



Immaculate Conception High School Reunion Planning Toolkit

ICHS Alumnae:

Whatever happened to that classmate who was the lead in the spring musical? Ever wonder whether your lab partner became a scientist? Do the school uniforms still look the same? When you find yourself reminiscing about your ICHS years, you know it's time to organize a reunion.

Reunions are not only a good way of connecting with old friends, but also a chance to expand your personal and professional network and get up-to-date news on how the faculty/staff are doing.

Whether it's your 5 year, 12 year or 34 year; if your class isn't scheduled for a reunion, why not start planning one!

The *ICHS Reunion Planning Toolkit* has been designed to serve as a practical handbook/guide to assist with your reunion planning. Use it to help organize your reunion committee, map out timelines, spread the word, and plan events that will "wow" your classmates. We hope that you will find this both helpful and informative.

ICHS reunions are typically organized and led by volunteers. There is no standard reunion format, however the Advancement Office can offer best practices from past reunions and provide support in your planning.

Thank you for volunteering for your class and ICHS!



Planning

What's the secret to a successful Reunion? Planning, planning, and planning. Reunion planning takes as little as a few weeks or as much as a few months preceding the event to organize activities and encourages reunion attendance.

Each class has distinctive characteristics. Keeping this in mind, the reunion committee is responsible for providing programming and activities that balance the interests of the class with time for each classmate to enjoy reminiscing and visiting with old friends. Optimally, classes should involve as many classmates in the planning as possible.

For every alumna with whom you speak, you are ICHS. Please share your enthusiasm and encourage attendance at reunions. Work with other class volunteers and the Advancement office for outreach.

Reunion Gift

We all know that ICHS is special for many reasons and your reunion is an important milestone and a celebration of your education, friendships, and experience. We hope that you will honor these memories with a gift. It's one of the best investments alumnae can make!

Your class reunion is a time when alumnae choose to support the Annual Fund with a gift, since many are thinking about their alma mater and may even come back to campus. Yet, Reunion giving is about more than making a donation, it is a wonderful way to come together as a class in support of current and future ICHS students. By making a gift in honor of your graduating class, you will celebrate the bond that all ICHS classes share as members of the same academic community.



Steps to a Successful Reunion

Step #1

Recruit Committee Members: First step in planning is putting together a committee. Contact former classmates and use social media to recruit potential committee members.

Step #2

Set a Date: Reach out to the Advancement Office about your intention to plan a reunion. Ask if anyone else has contacted the school about planning a reunion for your class and set the date.

Step #3

Event Timeline: Timelines help with planning as well as manage expectations of all committee members and ensure that everything is ready for the big event.

Step #4

Tracking Classmates: Use social media and contact list from ICHS and search the White Pages online directory. Work with the Advancement Office to post an announcement on ICHS website and social media pages. Obtain a class contact list from the Office of Advancement.

Step #5

Reunion budget. Draft a revenue/expenses worksheet with an estimated number of paying guests, set a ticket price, itemize potential expenses, and include reunion gift to the school.

Step#6

Correspondence: Create save the date cards, invitations, private Facebook group; invite well-liked ICHS teachers/staff. Create a “who’s coming” page in your private Facebook group.

Step #7

Create a theme: Can be ICHS colors, blue wolves, or whatever the committee agrees upon. It can be seasonal, reflect the decade that you graduated, etc.

Step #8

Decorating ideas: balloon bouquets, streamers in school colors, banner from school, enlarge old school photo, assemble collages of photos, the ideas are limitless.

Step #9

Day of preparations, schedules, volunteers.



Suggested Timeline for Planning Your Reunion

6 to 8 months prior to the event

- Contact the Advancement Office about your intent to host a reunion.
- Request class contact lists from ICHS.
- Send out an initial communication to your class to let them know of your intent to host a reunion and ask for volunteers to establish a committee to organize the event.
- Establish a committee of volunteers to organize the event.

8 to 10 weeks prior to the event

- Set the date, time, and type of event.
- Secure the venue and determine such details as event time, per person cost etc.
- Include a gift to the Fund for ICHS in your costs (add \$5 per person to the tickets, etc.)
- Distribute mailing to classmates and submit promotion information to Advancement Office for inclusion in newsletters, website, and social media.

7 to 8 weeks prior to the event

- Determine the number of volunteers needed for the event.
- Determine invitation distribution options (mail, email, and social media).

6 to 7 weeks prior to the event

- Prepare and distribute invitations.

4 to 5 weeks prior to the event

- Confirm the number of volunteers needed.
- Confirm details with the caterer/venue and any vendors.
- Contact the Advancement Office for ICHS branded gifts and information for attendees.

2 weeks prior to the event

- Committee meets to discuss and finalize the details.



1 week prior to the event

- Reminder emails or phone calls to encourage attendance.
- Reach out to event venue/caterer, vendors to confirm delivery, set-up, guest count, etc.
- Create name badges/stickers for each attendee (use their grad photo along with their name)

Day of the event

- Greet everyone.
- Prepare volunteers with the program for the day/evening
- Recognize your volunteers and thank them for their efforts.
- Recognize faculty/staff that are in attendance.

Following the event

- Meet with the organizing committee to clear up outstanding invoices, and discuss recommendations for future reunions, etc.
- Contact Advancement Office with the evaluation of the event and any photos that could be published in alumni publications or on the web.
- Distribute update and evaluation forms to your classmates