

# Thornton Academy Reunion Planning Guide



Thank you for volunteering to put together your Thornton Academy reunion! Many alumni find helping to organize their reunion is one of the most fun and gratifying things they do for their class and for Thornton. We hope you will, too! Planning a reunion is no small task, to help you get started, we've created this planning guide.

## Where to Begin with Reunion Planning



- ❑ **Form a committee** with classmates and your class agent.
- ❑ **Set a date**, find a venue, and set a reunion budget. Make reservations, and plan a menu (if needed).
- ❑ **Check with the TA Development Office** to see if you have class funds available at Saco & Biddeford Savings Institution.
- ❑ **Create a Facebook class page** (if needed) and include classmates in the reunion decision.
- ❑ **Request a mailing list** from the TA Development office.
- ❑ Work with the Development Office to **send a mailed Save the Date**. Prepare to update TA with any alumni change of addresses or contact information.

## Alumni Office Assistance: What to Expect

The Thornton Academy Alumni Office is happy to help you with the following reunion tasks:

- Give class agent or reunion coordinators **a list of their classmates** with contact information, including spouse and living status.
- **Two mailings** (example: Save The Date and final invitation) with cost of postage covered. We can also help design the letter, if needed.
- **Email blast** from the Development Office.
- **Facebook post** on the TA Alumni page.
- **Share** any Facebook page the class has created onto the Alumni page.
- Share any details in the next edition of **PostScripts**.

## After the Reunion

### Tell us about your reunion!

- We ask that the reunion committee share with the alumni office any changes from the class list; i.e. address or phone changes, that were discovered.
- Committee shares a few pictures and a quick write-up to the alumni office to be shared on the TA Alumni Facebook page and/or the next edition of *PostScripts*.

## Venue, Catering and Entertainment

### Local venues to consider:

#### Duffy's – 168 Saco Ave., OOB.

Has a ballroom that accommodates 180 people. On-site catering and private bar service available.  
Contact – David Cluff at (207) 937-5100 or duffy@duffysmaine.com.

#### Ramada Inn – 352 North St., Saco

Has a ballroom that accommodates 250 people and also various meeting rooms for smaller gatherings. On-site catering and private bar service available. Lodging is also available  
Contact – Jennifer Black at (207) 286-9600

#### Jimmy the Greeks – 215 Saco Ave., OOB.

#### Biddeford-Saco Elks Lodge – Off Main Street, Saco

#### Dunegrass Country Club – 65 Wild Dunes Way, OOB

#### Biddeford Saco Country Club – 101 Old Orchard Beach Road, Saco

### Local Music Entertainment:

#### Kids At Play

Ken Janson '72 & Al Smith '73  
Phone – (207) 653-4239

#### DJ Jayson Jalbert

Jayson Jalbert '90  
Phone – (207) 229-0189

### Local Caterer:

#### Mac's BBQ

Mike Carrier  
Phone – (207) 229-6996  
Email - macsbbqcatering@gmail.com

## Contact Us:

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