

Reunion Planning Guide

Reunion Committee

This committee is charged with planning the reunion activities for their class. It would be best to recruit a wide range of members who have contact with as many classmates as possible to increase attendance.

Reunion Chair(s)

- Work closely with the Director of Alumni Relations to go over possible resources and other alumni activity dates
- Connect with your Class Representative(s) to get involved with the planning
- Update your class list with the Director of Alumni Relations
- Determine dates of events and who will be invited to each event (family, faculty/staff, etc.)
- Work out a budget for your event(s)
- Build excitement about getting your class together and encourage attendance

Planning Timeline

- 12-18 months out:
 - Connect with Mid-Pacific's Alumni Office
 - Start updating contact list
 - Estimate attendance
 - Set budget and determine fee to attend
 - Finalize venue and date
 - Build information flier and social media pages (Facebook GROUP Page)
- 9 months out:
 - Email/mail "Save the Date" fliers
 - Alumni Director can assist with simple design & mailing
 - Ask classmates to help collect missing contact information
 - Plan entertainment/program and activities
 - Select a photographer if needed
 - Select special teachers/coaches to invite
- 3-6 months out:
 - Send invitations with RSVP date
 - Alumni Director can assist with simple design & mailing
 - Ask Alumni Director about setting up an online registration form
 - Plan decorations, centerpieces, prizes, awards if applicable
 - Request volunteers to manage registration table
- 1 month out:
 - Continue with email communication reminders and phone follow ups
 - Gather supplies for event
 - Confirm arrangements with all vendors and venue

- 1-2 weeks out:
 - Prepare guest list for registration
 - Create a checklist/schedule for the day of the event
 - Create name tags if needed

Alumni Relations Services & Supplies:

- Provide items such as letterhead, envelopes, lists, labels, and letter-size postage
- Produce simple postcards, letters and donation forms, and handle the mailings
- Build an online registration form for your reunion through the school's "events module" software program, where payment is acceptable via credit card, PayPal or Venmo
- Reunion classes are welcome back to campus to hold their reunion (Please refer to the Mid-Pacific Facilities General Guidelines for Alumni Events)
- Please keep in mind that alumni may not go into any contract on behalf of Mid-Pacific Institute

Setting your Budget

- Consult with Director of Alumni Relations to see if your class has a balance in your student bank account
- Estimate expenses for venue, food & beverage, entertainment, decorations, favors, prizes, mailing (if done outside of Mid-Pacific), photographer
- Estimate your attendance (25-30% of your class is conservative)
- Calculate a ticket price that will leave you a few hundred dollars on the positive side to give you a cushion against unforeseen expenses
- Use what you have available in your student bank account (ask Director of Alumni Relations for balance) to fund/supplement venue deposits or other up-front costs. Otherwise, collect reunion fee payments from committee members and their guests to use the monies for these initial payments.

How to Handle Reunion Expenses

- Two options:
 1. **Reunion fees get deposited in your class account and will remain there until receipts are submitted for reimbursement**
 - Once you have paid your reunion expenses (venue, food, supplies, etc.) out-of-pocket, classmates can send the detailed, itemized receipts to Alumni Relations to be reimbursed
 - Reimbursements will go to the person who paid out-of-pocket
 - Vendor must notate on the invoice if it has been paid, and by whom and include method of payment
 - The upside to this option:
 - Classmates will not have the responsibility of holding the money
 - The downside to this option:
 - The school will not reimburse for gift cards/certificates and many alums like to buy them as prizes or giveaways at the reunion. (Instead, you could collect reunion fees in cash from reunion committee members and use this cash to purchase gift cards.)

- Classmates will need to initially pay for expenses out-of-pocket and it will take a minimum of 2 weeks to get reimbursed
- 2. **Reunion fees get deposited in your class account, then on a predetermined date, the school will mail you (or a classmate in charge) a check for to sum of all reunion fees collected**
 - o Determine who the person in charge of reunion expenses will be
 - o Determine the date(s) the check will be needed from the school to pay for expenses
 - o Any extra money can be deposited in your class account after your reunion
 - o Invitations would include a disclaimer stating, *"Please note that your REUNION EVENT FEE portion of your total payment to Mid-Pacific Institute will be turned over to the Class of ____ Reunion Representative, (classmate's name), who will be handling reunion expenses."*
 - o The upside to this option:
 - You have more control of what you spend
 - You do not have to pay out-of-pocket for reunion expenses
 - Most classes like to do it this way because it gives them more flexibility and you don't have to keep chasing down receipts
 - o The downside to this option:
 - Whomever you designate will be responsible for the money and some people do not like carrying that burden
- Please note to allow at least two weeks for the Mid-Pacific Business Office to issue reimbursement checks.

Encourage Attendance

- Facebook
 - o The most useful & flexible type of page to create is a Facebook GROUP, instead of an EVENT page
 - o Think of Facebook as just ONE of your useful tools to locate & communicate with classmates, along with other methods like email blasts, phone calls, and snail mail
 - o You may want to create a 1-page "invite page" which can be a JPEG file that contains all of your reunion details where you can post it under your Group ABOUT tab
- Instagram
 - o Build excitement among classmates through weekly posts leading up to the event(s).
 - o Use photos from previous reunions or from the yearbook
 - o Post STORIES periodically and add links to the online registration form
- OwlStrongNetwork.com
 - o Create a "Group"
 - o Post your event(s) on this group page
- Depending on your class, email blasts may be an effective way to send out information to your classmates in a timely manner, therefore it is important to keep your contact list updated

- Phone calls, texts, word of mouth and snail mail are alternate (and probably the most effective) methods of communication with classmates to encourage attendance
- Other social media platforms like LinkedIn or Snapchat may also be helpful in getting the word out or posting announcements
- Some classes prefer to list the attendees to show classmates who have already RSVP'd, as it may encourage others to attend

Ideas on Gathering Memorabilia

- Scan pictures from your yearbook and mount them on foam board (tri- or bi-fold) and set them on the tables
- Create a poster board of old programs, invitations, event photos (Prom, Sports, etc.) and display at event
- Create a video/slideshow of memories to use in your digital invitations, and to show at your event
- Create name tags with old high school photos
- Check with the Director of Alumni Relations to see if you have a time capsule at the school

Reunion Gift Committee

Mid-Pacific alumni honor a tradition of giving back to the School in the name of each of their classes. The reunion class is led by the Gift Committee Chair(s) to raise money for the Class gift at every reunion year (i.e. 5th, 10th, 15th, 20th, etc.). This also includes the 50th Reunion Class Gift, which typically goes towards your class endowment.

Please see the Director of Annual Giving for more information about the Gift Committee and Class Gifts.

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