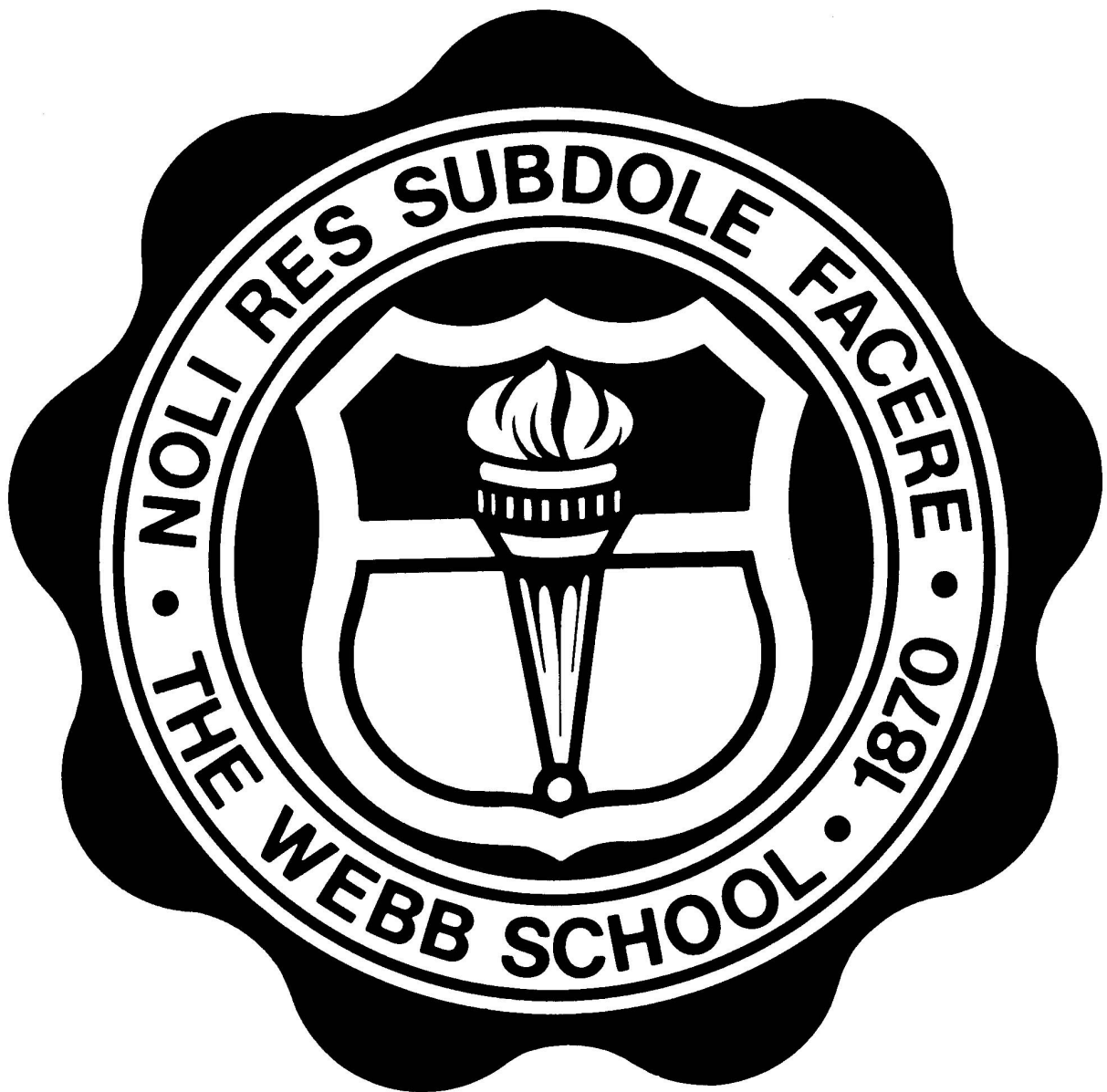


The Webb School

WEBB 150 CELEBRATION & REUNION PLANNING GUIDE

for Class Agents and Volunteers



Introduction

Dear Class Agents and Volunteers,

Thank you for your interest in planning your 2021 class party during during our Webb 150 Celebration and Reunion Weekend. This year's reunion activities are coinciding with our rescheduled 150th anniversary celebration on October 21 - 24, 2021, and will be celebrating all classes, but especially those class years ending in "0", "1", "5" and "6". This incredible milestone for our school offers a great chance to renew friendships, recall memories of growing up, and reconnect around stories and experiences that helped shape the people we are today.

This Planning Guide will provide you with the information you need to create a fun and successful reunion experience for your classmates. The Alumni and Development Office will be on hand to support you along the way, but your best chance of planning a party that your entire class will want to attend is in recruiting a dynamic committee of your classmates to help with the effort. You and your classmates have a unique set of shared experiences that defined your time in Bell Buckle, and we hope you can tailor your reunion experience to reflect them.

The following pages provide important information and general guidelines as you organize your committee, begin reaching out to your classmates, and start planning your party. If you have questions or want to brainstorm, I am available to help.

Also, check the reunion website at www.thewebbschool.com/alumni/reunion-2021 for the latest schedule and other important announcements.

Noli Res Subdole Facere,

Jonathon Hawkins
Director of Alumni and Development Operations
jhawkins@webbschool.com
(931) 389-5769

Overview

Five-Year Reunions

Reunions are one of the principal activities of Webb classes. They typically take place every five years during Reunion Weekend, but can occur as often as the class likes. A reunion allows classmates to see old friends, make new ones, and re-engage with classmates, current and former faculty and staff.

This year's reunion activities will be even more special as Webb celebrates its 150th anniversary on October 21 - 24.

Event Details

**Please note events and times may change*

October 21

- Community Celebration hosted by The Bell Buckle and Shelbyville-Bedford County Chambers of Commerce

October 22

- Alumni, Parents & Friends Tailgate
- Homecoming Game – Webb vs. King's Academy
- Class Parties for Honored Class Years
(ending in 0s, 1s, 5s, and 6s)

October 23

- Alumni, Parents & Friends Social and Awards Program
- The 150th Party *Signature Event*

October 24

- Special Church Service at Bell Buckle United Methodist Church

Objectives

Every great accomplishment starts with goals. The process of planning a successful class party and reunion can be daunting, but focusing on the following goals will get the ball rolling and will make the rest of the process fall in line.

Goals

- Encourage participation of the entire class, by planning a class party on Friday, October, 22, 2021 during the Webb 150 Celebration and Reunion Weekend that appeals to the widest cross-section of the class.
- Provide an opportunity for your classmates to reconnect, reminisce and enjoy each other's company while re-engaging the class with the School.
- Encourage attendance in all Webb 150 Celebration and Reunion Weekend events including the Alumni, Parents and Friends Social and Awards Program and The 150th Party.
- Support the Alumni and Development Office by collecting updated contact and professional information for the class.
- Encourage reunion and class gifts of any size to The Webb Fund.
- Celebrate The Webb School's 150th anniversary and have fun!



Responsibilities

Your Responsibilities as Class Agent or Volunteer

Recruit a small planning committee.

You will want to enlist classmates who are willing to put time and effort into planning. Look for classmates who are just as passionate as you are about having a successful reunion.

Help Webb update our alumni records.

Confirm the mailing address, email address, and phone numbers of your classmates and send new or updated information to the Alumni and Development Office. It's also a good idea to ask your classmates for updated professional/work information.

Communicate and build excitement about your reunion.

The most important thing you can do is to provide consistent communication to build a sense of excitement about your upcoming reunion. The Alumni and Development Office can help create your first email or letter to your entire class regarding reunion. Then, you can follow up and keep the conversation going over the course of the next few months. In addition, if your class doesn't already have one, create a Facebook group to encourage ongoing communication.

Plan your class party.

An interesting venue, special guests such as former faculty, or a fun activity will make for a more enjoyable reunion. Above all, however, alumni attend reunions to catch up with old friends. As you plan your party, keep the Alumni and Development Office informed so we can include your party details on the School's reunion website and in all official communications regarding the Webb 150 Celebration and Reunion Weekend.

Help raise funds in support of the School.

Reunion is a wonderful time to give back to Webb, and this is even more true during this special celebration. You can help by making a personal gift to The Webb Fund and then consistently encouraging your classmates to do the same. Visit www.thewebbschool.com/give to learn more.

Webb's Responsibilities

What the Alumni and Development Office Provides

Your most current class list.

The Alumni and Development Office can provide you with the most up-to-date information we have on file for members of your class. As you submit updates from your outreach to classmates, we will gladly produce an updated list as often as your request it.

Communication tools.

From emails to hard copy letters to class-specific invitations and texting, our office can help. We can also assist in the creation of a class Facebook group.

An official "Save the Dates" announcement was sent in April 2021. The Alumni and Development Office will follow-up with an official event invitation in August 2021. This invitation will highlight the full calendar of events, how to purchase tickets, and additional details for the Webb 150 Celebration and Reunion Weekend. Routine email reminders about all weekend's events will also be sent.

Logistical support.

If you need help with a venue, arranging for rentals, etc., the Alumni and Development Office is on hand to provide advice and assistance as needed. However, we rely upon each class to plan their party and to make it unique and personal to the class.

Coordination of other Alumni Reunion Weekend activities.

The Alumni and Development Office works with the Alumni Board to lead the effort in planning the Webb 150 Celebration and Reunion Weekend activities for all alumni, allowing you to focus on planning your class party.

FINDING LOST ALUMNI

Who are lost alumni?

- Alumni who have not updated their contact information with Webb.
- Alumni who have asked to be removed from mailings.

How to find lost alumni?

- Phone calls
- Classmates
- Social Media
- Family Members

Timelines

By April 30

- Alumni and Development Office shares first official "Save the Dates" announcements via mail and email.
- Alumni and Development Office sends Reunion Planning Guide to Honored Year Class Agents and Volunteers.

By May 31

- Class Agents and Volunteers request updated class list.
- Class Agents and Volunteers create and/or update Facebook class group and email list.
- Class Agents and Volunteers send a personal follow-up email to classmates.
- Class Agents and Volunteers begin recruiting class party planning committee.

By June 30

- Class Agents and Volunteers begin work on finding lost alumni.
- Class Agents and Volunteers update classmates on plans and begin asking for class gift in honor of the reunion and the School's 150th anniversary.
- Class Agents and Volunteers begin considering venue for class party.
- Class Agents and Volunteers send alumni updates to Alumni and Development Office.

By July 31

- Class Agents and Volunteers reserve venue for class party and share details with Alumni and Development Office.

By August 31

- Alumni and Development Office mail official event invitation.
- Class Agents and Volunteers determine number of classmates interested in attending reunion.
- Class Agents and Volunteers remind classmates to participate in a class gift.
- Class Agents and Volunteers send alumni updates to Alumni and Development Office.

By September 30

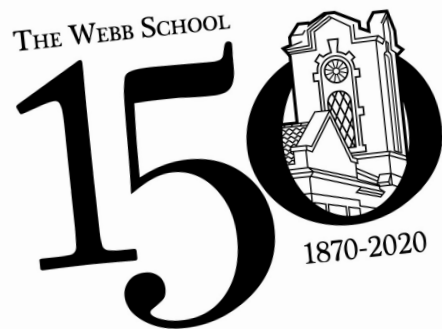
- Class Agents and Volunteers begin building "Who's Attending" list that may be shared with Alumni and Development Office for inclusion on website.
- Class Agents and Volunteers send alumni updates to Alumni and Development Office.

During October

- Class Agents and Volunteers encourage attendance and participation for all events.
- Class Agents and Volunteers send final list of RSVPs and alumni updates to Alumni and Development Office.
- Class Agents and Volunteers make one final appeal for class gift.
- Class Agents and Volunteers attend Webb 150 Celebration and Reunion Weekend on October 21 - 24 including:
 - Class Party on October 22;
 - Alumni, Parents and Friends Social and Awards Program on October 23; and,
 - The 150th Party on October 23.
- Class Agents and Volunteers relax, have fun, share stories, and enjoy!

Notes

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Notes

THE WEBB SCHOOL



Reunion Contacts

Libby Williams Willis '80
2021 Reunion Chair and Alumni Board Member
(615) 545-0220
willis2010@bellsouth.com

Matt Wilson
Director of Alumni and Development
(931) 389-5722
mwilson@webbschool.com

Jonathon Hawkins
(for Reunion Planning, General Questions, etc.)
Director of Alumni and Development Operations
(931) 389-5769
jhawkins@webbschool.com

Alyce Allen
(for Address Updates, Registration, etc.)
Director of Advancement Services
(931) 389-5724
aallen@webbschool.com

Dorothy Elkins
Alumni Research Assistant
(931) 389-5726
delkins@webbschool.com

Kristen Linton '00
Director of Leadership Annual Giving
(931) 389-5723
klinton@webbschool.com

www.thewebbschool.com/alumni/reunion-2021