



**SOUTHLAKE
CHRISTIAN
ACADEMY**

Reunion Planning Guide

May 2023 – 1st Edition

Made available through the SLCA Alumni Association

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Eagle Alumni,

With great pride and enthusiasm for our alma mater, the SLCA Alumni Association would like to welcome, congratulate, and thank you for planning your class reunion! Each year SLCA we would like to welcome back 4 classes for their 5, 10, 15, & 20 year reunions. Each class is unique to its class, but many of the logistics are the same.

This SLCA Reunion Guide will take you step by step to planning a successful and fantastic reunion. Take a minute to process the guide and you will find it very helpful as a general overview of what to expect. The guide will provide expected budgets, venues, and helpful hints along the way. For example, a 5 year class reunion will have a smaller budget than a 20 year reunion because the average income is much less for a five year classmate as compared to a 20 year classmate. Or you may find combining your reunion with another class will help keep cost down for all.

The SLCA Reunion Planning Guide Contains the following:

1. This guide will help each class come up with a budget and timeline for your reunion.
2. Provides a specific Facebook class group to help you find classmates.
3. Provides a class list.
4. At the reunion the SLCA Alumni Association will provide a registration table and greeters so you can enjoy your night.
5. At the registration table the SLCA alumni Association will:
 - a. Distribute name tags.
 - b. Register attendees for door prizes and 50/50 raffles.
 - c. Display SLCA novelty items, gifts, and retail.
 - d. Display current SLCA Alumni Association fundraising drives that alumni may be interested in giving to.
6. Takes pictures.
7. Provides a follow up to the reunion with a Post Reunion Report to help future class reunions.

The SLCA Alumni Association thanks you for volunteering your time and effort and want you to know we are available for you every step of the way. Best of luck and may God bless you! Go Eagles!

Sincerely,

Danielle Handlogten, Alumni Coordinator

Budget

Plan your budget carefully. Generally, the goal is to break even on reunion finances.

- Establish an operating budget: Unless you already have a class fund, the committee members pay the initial expenses and are later reimbursed from the reunion funds.
- Open a bank account: It is strongly recommended that a separate bank account be opened specifically for the reunion as opposed to using someone's personal bank account. Contact Christie Cuddy, Operations Manager with Whitney Bank at (985) 781-0147 to set up a Class Reunion Checking Account. Or use your preferred banker.
- Pay close attention to both the projected cost of the reunion as well as the number of expected attendees. These projections will determine the per person cost. Have attendees pay in advance for their reservations. One way to do this is to charge a lower rate for advanced registration.

Suggestions for keeping costs down:

- Look for alumni connections.
- Ask around for classmates who may own or work for bars, restaurants, hotels or other potential reunion sites. These people may be more than willing to arrange a good deal for your reunion. SLCA alumni have been generous in providing discounts for reunions. Vendors that provide a discounted rate are indicated in the vendor section of this guide.
- Not only is e-mail a great way to correspond with classmates, but it's also free. Keep in mind that regular mailings are still needed since not all classmates use e-mail.
- **What if we have no startup funds?** You may consider reserving a venue and having attendees pay for food and drinks when they arrive. Some venues may allow you to reserve the location for no cost.
- Consider combining your class reunion with another class.
- Finally, look for deals and negotiate!

Covering Costs:

- Individuals who attend the reunion should be charged enough to cover all costs.
- Money left over from prior reunions may be available as well.

Sample Budget

This budget assumes inviting 65 class members, with 50% in attendance, with 75% of attending class members bringing a guest. **A total of 57 attendees.** This budget gives you an idea of what percentage of your money should be spent on each category. Projected expenses are given for a \$1,000, \$3,000, and \$5,000 reunion budget. Your expected number of guests and costs will vary.

Category	Percentage of total budget	Budget: \$1,000.00	Budget: \$3,000.00	Budget: \$5,000.00
Mailings	7%	\$70.00	\$210.00	\$350.00
Save the Date				
Invitation				
Postage				
Printed Materials	3%	\$30.00	\$90.00	\$150.00
Programs				
Preprinted Name Tags				
Vendor Costs	70%	\$700.00	\$2,100.00	\$3,500.00
Venue				
Catering				
Beverages/Alcohol				
Rentals				
Entertainment	15%	\$150.00	\$450.00	\$750.00
DJ/Band				
Décor	5%	\$50.00	\$150.00	\$250.00
Signs				
Banner				
Centerpieces				
Total	100%	\$1,000.00	\$3,000.00	\$5,000.00
Cost per person (66 attendees)		\$15.15	\$45.45	\$75.75

Timeline

6-12 Months Prior to the Reunion

- Read through the entire Reunion Planning Guide
- Put together your reunion team
- Set the date
- Develop a budget: See budget guidelines
- Research and reserve venue
- Research and reserve accommodations: Choose a hotel and block hotel rooms
- Research and reserve catering
- Identify and request rental quotes for items
- Develop a schedule for invitations and promotions
- Research and hire speakers and/or entertainment
- Consider offering tours of SLCA for returning classmates. Contact Principle Becky Makla at bmakla@southlakechristian.org for more information
- Begin compiling list of former teachers to invite

3-6 Months Prior to the Reunion

- Confirm special guests, speakers, and entertainment
- Print the invitation: See the options available in the SLCA Reunion Easy box
- Send a save the date e-mail and/or postcard
- Invite special guests with a dedicated e-mail or letter
- Choose a florist or other way to decorate
- Choose a photographer
- Confirm logistical details with the venue

1-2 Months Prior to the Reunion

- Finalize the agenda: See the options available in the SLCA Reunion Easy box
- Confirm details with all vendors
- Distribute volunteer task lists and responsibilities
- Adjust the budget with final costs
- Create and print signage: See the options available in the SLCA Reunion Easy box

3-4 Weeks prior to the event

- Contact the hotel for final guest room list
- Recruit additional volunteers, if needed

2-3 Weeks prior to the event

- Follow up with the hotel, venue, caterer, rental companies, florist, and photographer to make sure everything is set and ready to go

1 Week prior to the event

- Print nametags for attendees, volunteers, special guests, and speakers: See the options available in the SLCA Reunion Easy box

One Month after the Reunion

- Reunion committee follows up with the Alumni Association to complete the post reunion report
- Send final registration list to the SLA Alumni Association so it will be available for planners of the next reunion
- Chair(s) for next reunion should be selected
- If the reunion generated surplus, be certain money is properly accounted for and a Finance Chair for the next reunion is selected to oversee “startup” funds

Reunion Planning Committee

Recruit Volunteers

- The success of the Reunion depends in large part on the active participation and commitment of class volunteers
- Enlist the help of classmates that are interested and available to assist in planning
- Typically, class officers or student body officers have primary responsibility for the reunion
- However, do not limit the team members; select those who are passionate and excited about planning this event regardless of whether they held a class office
- Class lists are available from the SLCA Alumni Association
- Utilize the alumni Facebook page, set up by the SLCA Alumni Association
- Consider classmates who are not local as committee members – running your committee by email and conference call - a very effective way to get more people involved
- Ask classmates to identify other classmates who may have professional ties to a specific reunion-related job (printer, publisher, souvenir vendor, or designer, for example)

Recognition

- Provide adequate support and be sure to thank your classmates for their assistance both privately and publicly, in class communications, and at the Reunion

Committee Member Job Organization

- Based on the job to be done, determine what qualities are necessary in a volunteer
- Give specific job descriptions to the classmates volunteering, make sure they understand the commitment, and discuss what the job entails
- Concentrate on giving guidance first, then help as needed

Committee Member Job Descriptions

Some classes have plenty of volunteers, while others only have one or two committee members. The Committee Chair and the Finance Chair are essential members. The other members are very nice to have but not necessary if you are working with a smaller committee. The following descriptions will help you identify which chairs are necessary for your committee. They will also assist you in delegating work to volunteers.

Committee Chair (Essential Team Member)

- Recruit and organize a reunion committee
- Decide on class reunion communications
- Write class reunion letters/communications and oversee timely mailings
- Create a reunion registration form: See the options available in the SLCA Reunion Easy box
- Oversee and inspect everything
- Stay in touch with your committee and class officers, organize regular meetings (or conference calls) and pick-up the slack when necessary
- Serve as the liaison between SLCA Alumni Association and your committee
- Consult the reunion chair and other committee members from the previous year's equivalent reunion for ideas and planning tips and guidelines – the SLCA Alumni Association can help you get in contact with this person
- Start early! A good reunion is one that is well-planned in advance
- With the help of the reunion committee choose and book the reunion venue and vendors
- Adhere to the reunion guide checklist
- Follows up with the Alumni Association to complete the post reunion report

Finance Chair (Essential Team Member)

- Work with reunion committee members to gather cost information and prepare reunion budget: See the budget section on pages 7 & 8 of this guide for additional information
- Open a bank account
- Collect, manage, track, and disburse all reunion money
- Collect and track reunion registrations and coordinate with the Alumni Association to oversee registration at the reunion
- Create a system to collect and track registrations

Publicity/Promotion Chair (Optional)

- Design and disseminate a reunion marketing/communications plan to encourage attendance by a diverse group of classmates
- Develop a theme - a promotional pitch - to boost attendance
- Decide on a strategy and schedule to contact the class as a whole and to reach target groups by mail, email, and phone
- Internet: Utilize the SLCA Alumni facebook pages
- Post information on registration, accommodation, and who's registered
- Create email lists for classmates and send email updates
- Utilize the SLCA Alumni Association's Newsletter
- Plan on sending 3 class letters (paper mailings or online communications), to include information on registration, accommodations and Reunion activities
- Divide the class by geographic area or affiliation (clubs, sports teams, etc.) and assign them to a committee member or class representative in each area

Decorations Chair (Optional)

- You may want to decorate the tables at dinner with centerpieces: See the options available in the SLCA Reunion Easy box
- Your vendor may supply a standard centerpiece as part of the meal agreement; check with them first
- Use of old yearbooks, and class memorabilia are great ways to decorate your venue
- Utilize yard signs and balloons to help attendees find you venue: See the options available in the SLCA Reunion Easy box
- Create a welcome banner for the entrance of the Reunion: See the options available in the SLCA Reunion Easy box

Entertainment Chair (Optional)

- Identify and book bands, singing groups, and other entertainment
- Serve as host to these groups during the reunion
- Identify the audio visual and other set-up needs of the band, group or entertainer
- Organize any games or contests: See the options available in the SLCA Reunion Easy box
- Organize a class picture during the reunion (The Alumni Association is available to assist in taking pictures)

Memorial Service Chair (Optional)

- Organize recognition of deceased classmates
- Determine appropriate type of remembrance
- Coordinate with Slideshow Chair and Program Chair if appropriate
- Consider including memorial information in the SLCA Newsletter

Program Chair (Optional)

- Create a program to distribute at the reunion
- Include names of class members and other pertinent or fun information
- Include updates on the school/Alumni Association
- Coordinate with the Memorial Service Chair
- Coordinate with the Entertainment Chair to include any games/contests
- Include recognition for committee members
- Ask for volunteers for the next reunion
- Include a survey to help improve future class reunions

Name Badge Chair (Optional)

- Purchase printable name tags: See the options available in the SLCA Reunion Easy box
- Work with the treasurer to create a spreadsheet including name, city of residence, nicknames, etc
- Review and spell check list of registrants to ensure all badges will print correctly
- Have the name badges printed
- Distribute badges at the reunion

Slideshow Chair (Optional)

- Collect pictures from classmates to insert into the slide show (Consider working with the Promotions Chair on this)
- Choose memorable music for the show
- Organize and produce the slide show
- Secure all needed sound/visual equipment
- Ensure that the slide show is played during the reunion

Post Reunion Report

This report should be a synopsis of your reunion planning experience. It will help future reunion planning committees to have more realistic expectations. Thank you in advance for taking the time to complete this Post Reunion Report.

Name Person Completing Report:					Today's Date:			
Graduating class of:	Years celebrated:	5	10	15	20	25		
Date and time of Reunion:								

Reunion Planning Committee Members						
Positions	Name			Phone Number		
Committee Chair						
Finance Chair						
Publicity/Promotion Chair						
Decorations Chair						
Entertainment Chair						
Memorial Service Chair						
Name Badge Chair						
Slideshow Chair						
Program Chair						
Other:						
Other:						
How far in advance did the committee begin planning?	3 mos.	6 mos.	12 mos.	15 mos.		
Did you have enough time to plan the event?	YES			NO		

Attendance		
Number of class members that attended:		Number of pre-registered attendees:
Total number of attendees including class members and their guests:		

Vendors (Please indicate which Vendor you used and circle an overall rating for that Vendor. Also add any pertinent comments.)						
Vendor Type	Name	Rating				
Venue		Great	Good	Fair	Poor	N/A
Comments:						
Caterer		Great	Good	Fair	Poor	N/A
Comments:						
DJ/Band		Great	Good	Fair	Poor	N/A
Comments:						
Bakery		Great	Good	Fair	Poor	N/A
Comments:						

Vender Type	Name	Rating				
Invitations/Print		Great	Good	Fair	Poor	N/A
Comments:						
Bakery		Great	Good	Fair	Poor	N/A
Comments:						
Florist		Great	Good	Fair	Poor	N/A
Comments:						
Photographer		Great	Good	Fair	Poor	N/A
Comments:						
Videographer		Great	Good	Fair	Poor	N/A
Comments:						
Rentals		Great	Good	Fair	Poor	N/A
Comments:						
Other		Great	Good	Fair	Poor	N/A
Comments:						
Other		Great	Good	Fair	Poor	N/A
Comments:						

Finances:

Total cost of reunion:	\$	Price charged per person:	\$
Did you offer a discount for early registration, if so, what was the early price?	\$		
Did you offer a discount for couples, if so, what was the price per couple?	\$		
Did you receive discounts/donations from any vendors or classmates?	Yes	No	
If you did receive discounts/donations, please indicate if any of those discounts may be available to future SLCA Reunion Planning Committees:			

General Information

What did work in your reunion planning process:

What didn't work in your reunion planning process:

What advice would have been helpful to have received at the beginning of your planning:

Any suggestions for future reunions:

Thank you for taking the time to complete this report! Please return this report along with a copy of your final registration list to the SLCA Alumni Association.

SLCA Reunion Easy box

Want to make the reunion planning even smoother?
Purchase this value priced package for all the special items
you'll need to make this year's reunion a success.

Invitations, registrations forms, name tags, schedule of events and
decorations all pre-made and ready to print. This Easybox gives
you all the resources you need.

The Alumni Association has a sample Easybox for you to see.



Box Contents: (\$300 value)

Ready to Print CD (\$75 value)

Simply purchase the suggested invitation kit and name tags from Office Depot, use the template on
the Easy box CD, edit your event specifics and print. Hard copy samples are provided.

- SLCA invitation designs
(3 choices provided on a CD)
- SLCA registration form (3 choices provided on a CD)
- SLCA name tags (provided on a CD)

Décor

- 2 Double Sided SLCA Reunion plastic yard signs with stakes
– custom to your class (\$50 value)
- SLCA Reunion vinyl welcome banner – custom to your class (\$100 value)
- Centerpiece materials – custom to your class (\$50 value)

Extras (\$25 value)

- Pre-designed games and contests
- Suggested schedule of events

