



Bishop Chatard High School Reunion Planning Guide

It's never too early to begin planning your reunion. Don't let the thought of what seems like a huge task scare you away! Reunion planning can be as simple or as elaborate as you want it to be.

Secure Your Reunion Location

Your first task will be to secure your desired date and a location. Reunions can be hosted off-site at many area restaurants around town, at a classmates home or here at Bishop Chatard.

If you plan to host your reunion at a restaurant, you will work with them directly on the food and beverages offered. Many restaurants have a separate gathering space that provides a cozy atmosphere for your evening. Another option is to offer food and ask your guests to be responsible for their own beverage expense. You may also choose to offer food and an open bar. The price you charge each guest will vary depending on what is offered at the venue.

If you choose to have your reunion at a classmate's home, your expenses will be figured the same way depending on whether you have the event catered and if you choose to have entertainment.

If the event is on-site at Bishop Chatard, it can be in one of our two gyms or the cafeteria. That space will need to be reserved at least six months in advance so that our staff can plan maintenance around your event. Bishop Chatard will provide 24 round tables, linens, a microphone and speakers. If the event is held on-site, our insurance policy requires that it be catered with licensed bartenders.

Include a Tour of the School

Regardless of your reunion's location, we strongly encourage to come back to Bishop Chatard for a tour of the facility by BCCHS President Bill Sahm. Not only has the campus changed quite a bit since you attended as students, but also, there are exciting plans in place for the future. Your tour can be held the night before your event or the evening of. Bishop Chatard provides beer and wine for you to enjoy throughout the tour.

Set a Price

There are no set budgets for reunions. The reunion fees finance the event. For example, if the venue/caterer is charging you \$25 a person, you will want to charge your guests at least \$30 so that you will have extra funds in your account to cover any incidental expenses.

Determine Class Donation Goal

We also ask that each reunion have a fundraising element to their event. You can include the amount you would like each guest to donate in your ticket amount or have a separate donation tab on your RSVP form. The donations collected will be applied to our general tuition assistance fund. Bishop Chatard currently has 46% of our students who receive financial assistance.

If your class has a cause close to your hearts (ie: a memorial fund for a deceased classmate), the funds can be applied to your cause.

The amount you request will vary. Some choose to use the year of their graduation (Class of 1985 will strive to collect \$1,985.) Some will choose to ask for a certain amount of money per members of their graduating class. (The Class of 1985 had 188 graduates. They will ask for \$20 per graduate for a total goal of \$3,760.) Other classes will choose a specific amount as a goal (\$2,000.)

Publicize Your Reunion and Collect RSVPs

Your reunion RSVP and donation links are posted on the BCHS Alumni reunion page. We will house the funds and can pay the vendors, restaurants, caters directly once we receive their invoice.

Bishop Chatard will send paper invitations out for your class in addition to providing you with the most updated contact information we have on file. Some groups prefer to create a class Facebook page or create an Evite. You cannot over-communicate information about a reunion!

There is no time like the present to begin your reunion planning!

Questions?

Please contact Robin Kontor at rkontor@bishopchatard.org or 317-251-1451 ext 3220 if you have any additional questions.