



**SERVITE
ALUMNI**

REUNION GUIDE

Servite alumni,

Congratulations! As you celebrate the anniversary of your graduation from Servite, we pray that God may continue to bless you as you lead a faith-filled life.

We encourage all class reunions to be organized to bring each class together, re-establish connections, and share memories made during your time at Servite.

The Servite Advancement Office will be happy to support the Reunion Committee/Class Captain by providing contact lists for the classes and sharing reunion information on social media, the Servite website, and the Alumni Newsletter. Planning (including collecting RSVPs and payments), promoting, and executing the reunion is the responsibility of the reunion class. This guide will help the committee plan and execute a successful reunion.

We are very excited to announce that Servite is planning to host an annual on-campus Alumni Family BBQ for all classes on Sunday, June 4, 2023.

Purchase your tickets here: [Servite Alumni Family BBQ \(aesbid.co\)](https://www.aesbid.co)

CREDO

*If you have additional questions for Servite reunions, please email the Servite Advancement Office at alumni@servitehs.org.

**If you have questions about Rosary reunions, please contact Nikki (Wilson) Pontius '03 at npontius@rosaryacademy.org.

PLANNING A REUNION

1. Organize a Committee

Planning a reunion is a lot of work, so we suggest gathering a committee together to help will make the process much easier. Try to get this committee together a year in advance and delegate different tasks to various committee members.

Some areas of responsibility are:

- Venue & Catering
- Attendance/Reservations/Finances
- Class Contact - search and find classmates whose information is not current
- Outreach/Social Media/Publicity - help create custom messaging and reach out to classmates
- Decorations/Memorabilia/Name Tags
- Set-up and Clean-up of the reunion
- Vendors - food, beverage, DJ, etc.

**If you are planning a reunion with Rosary Academy/Connelly, please make sure that each school is represented in the committee.*

2. Planning the Reunion

Before you start planning the reunion, here are some things to consider:

- Will your reunion be just for Servite, or will you include sister schools?
- Will you include spouses/significant others or children?
- Will you have heavy appetizers or a full dinner?
- Will you be serving alcohol? If so, will it be an open bar or a cash bar?
- How much will you charge for tickets?
- Will you have multiple events? (tailgate, golf, senior poker tournament, Mass, tour of Servite, etc.)

Once you have answered these questions above, decide on the following:

- Select a date - please allow enough time to secure a venue and notify classmates
- Select a venue - ask about capacity limitations and what they can provide (microphone, podium, extra tables for nametags, memorabilia, etc.)
- Event Timeline - schedule guest speaker, speeches, trivia, slideshow, etc.
- Honor those who passed away

3. Budget

When preparing the budget, consider your anticipated costs. Reunion events must take on their own costs, through tickets sales and underwriting.

Potential expenses:

- Venue
- Catering - food and beverage, including alcoholic beverages
- Rentals
- Entertainment
- Photographer
- Decorations
- Invitations

4. Communication

There are several ways to get the word out to classmates about the upcoming reunion.

- Send a "Save the Date" postcard and/or email
- Emails from Class Captain and sister schools, if applicable
- Phone calls
- Facebook Groups, Instagram, Twitter, or other social media platforms
- Servite Website and Alumni Newsletters

Here are some suggestions on things to do when promoting the reunion on social media posts.

- Tag friends in emails and social media posts
- Provide teasers on who will be there
- Talk about any fun activities planned
- Show "then and now" photos/updates on specific classmates
- Post funny stories about things that happened in high school
- Post yearbook photos

5. Managing Finances

There are several ways to manage finances. The reunion committee will be responsible for the budgeting of the event including ticket sales, setting up payment sources (Venmo, PayPal, Zelle, etc.), underwriting and any additional expenses.

6. Invitations, Evites, Website & Social Media

Choose which method you think is best for reaching your classmates, or use several different methods to make sure to cover all your bases. For example, send an Evite to those classmates that have an email address, and mail a flyer to those who don't. Ask classmates to share with their contacts that you may not have contact information for. Please feel free to invite any current or former Servite faculty, staff and/or administration to your reunion. Your invitation or social media post should include the following information:

- Who, what, where, when and why
- RSVP date, cost to attend, and where to purchase tickets (it's ok to not have physical tickets but instead have names on a check-in who have paid)
- Will there be a price difference between early bird price last minute tickets?
- Will you take walk-ups at the event? If so, how will they purchase tickets?
- Headcount for each guest to help determine food costs
- Class Captain(s) contact information for questions
- Dress code

**The reunion committee should keep a record of all RSVPs and any contact information changes on a spreadsheet and email those to alumni@servitehs.org to make any necessary updates in the database.*



Timeline

8-12 months out

- Contact the Servite Advancement Office and let them know you'd like to organize a reunion
- Establish a committee
- If doing a reunion with sister schools, please contact them directly
- Develop the reunion budget, include your estimated attendance, expenses and income
- Choose a date and book your venue
- Call vendors for quotes if needed
- Set up social media to help spread the word on the reunion
- Start publicizing the reunion through Servite's website, Alumni Newsletters, alumni social media page, and through communication from committee
- Begin searching for lost alumni (internet searches, word of mouth, etc.)
- Contact the Servite Advancement Office:
 - To help promote the reunion
 - To update them on the reunion planning progress and details
 - To get information added to the Alumni Newsletter

4-6 months out

- Hold planning meetings
- If you can't meet in person, make sure to keep regular communication between all committee members to keep up progress
- Assign tasks to committee members/volunteers
- Book vendors, if applicable.(DJ, Rentals, etc.)
- Find out when they need deposits and final payments
- Send out "Save the Date" emails/communication
- Contact the Servite Advancement Office:
 - To help promote the reunion
 - To update them on the reunion planning progress and details
 - To get information added to the Alumni Newsletter

2-4 months out

- Send out invitations (Evite or printed) and ask for help spreading the word
- Start recording all RSVPs on a spreadsheet (acceptances and declines) Use this same spreadsheet to create a check-in sheet for the event
- Make sure all committee members/volunteers are making progress with their tasks
- Contact the Servite Advancement Office:
 - To help promote the reunion
 - To update them on the reunion planning progress and details
 - To get information added to the Alumni Newsletter

1-2 months out

- Send out reminder communication promoting the reunion
- Encourage all committee members/volunteers to reachout to those classmates who haven't responded yet
- Confirm bookings with venue and all vendors
- Check in with all committee members to check on progress and to see where help is needed
- Purchase any decorations needed
- Contact the Servite Advancement Office:
 - To help promote the reunion
 - To update them on the reunion planning progress and details
 - To get information added to the Alumni Newsletter

1-2 weeks out

- Provide final numbers to venue and caterer
- If you are using items provided by the venue, confirm availability for use at the event (microphone, podium, signage, check-in tables, etc.)
- If vendors need final payment the day of the reunion, make sure payment is ready
- If you need volunteers, confirm and assign tasks for the reunion (set-up, check-in, decorating, clean-up, etc.)
- Create name tags for the event
- Send out final reminders to all confirmed guests

Day of the Reunion

- Arrive at the venue early to set-up, decorate, etc.
- Set up the check-in tables and any items the venue doesn't set up
- Confirm all last minute tasks are complete
- Confirm all volunteers have their tasks and have been briefed on what is expected of them
- Make sure at least one committee member is present at the venue throughout the day to meet with vendors
- At least 2-3 members of the committee should be present at the venue at least 2 hours before the start time
- Ask guests to take photos to be shared later
- Most importantly - have fun!

Follow Up after the Reunion

- Send an email to the class thanking them for coming and making the reunion a success, and include a link to share photos that were taken at the event
- Contact Servite Advancement Office and update them on how the reunion went, any fun details, and photos that can be included on social media, website, and the Alumni Newsletter
- Email alumni@servitehs.org with any additional updated contact information you received for alumni

Support from Servite

Planning and executing the reunion is the sole responsibility of the reunion class. The Servite Advancement Office can help gather yearbooks for you to borrow for your reunion. They will also provide alumni pins upon request. Servite is happy to support in the following ways:

Class List

Servite's Advancement Office maintains a database of all alumni. We are happy to provide a class list to the committee with each member's contact information we have available (mailing address, phone number, and email address). Some alumni may be "lost", meaning we don't have any current contact information. Servite asks that you share their information if you are successful in contacting them.

Promotion

Throughout the entire planning process, please keep the Advancement Office updated on any and all details so we can help promote the reunion. We are able to promote the reunion through:

- Servite Website
- Alumni Newsletter
- Servite Social Media

Suggested Venues

Venue Name & Address	Contact Information
Dueling Ducks Brewing Co. 3150 E. La Palma Ave. Suite G Anaheim, CA 92806	Servite Alumnus: Dan Kause '03 Cell: (714) 488-1219 Work: (877) 286-3322 Email: daniel@duelingducksbrewing.com
Summit House 2000 E. Bastanchury Rd. Fullerton, CA 92835	Contact: LeeAnn Collins (Catering Director for 60+ guests) Work: 714-671-3092 Email: events@summithouse.com
JW Marriott, Anaheim Resort 1775 S. Clementine St. Anaheim, CA 92802	Servite and Rosary Alumni: Bill '85, Bryan '86 & Shannon '88 O'Connell Hotel Contact: Maribel Denner Email: maribel.denner@marriott.com Cell: (949) 887-9112
Silky Sullivan's Restaurant & Irish Pub 10201 Slater Ave. Fountain Valley, CA 92705	Servite Alumni: Dan '68 & Bill '69 Madden (714) 963-2718 silkysullivans.com

Thank you for planning your class reunion!