

BISHOP WILLELLA

AWHS REUNION GUIDE

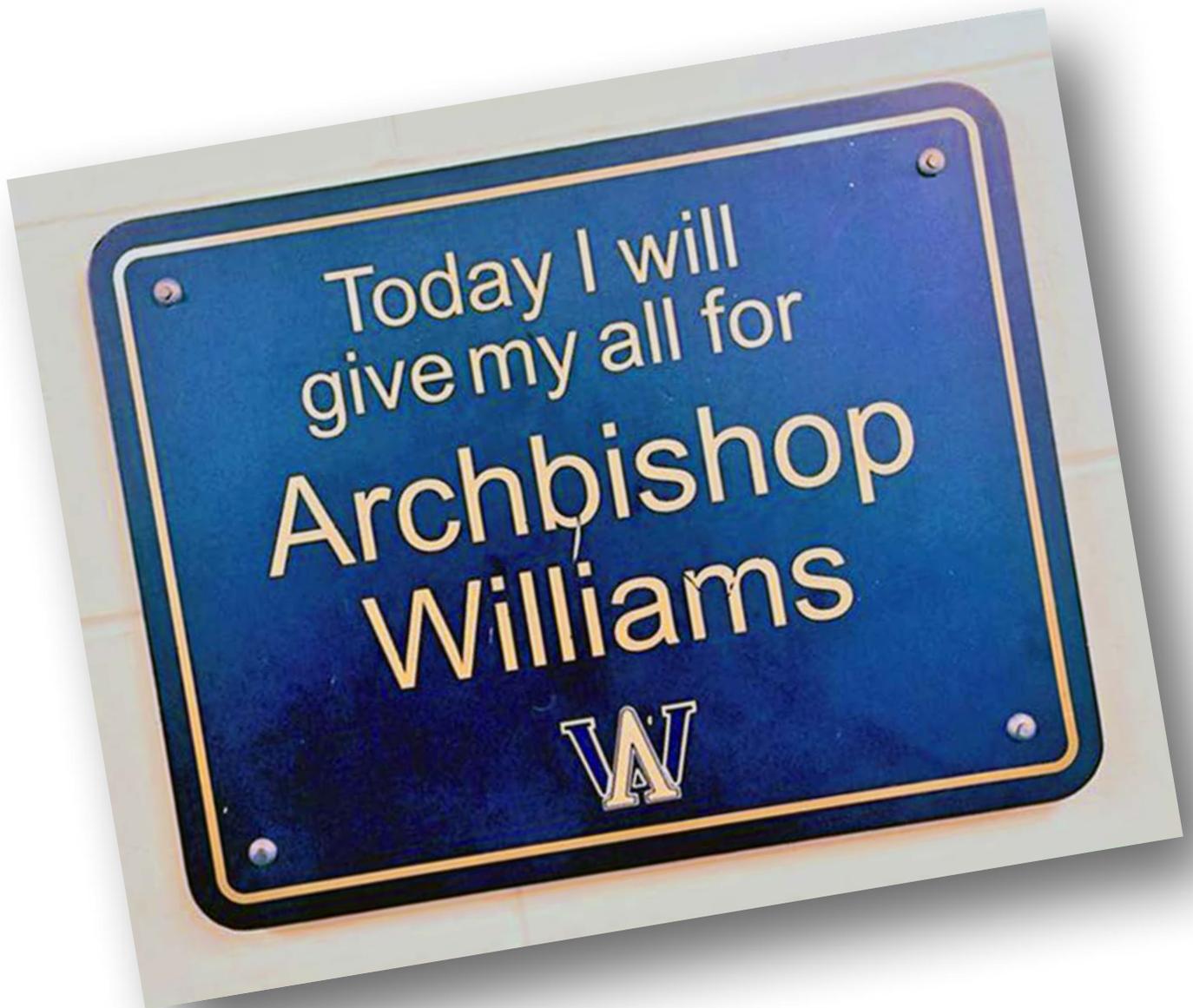
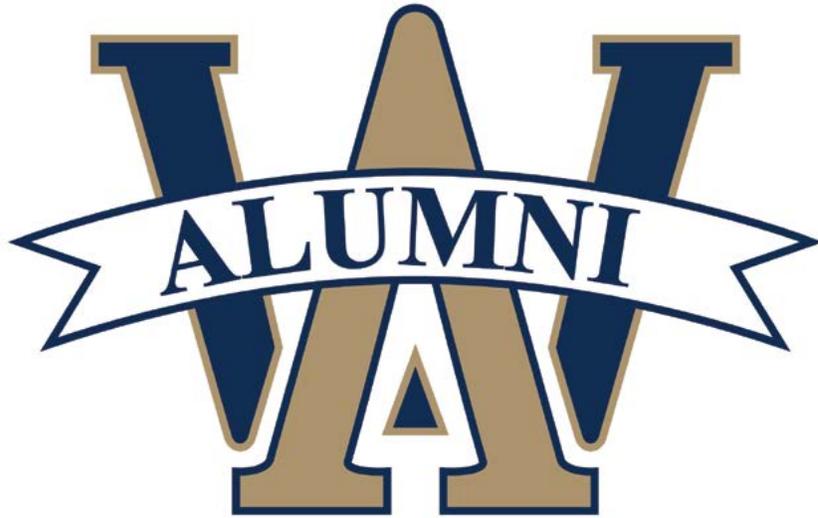
**How to reconnect, advertise, and run
a successful reunion for you and your classmates!**

ARITAS CHRISTI URGET NO

1949

HIGH SCHOOL

ALUMNI RELATIONS: ANTHONY CHIGHISOLA '07
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WHAT ARE THE FIRST STEPS?

ASSEMBLE A REUNION COMMITTEE

Select people who will go the extra mile to ensure the reunion is a great success.

THE CHAIR(S): The person making sure everything goes according to plan and runs smoothly.

THE TREASURER: The person who tracks expenses.

THE PROMOTER(S): The person you can trust to get the word out and advertise your reunion.

FIND YOUR CLASSMATES

The first (and arguably most important) step to planning a reunion is finding your classmates.

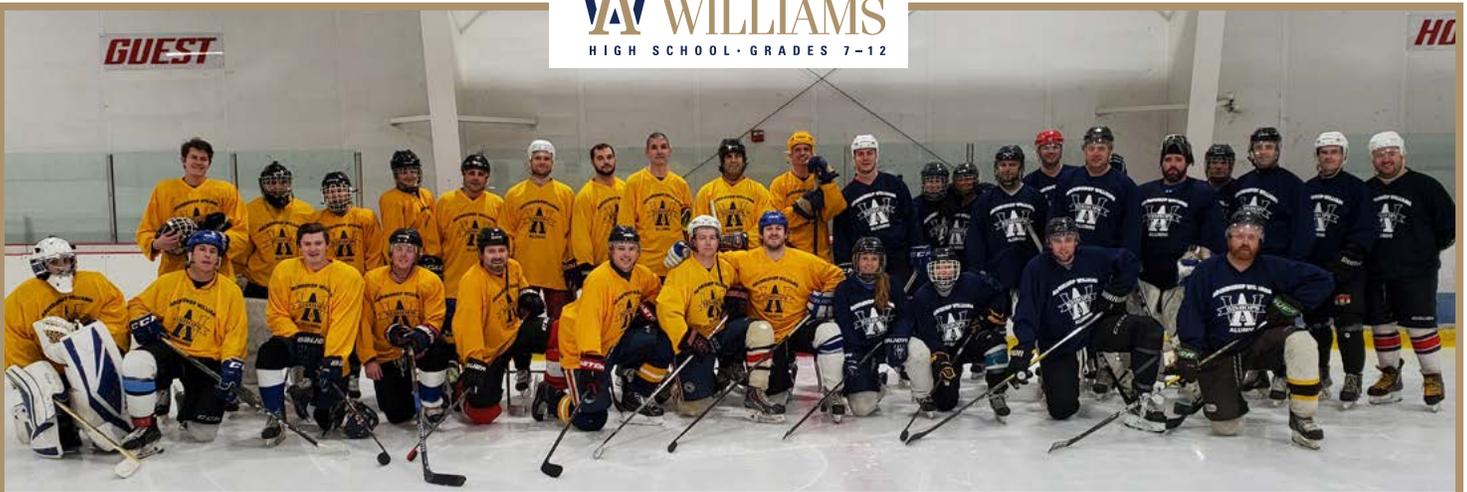
Start by obtaining your classmates contact information on file with Archbishop Williams High School. Use social media and professional networking sites like Facebook and LinkedIn. Create a group for your graduating class on Facebook (if one doesn't already exist), and spread the word. Also, find and contact fellow alums on LinkedIn by clicking on "Find Alumni" in the "Connections" tab. Once your classmates are in one virtual place, send out important updates—like save the dates and ticket sale announcements.

SELECT THE DATE

Once you've started assembling classmates, work on securing a date.

Reunion turnouts depend on classmates' availability, so get on their calendars early. We recommend using an online survey tool such as Survey Monkey, Google Forms or Doodle to ask which dates work best.

Popular times for reunions tend to be in September and October because of homecoming football games. Thanksgiving and Christmas are also common when classmates are home for the holidays.



HOW TO CREATE A BUDGET

STEP 1: ESTIMATE ATTENDANCE

Begin by estimating the number of classmates attending the reunion. The simplest way to estimate this number is by looking at prior class reunion attendance figures (the Alumni Office can provide this information). Most schools average between 15-30% attendance from a graduating class and almost every classmate will bring a guest.

Some factors that will adversely affect your attendance are time of year (summer is better), registration fee (lower is better) and reunion milestone (50th class reunion is most popular with 40th, 25th, and 10th being not far behind).

STEP 2: IDENTIFY YOUR NEEDS

How many dinners, lunches, and activities are being organized? What kind of entertainment are they looking to provide? What about mementos, awards, website costs? Are they planning on doing fundraisers or expecting donations?

STEP 3: ITEMIZE EXPENSES AND GET QUOTES

Once the committee members have decided on the kinds of things they would like to include in the class reunion, they should go out and get estimated costs of each item. Make sure to check your list of expected expenses against the budget from previous reunions to ensure you did not miss any high ticket items.

Also, when itemizing individual expenses, add an additional 5-10% in expenses under the “miscellaneous” category to account for unexpected expenses (Trust us, they will show up). Don’t forget server tips!

STEP 4: PRESENT ESTIMATED BUDGET

In order to estimate registration ticket fees, divide the total estimated cost by the number of expected attendees. The resulting number is how much you will need to charge as admission. Is it affordable?

STEP 5: FINE TUNE BUDGET

As actual expenses occur, fine tune the budget by replacing estimated numbers with real ones. Are your expenses higher than expected? If so, what can be cut to bring costs back in line. Bring up any unexpected costs to the class reunion committee’s attention and provide a revised budget if there is going to be a shortage.

If, on the other hand, expected costs are lower, then you may find yourself in the enviable position of either adding more activities or donating the additional proceeds to AWHHS in the way of a class gift.



WHAT HAPPENS NEXT?

CREATE AN ONLINE EVENT PAGE

After the committee is formed and the date is booked, it's time to figure out how to sell tickets to your high school reunion. Online ticketing platforms, such as Eventbrite, are a great way to collect RSVPs and funds at the same time. Spread the word on social media platforms, like Facebook, by creating an event page. This is a great outlet to share discussion on your upcoming reunion.

STAY CONNECTED

Touch base with reunion committee members at least monthly by scheduling a meeting in person or by phone to discuss details of your reunion. During these meetings, divide up tasks that need to be completed before the reunion.

THE REUNION ITSELF

Plan activities that can have an impact on your reunion. Some classes include remarks from former teachers or staff members or hold a tribute to classmates who have passed away over the years. Another great attraction is a slide show in one corner of the room. If you want to add dancing to your reunion, play music relative to your generation. Also, plan how you will be serving your food and drinks. Most importantly, allocate the majority of the reunion for socializing and enjoying yourselves!



7 STEPS TO A SUCCESSFUL REUNION

1) KNOW THE WHO'S, WHEN'S AND THE WHAT'S

Having a timeline for committee members and event volunteers is helpful to ensure everyone knows exactly who is expected to show up, when changes in the event are happening, and what to expect on the day of the event. Timeframes for reunions are completely customizable off campus, but if held on campus, the party needs to move somewhere else by 10:30 pm.

2) BETTER THREE HOURS TOO SOON THAN A MINUTE TOO LATE

Show up early to set up! Depending on the program you have designed, we suggest 2 hours of prep time to get the tone and setting just right with decorations and favors for you classmates to enjoy and refreshments ready to go.

3) LESS IS MORE...EXCEPT WHEN IT COMES TO DOUBLE-SIDED TAPE

You don't need to stay up all night making personalized place cards if you don't want to. A few sentimental touches and well-placed nostalgic items can go a long way. Ask us for themes that have worked well in the past or for vendor referrals in customizing your décor. Be sure to use double-sided tape instead of puncturing holes to hang heavy items!

4) THE DEVIL IS IN THE DETAILS

Make sure your classmates know specifically where the event is being held, if transportation is being provided, or where they are to park. If your reunion is being held on campus, keep in mind your classmates may not have been back for a while.

5) BUELLER...BUELLER...

Regardless of the formality or informality of your event, be sure to have a registration table or a greeter to welcome classmates as they arrive. While classmates may never forget a face, they will inevitably forget a name. Help them out with nametags at the registration table. People also like to be welcomed rather than wandering inside looking lost. Having a check-in spot allows your team to keep attendance, re-introduce yourself, and direct folks to the food and drinks.

6) MAY I HAVE YOUR ATTENTION, PLEASE

Consider kicking the event off with some brief remarks from a Class President, former faculty member or administrator to welcome your guests, recognize your team of organizers, and set the tone for your evening.

7) FORTUNE IS IN THE FOLLOW UP

Thank you notes and best wishes are great ways to keep the glow of the event alive until next year.



DAY OF REUNION GUIDE

BEFORE THE REUNION

MAKE AN EVENT TIMELINE

Create an event timeline for committee members so that they know exactly what will be going on the day of the reunion. Time frames for reunions are flexible, but if held on campus they must end by 10:30PM.

DAY OF THE REUNION

SHOW UP EARLY

It's the big day, and you've spent numerous hours planning - show up early! Depending on what you have decided to include at your reunion, 2 hours should be plenty of time to allow to set up.

DECORATE ON A DIME

While you don't need to stay up all night making personalized place cards, you should think about adding a few nice touches of flair here and there. Our suggestion: take a peek at Pinterest. Also, please use your best judgement on decorations and do not puncture holes in the walls or hang anything heavy.

GIVE DIRECTION

Direct classmates specifically where they need to go to attend the reunion as well as parking and transportation information if not held on our

campus. If the reunion is held on our campus, please also include this information as your classmates may not have visited in quite a while.

CHECK-IN

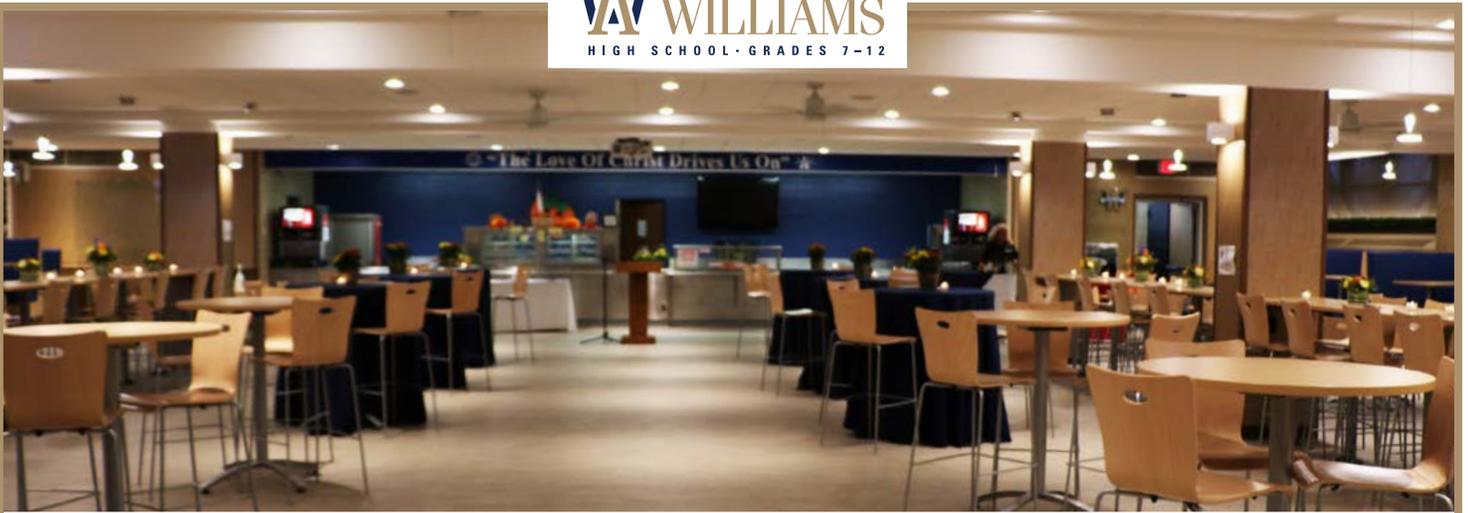
Regardless of how informal your high school reunion is, be sure to set up a check-in table or greeter. People like to be welcomed rather than wander inside looking lost. It's also a chance to keep attendance, re-introduce yourself, and let your guests know where the food and drinks are located. While classmates may never forget a face, they will inevitably forget a name. So, help them out with nametags at the check-in table.

SPEAKERS

Approximately a half hour after registration begins, consider having the committee chair welcome everyone as well as commencing speakers (teachers, President or Principal of school, etc.). Welcoming and speakers should be limited to a specific amount of time to provide ample amount of time for socialization.

CLEAN-UP

As important as it is to set-up, you will also be responsible to clean-up after the reunion. The one slight exception to this is if you use Cranberry Vines as a vendor, they will do most of the cleaning for you.



HOW WE CAN HELP YOU

ACCESS TO AWHs CAMPUS FACILITIES

(by appointment)

Many of our alumni want to hold their reunions “where it all began.” Our recently renovated cafeteria is a great space to reconnect with your classmates. There’s no charge to hold your reunion at AWHs; however you are not limited to holding your reunion only on campus. We have several venues we can recommend during the planning stages.

USE OF SPACE FOR HOLY COMMUNION

(priest not provided)

If you choose to begin your reunion with a Mass in our chapel, food and drink can follow in the Caf. Some classes choose to hold a Mass in memory of classmates who have passed away over the years.

VENDOR INFORMATION

We have a list of recommended vendors on hand we can share with you if you need suggestions.

PROVIDE CONTACT INFORMATION

(email and phone numbers)

We will do our best to help you find your classmates. However, since we rely on alumni providing us with updated information, we might not have contact information for everyone in your class. When your reunion is over, we ask that you share any updated information you uncover, so we can keep these alumni connected.

DONATION MATERIALS

If you would like to have a table at your reunion dedicated to donations to the school, we can provide you with the paperwork and envelopes needed.

MARKETING COLLATERAL

Marketing your reunion is an important piece in the planning process. You have access to the printer in our Administration Offices for any print materials you have created to advertise your reunion.

AWHS CAMPUS TOURS

(by appointment)

In the past few years, our campus has been transformed, and we would love to show off. We would like for you to include a tour of the school as part of your reunion. Contact us early so we can schedule this.

STAFF OR FACULTY APPEARANCES

(by appointment)

Did you have a favorite staff or faculty member you would like to make an appearance at your reunion? Let us know, and we can help you get in touch.

EVENT PROMOTION VIA SOCIAL MEDIA / WEBSITE / EMAIL MARKETING

Work with our Marketing and Communications Officer to get the word out about your reunion. We can advertise your reunion on our website, Facebook and Twitter pages along with sending out an email if you provide us with an email list.



HOW YOU CAN HELP US

EVENT FEEDBACK

We would love to hear how your event went. What went well, what could be improved for next year, and how can we better serve you in our efforts to connect you with your classmates and your memories from AWHS?

PROMOTION OF ALUMNI & ADVANCEMENT ACTIVITIES

Campus transformations, The Williams Fund, Blue & Gold Gala, Hall of Fame, Golf Tournament, scholarships, Alumni Relations – there is a lot to talk about, and we would appreciate your help in telling friends and family of the advancements at AWHS and the direction we are headed in.

SHARING IDEAS

Is there a type of event that your class would like to see the Office of Advancement sponsor? Do you know of an AWHS tradition that you would like to see come back to the school? Share your thoughts and suggestions so we can look into bringing them to life.

PROVIDE A DONATION LISTING

If your class decides to donate to AWHS – Thank You! Help us recognize and acknowledge those individuals by indicating to us who donated and how much they gave. Only named donors can be credited for donations to the school. We would like to individually acknowledge all those who contributed.

CAMPUS FACILITIES

It's a great time to be a Bishop! Thank you to our generous donors who have made these transformational improvements to our facilities possible.



LOUIS J. VOLPE GYMNASIUM



STEPHEN J. MCGRATH STUDENT CENTER



MEMORIAL FIELD



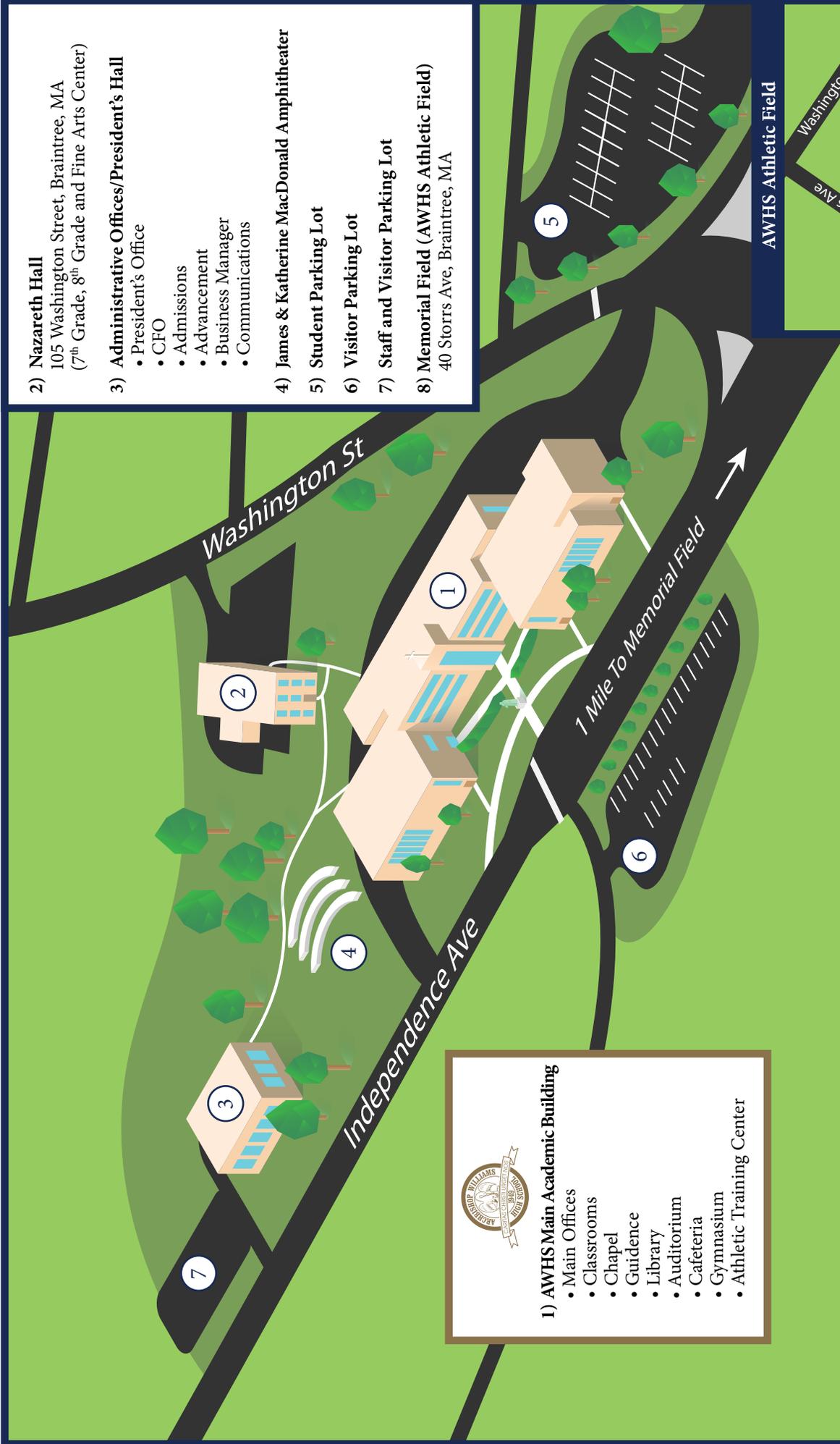
**AL & RITA NAZZARO P'75, '76, '78, '82, '83
SCIENCE LABORATORY**



**PAUL L. DIGNAN '55
ATHLETIC TRAINING CENTER**



**JAMES & KATHERINE MACDONALD
P'72, '74, '79, '82, '85, '87
AMPHITHEATER**



2) **Nazareth Hall**
 105 Washington Street, Braintree, MA
 (7th Grade, 8th Grade and Fine Arts Center)

3) **Administrative Offices/President's Hall**

- President's Office
- CFO
- Admissions
- Advancement
- Business Manager
- Communications

4) **James & Katherine MacDonald Amphitheater**

5) **Student Parking Lot**

6) **Visitor Parking Lot**

7) **Staff and Visitor Parking Lot**

8) **Memorial Field (AWHS Athletic Field)**
 40 Storrs Ave, Braintree, MA



1) **AWHS Main Academic Building**

- Main Offices
- Classrooms
- Chapel
- Guidance
- Library
- Auditorium
- Cafeteria
- Gymnasium
- Athletic Training Center



Please share photos from your reunion so we can also share them with the AWHs community via various social media outlets.



If you have other questions that were not answered in this guide, please contact to Anthony Chighisola '07, Assistant Director of the Williams Fund & Alumni Relations for the Williams Fund and Alumni Relations, at achighisola@awhs.org or call (781) 535-6486



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