



Mercy McAuley

Reunion Checklist

Thank you for helping to plan your class reunion!

Here are some steps to facilitate the planning process.

1. Contact Kelsey Niehauser, Alumnae Engagement Coordinator, at (513) 681-1800 x1147 or niehauserk@mercymcauley.org at the very beginning of the process. Mercy McAuley wants to know of any reunion planning that is happening.
2. Gather a committee – classmates who may have run around in different circles.
3. Choose a date. Choose a location. We encourage you to have your reunion here at Mercy McAuley, in the cafeteria. We don't have a rental fee. There are a limited number of Saturday nights available in the fall so please contact Kelsey Niehauser, Alumnae Engagement Coordinator, to see which dates are available.
4. Decide whether or not to include spouses and guests, indicate this on the invitation. You might also consider having more than one event (i.e. girls' night, picnic for family members, etc.).
5. When deciding on a price, make sure it covers all expenses: postage, invitations, fees, food, drinks, postage, DJ, memory books, and/or decorations. You are encouraged to donate extra money to the Annual Fund or alumnae legacy scholarships as a class gift.
6. Send invitations and/or promote the reunion through social media. Mercy McAuley provides the list of graduates in an excel document upon meeting with Kelsey, Alumnae Engagement Coordinator, in-person. We can also provide mailing labels. Mercy McAuley will promote reunions through the alumnae Facebook page and/or e-newsletters.

Although Facebook is a great way to spread the word, recently some classes have not sent invitations and relied solely on social media. We want to make sure that no alumna feels left out of a reunion. Not everyone is on social media and reunion planners need to be sensitive to that.

7. Let Mercy McAuley know if you want to invite Sisters of Mercy and/or former teachers.
8. Allow enough time for a Mercy McAuley representative to proof the invitation (an extra set of eyes always helps).
9. Checks should be made payable to the person from your class who is handling the bulk of the expenses (venue rental, food, etc.). Money needs to be handled by a class representative, not mailed directly to Mercy McAuley so you can keep track of the rsvp's.
10. Be sure to follow up invitations with phone calls and/or emails. Spread out the jobs among committee members.

Suggested Vendors

Spaces

If your committee decides to hold your reunion off-campus, we suggest a few spaces that have worked well with past reunions.

Reception Halls

- Pebble Creek Event Center
- Orchard Hills Clubhouse
- Receptions Western Hills

Restaurants

- Red Rose Pizzeria
- Chapter Mt. Adams
- The Black Sheep
- LaRosa's Boudinot

Breweries

- Rhinegeist Brewery
- West Side Brewing
- 13 Below Brewery

Catering

- Cincinnati Catering
- Funky's Catering
- Vonderhaar's

Desserts

- North College Hill Bakery
- The BonBonerie
- Kroger

Printing

- Service Graphics
- Zip Graphics
- Graphic Village
- Print Craft



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