



Benilde-St. Margaret's

Benilde-St. Margaret's Alumni 2022 Reunion Information Guide





Benilde-St. Margaret's

A Catholic, college-preparatory school, grades 7-12

Reunion Planning Option

Casual Gathering

If you are interested in setting up a casual event, use the following steps as a guide to help with planning and executing of your event.

- Form a committee of 2-4 classmates
- Pick a date
- Decide on a venue and make a group reservation
- If you are booking in a private space, be mindful of the food & beverage minimums for the space in determining your registration price
- Post date and advertise your event on social media
- Contact the alumni department for a class list and BSM/Red Knight logos



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Reunion Planning Option

Casual Gathering

- Invite classmates using the list provided by alumni relations. Update the list as you uncover new information
- You can also create a printed invite for mailing if you think it will help increase attendance – try using Canva, it is a free design application.
- Within 2-3 weeks of your event, contact classmates who have not responded
- Arrive at the venue 30 min. before your gathering to make sure tables are secured/reserved and put up signage or optional decorations (letter jackets, balloons, yearbooks, etc.)
- Email photos to alumni@BSMschool.org for publication in Crown & Shield
- Communicate address or email updates with the alumni office



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Reunion Planning Option

Private Event Gathering

To set up a private event, use the following steps

- Form a committee of 2-4 classmates
- Pick a date
- Decide on a venue and make a group reservation
- If you are booking in a private space, be mindful of the food & beverage minimums for the space in determining your registration price, The average reunion is around 50 guests (for planning purposes).
- Post date and advertise your event on social media
- Contact the alumni department for a class list and BSM/Red Knight logos
- Have one committee member collect RSVPs and registration money. If you have an established food & beverage minimum for your private space agreement, plan for an additional 30% over the minimum to cover tax and gratuity.
- To increase attendance, call or mail classmates 2-3 weeks before the event and remind them to RSVP
- Arrive at the venue early to set up a table with balloons, letter jackets, yearbooks or newspapers (can also contact the alumni department for use of archived info)



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Reunion Happy Hour

Organize a happy hour reunion gathering

- Form a committee of 2-4 classmates
- Pick a date
- Decide on a venue and make a group reservation
- Post on social media so classmates and friends are in-the-know
- Have one committee member collect RSVPs –it is helpful to know how many are attending
- To increase attendance, call or email classmates 2-3 weeks before the event and remind them to RSVP
- Arrive at the venue early to designate some tables with balloons, letter jackets, yearbooks or newspapers (can also contact the alumni department for use of archived info)



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Reunion Planning Option

5, 25, & 50-Year Event Guide

The BSM alumni office partners with reunion classes celebrating their 5, 25, or 50-year reunions to help facilitate this milestone reunion event.

- Form a committee of 2-4 classmates
- Pick a date
- Decide on a venue and make a group reservation
- If you are booking in a private space, be mindful of the food & beverage minimums for the space in determining your registration price
- Post date and advertise your event on social media
- Contact the alumni department @alumni@BSMschool.org for a class list and additional support for your event.

