...

Reunion is a time when Bishop Conaty-Loretto Alumnae come together to reminisce with old friends and reconnect with the school. One of our goals is to make *Reunion Class Giving* a strong tradition. Many times classes join together to celebrate this milestone by making a collective gift in honor of their reunion. These class gifts have been used to support some of the schools most vital needs which are providing scholarships for many girls that wouldn't be able to attend Bishop Conaty-Our Lady of Loretto without tuition assistance.

If your group decides to make a donation to Bishop Conaty-Our Lady of Loretto during your reunion, please contact Cheli De Las Cuevas, BCL Alumnae Relations Associate, at (323)737-0012 or email cdelascuevas@bishopconatyloretto.org.

REUNION CHECKLIST

Having a checklist is an efficient way to organize the reunion planning process, delegate responsibilities to committees and create deadlines for completion. Use the following checklist to help determine the budget. Some of the suggestion are optional and should be considered only if the budget will allow.

- ✓ Catering - Select a caterer and make necessary decisions regarding meals.
- ✓ Classmate location - Create a central database or spreadsheet with updated information and utilize this information for all mailings. Notify Bishop Conaty-Our Lady of Loretto Alumnae Association of updated information.

- ✓ Decorations - Plan the decorations around a theme and select decorations or hire a decorator. Arrange for set-up and clean-up.
- ✓ .Music and Entertainment - Select music/entertainment for the event.
- ✓ Name tags - Print name tags for each event and make name tags for spouses.
- ✓ Photographer - Secure a photographer as needed.
- ✓ Program - Coordinate a reunion questionnaire and awards. Create a reunion program to hand out to attendees and include classmate's current addresses along with spouses and children names.
- ✓ Promotion - Create and mail notices and flyers
 - Select invitations, print and mail
 - Develop an e-mail distribution list and create website
 - Make phone calls to encourage others to help or attend
 - Write and send news release; make follow-up calls to media
 - Place advertising as necessary
- ✓ Security: Inquire if you need security guards and make arrangements.
- ✓ Venues: Secure a place to hold the event and organize activities for families as optional entertainment.

SAMPLE BUDGET

Revenue:

Expenses:

Communications/Marketing

- Envelopes, paper and postage for mail-outs
- Long-distance phone calls including faxes
- Advertising

Equipment Rental or Purchases

- Tent shelters
- PA system
- Music/video equipment
- DJ fees
- Lighting
- Venue/facility fee
- Security fee

Event Supplies

- Decorations
- Prizes or awards
- Paper plates and cups or rentals
- Linens, center pieces, napkins, name cards

Food

- Groceries
- Caterers
- Restaurants
- Taxes
- Tips and gratuities

Printing

- Save-the-date cards
- Invitations
- Reminder mailers
- Programs (Liturgy/event)
- Name tags
- Memorabilia merchandise

- Award certificate
- Signage
- Miscellaneous

Total Cost = \$0.00

SAMPLE INVITATION LETTER

Date

Dear Classmate,

We invite you to join us in celebrating our (number years) anniversary as graduates of the (name program) at Bishop Conaty-Our Lady of Loretto High School in Los Angeles, California. This will be a great opportunity to reunite with your classmates, catch up on what your classmates have been doing since graduation and relive the wonderful memories of your years at Bishop Conaty-Loretto. Join us on (Insert date here) and show the graduating class of (insert year here) what the (insert mascot) spirit is all about! Plans are underway for a special reunion, and we hope that you and your family can attend.

If you have any questions, comments, or suggestions, please feel free to contact us. We look forward to seeing you in (insert month here)!

Sincerely,

(Name)

Volunteer Reunion Coordinator

(Contact information)

REUNION PLANNING RESOURCES

Catering

Zlicious Kitchen

On Campus Catering.....(323) 314-2413

Los Angeles, CA., 90006

Dinah's Family Restaurant

6521 S Sepulveda Blvd.....(310) 645-0456

Los Angeles, CA., 90045

El Cholo

1121 S. Western Ave.....(323) 734-2773

Los Angeles, CA., 90006

Homegirl Café

130 W. Bruno Street.....(213) 617-0380

Los Angeles, CA.,

Marie Garcia

1337 West 87th Street

Los Angeles, CA., 90044

Email:.....MarieGarcia_56@att.netcom

Munoz Catering

San Gabriel, CA.....(626) 292-2276

Email:.....dave@munozcatering.com

Mona Lisa Catering

18091 Kigsbury Street.....(818) 363-0188

Northridge, CA., 91326

Papa Cristos Taverna

2771 W Pico Blvd.....(323) 737-2970

Los Angeles, CA., 90006

Paulina's Catering

Contact: Francisco & Omar.....(323) 778-3952

Cell: (323) 821-0545

Santa Maria BBQ

9552 Washington Blvd.....(310) 559-5709

Culver City, CA.

Subway

1728 South Western Ave

Los Angeles, CA., 90006.....(323)731-3592

Tu Tacos (On-Location Taco Cart Catering)

Los Angeles, CA, 90189.....(909) 553-0176

Florists

Woods Florist

6528 East Whittier Blvd, Los Angeles, CA. 90006.....(323)722-2462

Minerva BC'76

Photographer

Sanford Studios, Inc.

14104 E. Whittier Blvd.

Whittier, CA. 90605.....(562) 698-0071

Transportation

Gaitan Express – Bus Company

Evelyn.....(323) 864-6014

(323) 730-1546

(323) 731-1546

