



BRISBANE GRAMMAR SCHOOL

A Guide to Reunions

**A guide to assist Old Boys to organise
memorable and well attended reunions.**

Reunions are a wonderful opportunity to get together with your fellow classmates to reminisce about shared experiences, exchange latest news and reconnect with the School.

The aim of this guide is to assist Old Boys, in conjunction with BGS, to help promote and organise their peer year reunions.

Milestone Reunions

BGS, through the Advancement and Community Relations Office, will set the date for each milestone reunion (10, 20, 30, 40, 50 and 60 year) and call for 'Champions' to assist with the planning. It is helpful to have a few Champions to help "lighten the load".

By default, milestone reunions are casual, stand-up functions however, BGS is happy to work with each peer year if it is decided that another function style is preferred.

50- and 60-year reunions will be seated dinners and lunches in the Great Hall.

BGS is happy to assist with reunions outside of the traditional milestones (see below sections on informal and five-year reunions).

BGS will coordinate a tour of the Spring Hill prior to reunions. Drinks and light catering will be offered at the conclusion of the tour.

BGS will provide:

- A point of contact through the Alumni and Community Relations Manager
- A list of Old Boys and current contact details from your peer year
 - Note – peer year relates to the year that Old Boys finished or were due to finish year 12 or year 12 equivalent.
 - A confidentiality agreement will need to be signed if receiving contact details
- Work with Champions to decide style of function if default style not preferred
- Book venues
- Establish ticket price
 - Note – ticket price must cover all costs as the School is not liable for any arrears.
 - A \$5 administration fee is applicable to all reunion tickets
- Coordinate a tour of the Spring Hill campus
- Coordinate all financials
- Design and distribute invitations
- Event promotion through website, eNewsletters and social media
- Coordinate RSVP's
- Provide name tags

The Headmaster (or representative) and/or Chairman of The Board of Trustees will be invited to speak at 50 year reunions.

Reunion Champions

Reunion champions play an important role in the success of a reunion. It is suggested that a group (we suggest 3) of Old Boys get together to act as the reunion “Champions”. Their main task is to assist the School to promote the reunion and ensure it is well attended. It **can** be quite labour intensive to research and find Old Boys through social media etc. but well worth it in the end.

Reunion Champions can assist by:

- Establishing a small group to assist with organisation and promotion
- Set up a Facebook page –this extremely helpful to find Old Boys’ that have lost contact with the School. See below for tips on how to manage a Facebook group.
- Help identify and liaise with a MC (if required)
- Select and liaise with guest speakers
- Liaise with the School regarding formal activities e.g. guest speakers, VIP guests
- Organise and collate audio visual materials e.g. PowerPoints/photo collages
- Photography

Milestone Reunions – Timeline

The following timeline has been used by organising committees who have had well attended reunions.

Timeline	Activity	Description
Beginning of calendar year	Establish date	The School will set the date and promote through publications, website and social media
	Volunteer as a reunion ‘Champion’	Contact the School to offer assistance in organising and promoting the reunion
	Obtain list of peer year	Request a list of your peers by emailing Alumni and Community Relations at communityrelations@brisbanegrammar.com
6 months before reunion	Start a private Facebook group for your year group. Or resume an existing Facebook group (& become an admin).	Check to see if a group has already been created. If so, request to become an admin. If not, set up a private group yourself. https://www.facebook.com/groups/create/ *To improve future communications, it is suggested to ask 3 questions of new members. Best email address? Best phone number? Current mailing address?
3-6 months before reunion	Encourage Old Boys to try phone, email, phone, LinkedIn or Instagram to reach their peers.	Pro Tip: If there are Old Boys you cannot track down, post in the OB Facebook group to see if anyone else is in contact.
1 month before reunion	Ask a few Old Boys if they’d like to make a speech (or regale some stories) on the night.	Ask a few people who are comfortable to say a few words.
1 month before reunion	A reunion MC is a good idea	It is usually a member of the organising committee as they have been in contact with most of the cohort in the lead up.

Informal Reunions

Outside of the standard milestone reunions, Old Boys are encouraged to organise informal reunions. There are a number of peer year groups who organise informal reunions on an ad-hoc, annual or even more frequent basis.

The School will provide support for all reunions however, it may not be necessary to provide the same level of support as the standard milestone reunions. The School is happy to provide advice and assistance when requested and will provide promotional support including the distribution of emails and posting on social media.

Some helpful hints to organising your informal reunion are:

- Keep the organising committee small. A small but dynamic group is effective
- Decide on a format. Options can be as simple as deciding on a venue, a date and a time and letting peers know to turn up or can be structured and formal
- Ask the Alumni and Community Relations Manager to format your 'Save the Date' and send by email. The School is happy to provide promotional support if you advise them of your plans.

If you would like to speak with other Old Boys who regularly organise informal reunions, the School is happy to make introductions.

Five Year Reunions

Five-year reunions are another great way to keep connected with your peer year, especially for the most recent graduates.

Please find below some tips on organising a five-year reunion.

- Give consideration to university exam blocks and other major events as something to avoid.
- Look for days that align with a significant cultural or sporting event at the school that could be a pre-event (e.g. Open Day, BGS Regatta or home game at Northgate).
- The five-year reunion cohorts have great accessibility to peers across social media platforms. All cohorts have a cohort Facebook group. This will assist with event coordination and promotion.
- Appoint 2-3 cohort representatives to lead activities including promotion, liaison with the School (venue, dates, pricing etc). The cohort representatives should be well connected, with a broad friendship group. The School and Old Boys' Association can assist with recommendations as to who may be appropriate champions.
- Set up a Facebook event, ideally between 2-3 months prior to the reunion. Invite the members of the Facebook cohort group. This will also serve as a 'Save the Date'.
- Work with the School to promote the event through traditional channels, including the School website, email, social media and other relevant publications.
- **Pro Tip:** Ask a different classmate each week, from a different friendship circle, to post on Facebook to encourage their classmates to attend. This ensures that different friendship groups are being targeted rather than the same voice being heard over again.

How Facebook can help

Social media such as Facebook is great however, not all peer years will feel comfortable this platform.

Here are some helpful tips to assist:

- Appoint someone to manage this site and keep Old Boys' engaged
- When you send a message out on Facebook, ask the Advancement and Community Relations to format the 'save the date' and 'invitation' into a professional format and send via email.
- Encourage Old Boys to join Facebook to keep up to date with reunion activities

Timeline	Activity	Description
6 months before reunion	Add details & 'save the date' for the reunion in the group.	Set up an "event" in the Facebook group.
3-6 months before reunion	Find peers on Facebook and invite them to your group.	If a peer is a 'Facebook friend' you can simply invite them. If a peer isn't a 'Facebook friend' yet, either 'add them' or send them a message via Messenger (with the group link) to invite them.
3-6 months before reunion	Send private messages to Old Boys to ask if they are attending.	Use Messenger or text if you have their number.

Contacts

For information and assistance with reunions contact:

Alumni and Community Relations Manager
communityrelations@brisbanegrammar.com

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