



## 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.

### Let's Begin Planning!

- First, pick a date for your class reunion
- Next, contact Kelly Stuhldreher - Coordinator of Special Events and Alumni at [kstuhldreher@bishopchatard.org](mailto:kstuhldreher@bishopchatard.org) to begin your reunion planning
- In our initial conversation we will discuss:
  - Location & budget
  - School tour
  - Friday Football game
  - Reunion invitations
  - Online registration
  - Class gift

### Location & Budget:

- Restaurant or other offsite venue:
  - The price you charge each guest will vary depending on what is offered at the venue.
  - You work with them directly on the food and beverages offered
  - Example:
    - Just offer food and ask your guests to be responsible for their own beverage expenses.
    - You may also choose to offer food and an open bar, or cover the cost of one drink and guests are responsible for anything after that.

- Classmate's home:
  - Your expenses will be figured the same way depending on if you choose to have the event catered and if you choose to have entertainment.
  
- Local Venue Ideas
  - Sun King
  - Binkleys
  - Liter House private room
  - Blind Owl
  - Rathskeller Biergarten
  
- Budget
  - There are no set "budgets" for reunions. The reunion finances itself. 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 incidentals (i.e. centerpieces, paper invitations, decorations)
  - Funds received are held at BCHS to pay restaurants/venues once we receive an invoice from them. If a deposit is required, BCHS can help with that.

### **School Tour:**

- Decide a time and date for your tour, if this is something you'd like to do
  - Typically, the tour takes place on Friday before football game or the Saturday of your reunion
  - Your tour guide will be Bill Sahn
- Not only has the campus changed quite a bit since your class were students, there are exciting plans in place for the future.

### **Football Game**

- At your request, BCHS will open the Special Events tent for you to host your class reunion. The Special Events Tent is located in the north endzone of our home football stadium.
- This includes:
  - Snacks and refreshments
  - Tables and seats designated for your class. Feel free to bring any yearbooks or class memorabilia you'd like to display!

- Please note: There is a limit on how many reunions can be held in the Special Events Tent per game. Please talk with Kelly Stuhldreher to determine availability of Special Events Tent

### **Invitations:**

- You may choose to send out paper or email invitations, or both, for your class reunion.
  - BCHS will provide you with the most updated contact information we have on file, but we encourage you to reach out to your classmates to find any updated contact info we might not have.
  - At your request, BCHS will create and send you a weblink that will include your reunion RSVP and donation form - we encourage you to include this link on your invitations.
- If you choose to send email invitations, you may have BCHS send out the evites, or you may do it yourself.
- If you decide to send a paper invitation, you will be responsible for designing, printing and/or purchasing your invitations and envelopes.
  - BCHS is happy to provide address labels for you and we will run them through our postage meter.

### **Online Registration and RSVPs:**

- BCHS will include your reunion rsvp and donation links on the BCHS Alumni reunion page and will also be sent out in the Alumni newsletter.
- Questions or concerns regarding online registration will be directed to the class reunion point person.

### **Class Gift to your Alma Mater:**

- Please consider a class gift to BCHS.
  - A separate donation tab on your rsvp form is the easiest method.
- You may decide to designate your Class gift to the tuition assistance fund (46% of our students are in need of this financial assistance) or a specific area/project in need.
- The development office will help you in all matters pertaining to your gift to the school.
- Past gifts have included:

- An amount that represents the year Class reunion (25th may work to raise \$25,000)
- An amount representing the year of graduation class. (Class of 1985 had 188 graduates, worked to raise \$20 x 188 for a total gift of \$3,760)
- The Class of 1968 holds the record to date with \$10,764.00. at their 50th in 2018

### **Communications:**

- We encourage you and your committee to create a Class Facebook page and/or other social media pages
  - This will help you stay connected with your classmates before and after the reunion
- While paper invites are a nice touch, we encourage you to also consider an email invitation as it's a great way to increase communication and attendance at your reunion!
- There is no way to over communicate information about a reunion!

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

Please contact Kelly Stuhldreher, [kstuhldreher@bishopchatard.org](mailto:kstuhldreher@bishopchatard.org) if you have any further questions.

Update February 2021

