



## DCDS Reunion Guide

### One Country Day Reunion

Milestone reunions provide a special opportunity for you and your classmates to reignite your connections and recall your days as students at Detroit Country Day School. Reunions this year include: 1939, 1944, 1949, 1954, 1959, 1964, 1969, 1974, 1979, 1984, 1989, 1994, 1999, 2004, 2009, and 2014.

This year, as part of our One Country Day commitment, we plan to host all reunions together at the school. This allows us to host your class and show off the school and new spaces, provide food and drinks, space for more connections and networking over class years and the opportunity to have more of our faculty and staff at the event. We will fund food and wine, decorate the space DCDS style, provide a small gift to guests and invite as many of your favorite faculty to the event as we can!

As your class reunion representative, you will help us to recruit your fellow classmates and help us to set up and execute the reunion. The DCDS Alumni Office will assist you with spreading the word and promoting the event through emails, the school's social media accounts, and the school's website. Please see below for additional responsibilities.

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| 1. Help to gather your classmates for the event                   | We will send out all of the initial invites and subsequent reminders, but class agents will play a valuable role in helping to get classmates to the event. To access your class information file, contact Annie Gordon Thomas ('06) in the Alumni Relations Office at <a href="mailto:athomas@dcds.edu">athomas@dcds.edu</a> or 248 430-1703. Other ways to gather contact data could include using social media or the internet to search for those you cannot find and asking other classmates for the contact information of their close friends in the class. Make sure to update your roster as you locate classmates. Ask for their full name, address, phone number, and email addresses. Please submit this information to the Alumni Office on or before the day of your reunion event so that we can add this information to our system! |
| 2. Arrive early to help with set up, check in and to greet guests | We would love for all class agents to come to the event 45 minutes early to help us with set-up, check-in and to greet classmates. We will create a division of labor for that day a week prior to the event.   |

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| 3. OPTIONAL: Plan a pre or post-reunion gathering off campus for your class | If you would like, you are more than welcome to plan a pre or post event to the reunion, off campus. Please note that DCDS will not be able to provide any materials or financial support for this event. |
| 4. Send thank you / follow up to everyone from your class who attended      | It's great to build momentum after events like this and foster connections/reconnections. Please send a follow up to all attendees from your class!   |