



CONGRATULATIONS!

You have reached another milestone in life. Whether it is your 5th, 10th, 20th, or 50th reunion, reunions are a great way to reconnect, reminisce over the good old days, and build new networks. A class reunion can be organized for a specific class, a range of classes, a geographical area, or a targeted group of individuals sharing an interest.

The TAS Alumni Office is here to assist you in recapturing these special moments for your class. This brief guide provides suggestions to help you get started with planning a reunion, whether it takes place on or off campus, in Taipei or elsewhere in the world. Organizing an event can be challenging as it requires a lot of planning and discussions, and it can be hard to meet everyone's expectations. However, at the end of the day, it is very rewarding and fulfilling. Who doesn't like a good party? We hope these tips can help you execute a memorable reunion with your classmates!

Contact Us!

TAS Alumni Office

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REUNION PLANNING 101

Planning events is all in the details! Think about the following considerations to get you started. Spending the necessary time to solidify these basics will help manage the chaos that comes with event planning. Always try to plan ahead and think of the various solutions to different problems that could emerge.

Date: Once you pick a date and lock it down, then you can set up deadlines, and it may ultimately save you time in the planning process.

Time Frame: Take into account how much time you need for the day of your event from setting up to event flow to clean up; every minute counts!

Attendance: Get a rough estimate through surveys or ask your peers what the attendance number may look like to best measure what kind of venue to book and numbers to work with. Always take into account that people may drop out at the last minute!

Budget vs. Cost: Please note that the TAS Alumni Office does not subsidize TAS class reunions. It is always helpful to have a rough number to work with, whether it be the cost per head or an overall budget to spend for the entire event. From here you can then better select and shop for your venue and vendors, seek sponsors, and know how much you have left to use on other items.

Marketing: Once the date, time, attendance, and budget are sorted, you can create a skeleton marketing schedule to decide on how to start promoting your event. Whether it be a formal invitation to your entire class, a social media post, or creation of a full Facebook page, the TAS Alumni Office can assist with this.

Transportation & Lodging: This is only necessary if your class is hosting a larger reunion that requires this element. If so, and depending on the group size, budget, and overall needs, this might be required to help transport your entire group from point A to point B.





PROGRAMS

How you choose to create a program for your reunion depends on you. Whether you want to create a theme, throw in trivia, games, presentations, talks, performances, etc. the list is endless. Just keep in mind that many individuals just want to catch up with friends and reconnect, which is already a program in itself! Many classes in the past have had photobooths on site which are fun ways to capture the event.

TAS ALUMNI OFFICE SUPPORTS YOU!

The TAS Alumni Office can support your reunion planning and execution by providing the following services:

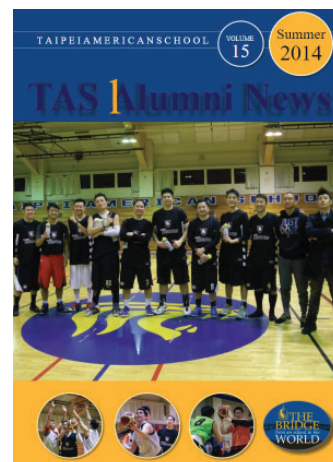
- Booking a FREE venue space on campus for your reunion at one of these locations: cafeteria, lobby, MPR (formerly FDR), Harmony Theater, or courtyard. (This includes a projector, AV equipment, basic tables, chairs, tablecloths, and disposable tableware and napkins.)
- Reaching out to your classmates through our database of alumni contact information
- Reaching out to faculty members you would like to invite to your reunion
- Promoting your event through the alumni e-newsletter and Taipei American School Alumni Facebook page
- Supplying a Reunion Box with items from the TAS Tiger Shop including items like TAS balloons, inflatable Tiger bats, t-shirts, mugs, bags, and TAS-related publications like *Blue and Gold* student newspapers and *Alumni News Magazines*, etc.
- Providing a tour of the TAS campus by request
- Providing pre-made Alumni ID Cards for all classmates attending a reunion held on campus
- Recommending Taipei vendors for food, catering, photographer, and other services upon request





FROM TAS WITH LOVE

Here are some sample of items the TAS Alumni Office can provide for your Reunion Box to use as decorations and gift items for your classmates! We can provide decorative pieces from the TAS Tiger Shop as well as print publications from *The Blue & Gold*, *Alumni News Magazine* and *The Window* magazine.



CREATING YOUR EVENT SCHEDULE

Many graduating classes before you have executed successful class reunions. These are sample event schedules and decoration formats for your reference.

10 25 30 REUNIONS

ONE DAY REUNIONS

Class of 2008 10-Year Reunion

6:15 - 7:15 PM - Ticketing
7:00 - 7:15 PM - Opening Remarks and Faculty Greetings Video
7:15 - 7:45 PM - Campus Tour
7:15 - 7:45 PM - Dinner Set-up
8:15 PM - Where You'll Be in 10 Years Video & PPT
8:45 PM - After-Party Announcement
8:46 PM - Roundtable Mic
9:00 PM - Senior Class Parody Video
9:20 PM - Closing Remarks

WEEKEND REUNIONS

Class of 1993 25-Year Reunion

Thursday, 12/20 - Casual Dinner and Drinks at the ACC
Friday, 12/21 - Formal Reunion Dinner at Taipei Marriott Hotel
Saturday, 12/22 - Family-Style Lunch at TAS (Catered)

Class of 1989 30-Year Reunion

Thursday, 8/8
AM - Everyone arrives TPE, check-in at the Hotel.
PM - Happy Hour at the ACC
Friday, 8/9
AM - Tour of TAS with lunch near school.
PM: Taiwanese dinner and Shilin Night Market
Saturday, 8/10
AM - Yangmingshan Hike
PM - "Party Like It's 1999" with possible visits to WooBar at W Hotel, Frank at ATTFun, KTV at Cashbox, etc.
Sunday, 8/11
AM - Farewell Taiwanese breakfast, hotel checkout.

VENUE DECORATING EXAMPLES



RECEPTION TABLES



PHOTO BOOTH BACKDROPS



REUNIONS HELD IN THE TAS LOBBY

TESTIMONIALS

Past organizers share their tips and suggestions for how to best plan a reunion. Read their experiences and feedback for future reunion organizing!

EARL CHENG '96



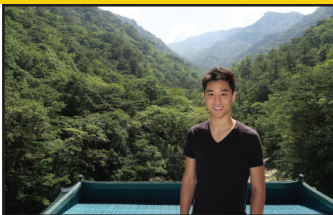
Advance planning is absolutely necessary. Maintain constant contact on a graduating class Facebook page. Learn the basics of begging for help. Use and support Alumni Association resources and suggestions.

DAVID TANG '94



Don't rely on others, no one is going to help you. An easy reunion is wherever most of your classmates are located at because in our case it was Taipei. Aim for two reunions in two different locations: in Taiwan, one Stateside. People don't see FB posts so best to contact them directly.

JEFFREY WANG '03



Do the reunion in Taipei and over winter break. It generally is where most people are and/or when most will be back. Contact people early, as you want to get a feel for their availability to maximize attendance. You're not going to be able to reach everyone or get everyone to attend, so don't feel bad if you don't. However, do lean on people committed to coming to convince their friends. The reunion does not need to be held at TAS, but it's fun to do so (especially if you can bring in alcohol). It can also be a two-part affair (e.g. event followed by meal/drinks elsewhere). Use the opportunity to get updated contact information for everyone. If the class execs are not based in Taipei, rope someone in who is as it is much easier for planning and logistics.

CHRISTINE YEW '04



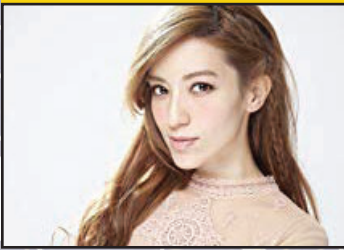
Create a FB group or some sort of distribution group to send updates on class reunion details. Put together a task force to help with the reunion. Send survey out to your class to vote on location and time. Decide on a form of payment (early payment ideal to grasp headcount).

HAROLD LI '06



People will say they want to have the reunion outside of TAS, but in reality, they won't want to pay the premium for booking a venue. Give them a choice in a survey to confirm and make them feel heard, but you'll probably end up on campus anyway. Don't worry too much about planning lots of activities, games, etc. Most people will be eager to catch up already – just make sure there is booze and food and they'll have fun. Old photos are nice too. Make it easy for people to pay early (and thus commit) – use Venmo, PayPal, etc.

LARA VERONIN '06



Get the word out by involving the people that will get everyone excited about the event. In our case, a lot of people were actually around but didn't get the push to participate until someone they were close with was going. Peer pressure is real. Use it. Everyone loves photos. Things haven't changed since Frolic, and it's worth it to invest in a photographer or photo booth. Even better if you can combine them with technology and social media, like being able to access photos instantaneously. Clean up. The most annoying part is making sure everything is back in order while most people are rushing off to an after party. Make sure you have a few kind souls you can count on and hold their coats ransom if you have to. I don't think a host is entirely necessary, but it's nice to have someone who knows the schedule to announce things to the group, like what food is being served, when the group photo will be taken, etc. This person is also useful for kicking people out when things are coming to an end.

MICHAEL CHUA '08



Build your communication infrastructure early....if everyone in your class shares a platform, use it to keep everyone in the class in touch with each other. You will be glad you can reach everyone in the class as you're preparing to make announcements about future events and to ask for feedback.



MEMORIES TO BE MADE...



Taipei American School
Class of 2006 Ten-Year Reunion



CLASS GIFTS

Many classes in the past have chosen to contribute a class plaque, including 2002, 2003, 2004 and 2005. The following classes have chosen to name a class seat: 1989, 1991, 1992, 1993, 1994, and 1996. We encourage classes to organize this early so that the donation and plaque can be made and displayed at school before the reunion date: it's a good opportunity for everyone to celebrate their contribution!

PLEASE NAME A SEAT

1989
1991
1992
1993
1994
1996



CLASS PLAQUE

1977 1979
1991 1992
1993 1994
1995 2002
2003 2004
2005



2018-2019 ALUMNI FACULTY AND STAFF GROUP PHOTO

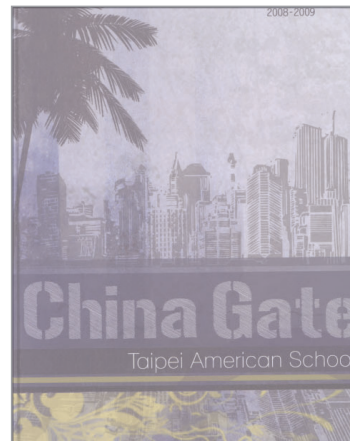
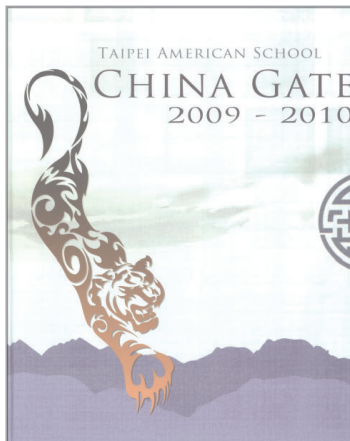
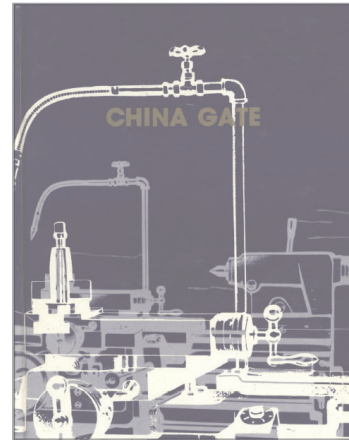
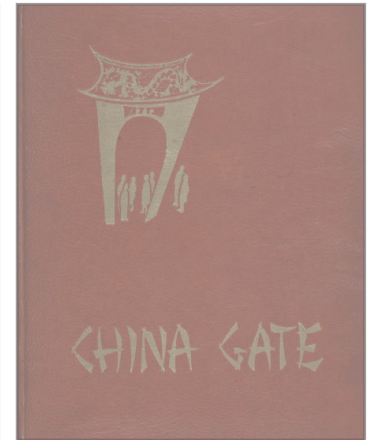
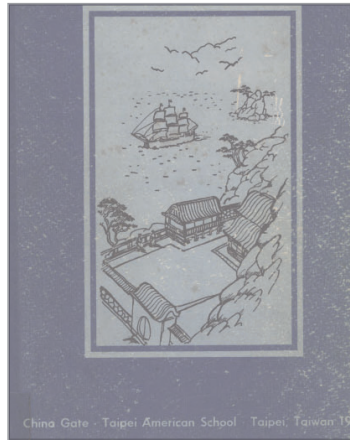
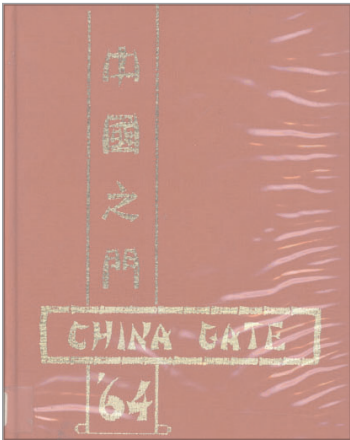
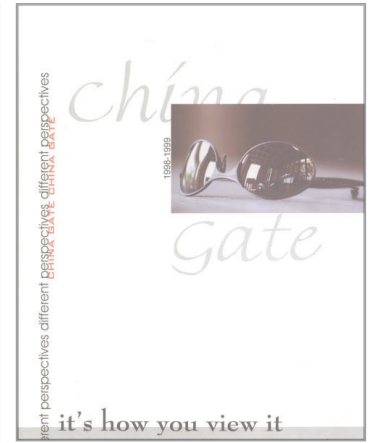
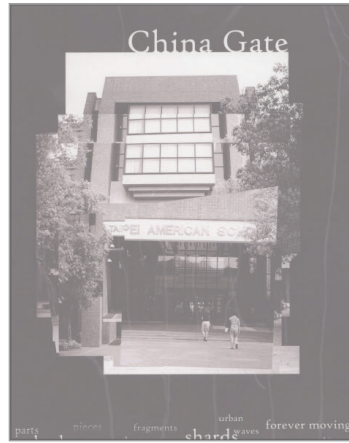
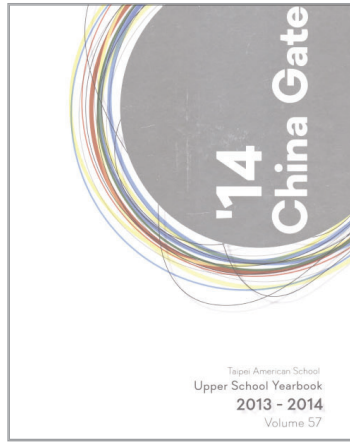
SUPPORT TAS

Through charitable support from students, parents, corporations, alumni, and faculty, giving to TAS allows the school to achieve goals that would otherwise be unattainable. Voluntary charitable contributions allow the school to strengthen its programs and facilities at levels beyond those that can be funded through tuition alone.

Gifts made to TAS are tax-deductible in both the United States and Taiwan. The school is registered as a charitable organization under Section 501(c)(3) of the U.S. Internal Revenue code and is included in the Private School Promotion Foundation (PSPF) under Article 62 of the Taiwan Private School Law.

<https://www.tas.edu.tw/supporting-tas/make-a-gift-online-giving-form>





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