

## **SO, YOU'RE PLANNING YOUR CLASS REUNION ...**

**Here is a timeline with some tips to help you have a great reunion.**

### **6 months out**

Contact Janet Harpe in the Advancement Office at (502) 368-6519, ext. 29 or email [Janet.Harpe@desaleshs.com](mailto:Janet.Harpe@desaleshs.com) to see if anyone from your class has started planning a reunion. If a reunion has not been planned, contact your classmates and put a reunion committee together. Small committees are usually the best ideas. Janet can provide you with the contact information on your classmates.

### **5 months out**

Hold an initial committee meeting to brainstorm ideas, dates, locations and the type of reunion you want (casual get-together, formal dinner and dance, meet at a football or basketball game ...) Most of the major decisions can be made at one or two meetings. Just divide up your ideas between committee members and have them researched before the next meeting.

Suggestions: Coach's Room at DeSales for an informal gathering; Monastery deck for a summer gathering; Tailgating before or after the football game in the Fall; We also have had classes meet at Churchill Downs for the spring or fall meets; Meet at a local bar/restaurant for appetizers and drinks; Golf scramble; Local hotel for dinner and dance.

### **4 months out**

Meet again to discuss options and finalize plans, specifically:

Cost: Decide on a cost per person, making sure to include cost of postage, invitations, rental fees, food, etc. This insures no out-of-pocket expense to committee members.

Invitations: Most classes opt for flier style invitations made on the computer. Another option is to have them professionally made, but this will add to the overall expense.

### **2 months out**

Mail invitations. Janet can provide you with a class database anytime throughout the planning process for you to obtain contact information. DeSales will be glad to mail the invitations once you have provided all the information. In return, please send any updated or corrected addresses and phone numbers to Janet so that DeSales can keep accurate records as well.

### **1 month**

Send a reminder (email or postcard) out to your classmates that they can RSVP to. Best option is to call your classmates personally. You can divide the list up between your committee members to lessen the amount of work. If it works with the location you have picked, let your classmates pay at the door if they are unsure if they will be able to make it.

### **Additional ideas!**

- Enlarge yearbook photos and place them around the room. What a great way to bring back memories.

- Include a questionnaire in the invitations to get updates on your classmates. Then post this information at the reunion. This is great for people who cannot attend the reunion but still want to share news.
- Or have the questionnaire at the reunion for your classmates to fill in and mail out an updated directory afterwards (be sure to include the cost of this in your charge for the evening).
- Have a class photo taken at the reunion.
- The absolute best way to find good deals on photographers, caterers or locations is to network with your classmates. It is surprising how many people have the connections you need that will help you save money.

## **PR**

DeSales is happy to publicize your reunion on our website to get the word out, or send a postcard or letter informing the class. Just send us your information and we publicize it!