



## **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 Deanna Murphy - Director of Alumni Relations & Special Events at [dmurphy@bishopchatard.org](mailto:dmurphy@bishopchatard.org) to begin the reunion planning process.
- In our initial conversation we will discuss:
  - Location and Budget
  - School Tour
  - Friday Football Game
  - Reunion Invitations
  - Online Registration
  - Class Gift

## Location and Budget

- Offsite venue (restaurant or other location)
  - Restaurant – You will work with the venue directly on the food and beverages offered
    - Example:
      - Just offer food and ask your guests to be responsible for their own beverage expenses.
      - Or you might offer food and an open bar, or cover the cost of one drink and guests are responsible for anything after that.
  - Other locations such as a classmate’s home
  - Your expenses will be figured the same way depending on if you choose to have the event catered and/or if you choose to have entertainment.
  
- Local Venue Ideas
  - Sun King
  - Binkleys
  - Liter House private room
  - Blind Owl
  - Rathskeller Biergarten
  - Sullivan’s Hardware & Garden
  
- Budget
  - There are no set “budgets” for reunions. The reunion finances itself. The price you charge each guest will vary depending on what is offered at the venue. For example, if the venue/caterer is charging you \$25 a person, you will want to charge your guests at least \$35 so that you will have extra funds in your account to cover any incidentals (i.e. centerpieces, paper invitations, decorations, tax, gratuity, etc...))
  - 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.
  - **Make sure that you talk to your vendor about ALL the costs that will be associated with your event (food, drink, gratuity, tax, etc...) so that you can set the correct charge for your guests. Bishop Chatard suggests you charge enough so that you have some extra left over. The extra can 1) be given to BCHS as a donation from your class or 2) be returned to you and then you can divide it among your guests.**

## **School Tour**

- Decide a time and date for your tour, if this is something you would like to do.
  - Typically, President Bill Sahm leads this 30 minute tour, and most tours have taken place just prior to a home football game, but can be scheduled in the afternoon on a Saturday if need be.
  - Not only has the campus changed quite a bit since your class was here, there are exciting plans in place for the future.

## **Football Game**

- You and a guest will receive a football ticket to the Friday night game, if that is included in your reunion.
- BCHS will provide a small tent next to the high school (and very close to the Trojan Horse\*) where guests can check in and receive their tickets.
- We will need a couple of the reunion planners to work the check-in table and will get you everything you need for this to run smoothly.

\* You will be encouraged to visit the Trojan Horse, our own tailgate at our home Football games, where you can enjoy a burger, dog, sides and desserts prior to the game, compliments of BCHS.

## **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. It is helpful to designate a point person specifically for this area.
  - At your request, BCHS will create and send you a weblink that will include your reunion RSVP and donation form - which you will want to include 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, at no cost to you.

### **Online Registration and RSVPs**

- BCCHS will include your reunion RSVP and donation links on the BCCHS 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 BCCHS.**
  - 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 examples include:
  - 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 \$8,500)
  - 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 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 Deanna Murphy, [dmurphy@bishopchatard.org](mailto:dmurphy@bishopchatard.org) if you have any further questions.

