

Reunion Planning

Spring 2024

Dear DB Alum,

So you're planning a reunion!

Planning a reunion can be a lot of fun, but it can also be a lot of work. There is **no set** formula for planning a reunion. Every reunion is special and unique.

We put together the enclosed Reunion Planning Kit which includes a number of items to assist you along the way. These are suggestions for you and your committee members. They are by no means the only way to plan a reunion. The work of preparing a reunion should be divided among committee members. Forming a committee will help to keep your life less hectic and help make the planning process run smoothly.

Please note the new information about our special Alumni Reunion Reception. We hope this will be a meaningful, simple opportunity for alumni, especially classes marking their landmark reunions, to celebrate with reduced cost and planning for you. This year, our celebration will be Friday, October 25, 2024.

Also remember that we, at Bishop DuBourg, are always available to help you in any way possible. Feel free to contact me at (314) 783-4412 or cjones@bishopdubourg.org. You can make an appointment to go through old pictures, newsletters, and yearbooks. We have meeting spaces available after school hours for you and your committee to use as needed. We are here to assist you in making your reunion a successful and memorable one!

Sincerely,
Carrie Mudd Jones '84
Director of Alumni Relations
Bishop DuBourg High School



Reunion Committee

Planning a reunion can require a lot of work, call for commitment, create stress and frustration, and one person cannot do it alone. We, at Bishop DuBourg, stress the importance of forming a committee to work together and share the load of planning this special event. Planning an event with your committee of classmates can help make the workload a lot more fun and less stressful.

When working as a committee here are a few key things to keep in mind:



1. **Listen to all ideas.** Everyone deserves a chance to share their idea. Every member has a voice and those who choose not to use their voice, choose to enjoy what others plan.
2. **Reunions are best when ruled by consensus.** Equality and ownership can be great motivators for your committee.
3. **New members can bring fresh ideas.** Inviting new classmates to join your committee can bring a new perspective and new ideas to your class reunions. It also helps to prevent burnout by sharing the workload with more people.

One thing to keep in mind when working with a committee is to choose a main contact person for DB. Instead of every committee member calling DB with the same questions or multiple questions,



please choose one main contact to serve as the liaison between the school and your committee. This will help keep things simple on both sides.

Forming a Committee

Planning a reunion requires commitment. You will want people on your committee who are willing to work and who will be available to meet. Meet in person and meet by mail, phone, email, and Facebook. The committee should also be diverse enough to reflect the varied interests of your class. There are a number of ways you can form your reunion committee.



1. You can contact some of your classmates and see if they would be interested.
2. Contact Alumni Relations to get a list of previous reunion planners from the class.
3. You can post a notice on the website with your intent of working on the committee and ask your classmates to volunteer.

4. Put information about setting up a committee on your Save the Date Postcard.
5. You can also find and ask classmates on social media, such as Facebook.

Working as a Committee

Once you have your committee in place there are plenty of ways to organize it:

1. You can elect officers (some examples below)
 - a. President-Coordinate the event
 - b. Vice President-Assist the President
 - c. Secretary-Take notes and keep track of planning details
 - d. Treasurer-Collects money and keeps track of budget
2. You can form sub-committees (some examples below)
 - a. Venue
 - b. Reservations
 - c. Budget
 - d. Food/Drinks
 - e. Music
 - f. Memories
 - g. Set-Up and Clean-Up
3. You can also have your classmates elect the reunion committee at each reunion



As a committee you may want to sit down and create a timeline for all your reunion planning. This will help you by providing a checklist and deadlines of when things need to be done. We suggest you start planning around 9 months in advance.

When you form your committee, contact the Alumni Relations. We would like to help in any way we can. Also, when you inform us about what is going on with your reunion plans, we can help to answer any questions that come our way from alumni looking for information. We will also post any information you would have at this point on the website.

Committee Work During Reunion

Once the reunion gets underway, don't forget that people are needed to manage and run the registration table and take money. Usually the committee is responsible for this. If you and your committee would like to relax and have fun at the reunion you can ask friends or family to attend the reunion and manage the registration. But if you do this, make sure you train your friends or family.



Also, make sure you have enough help at the end of the reunion for clean-up and packing away all items that the committee is taking with them.



Reunion Committee Meetings

Essential Meeting Business

Electing Officers and Committees

Assign Jobs to All Committee Members

Recruit Organizing Help and Suggestions

Set Your Reunion Budget and Price

Discuss Reunion Time, Date, and Location

Discuss Options for Food, Entertainment, Decorations

Discuss Invitations and Mailings

How Will You Find Lost Alumni

Will You Use Any Social Media

Set Reunion Timeline for Your Event

Decide if You Will Have a Memory Section and What It Will Include

Host a Wrap-Up Meeting to Share the Success of Your Event

Where to have meetings:

DB always welcomes classes to host meetings in our conference rooms or Alumni Office; visitors may visit after schools hours. We love having alumni back on campus celebrating their reunion!

- ***Conference Room – Room 216***
 - Comfortably fits 12-15 people
 - Has a white board
 - Has a speaker phone for conference calls
 - Has wireless connectivity and screen
- ***Alumni Relations***
 - Comfortably fits 8 people
 - Has a set of yearbooks, newspapers and archives to go through
- ***Venue*** where the food is coming from and have a tasting at the meeting.



Committee Notes

Committee Members:

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Meeting Dates and Place:

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Getting Started

Once you have formed a committee there are a few basic questions you will need to answer:

When are you going to have your reunion?

Where are you going to have your reunion?

What will you do at the reunion?

Who will you invite?

How many people do you anticipate attending?

When?

You may choose to take advantage of our new Reunion Reception. Our Second Annual Reunion Reception will be October 25, 2024. Everyone is welcome, with a special emphasis on all classes celebrating a landmark year (Fifth through 70th). This year, that will be classes ending in 4 or 9.

The DB Alumni Reception is Friday evening, leaving Saturday and Sunday open on the chance that your class would like to hold a special event of your own.

A reunion on campus remains a viable option! Picking a date for the reunion can be a challenge. You will want to make sure that you pick at least 3 possible dates. This way, you have options in case one date will not work for the place you want to hold your reunion.

Things to consider -

- Weather

Will the event be inside or outside?

- Holidays

What holidays are near? Will people be out of town, traveling?

- DB Events

What events are going on at DB? Will you encourage classmates to attend a game?

Since your reunion is a rare opportunity for your classmates to gather, (and many may have to travel) you may want to think about planning more than one reunion event. You can celebrate the weekend. This would work well especially if you are celebrating a milestone such as the 25th or 50th reunion. Many reunions plan a Friday night fun activity (such as attending a football game at the school or having a social hour at a bar), plan a Saturday night dinner, and then a brunch or mass on Sunday. There are many different activities that you can do throughout a weekend.

**** Keep in mind that DB is run on a school calendar.** The calendar for the school year is usually set in January. We may not be able to give a date until then. We encourage you to pick your top 2 or 3 dates and submit them.

Where?

You may want to hold your reunion at Bishop DuBourg High School. Coming back to where it all started, you can see your old classrooms, tour the school and see all the changes that have been made since you were a student here, and most of all you can have a GREAT time!

Reunions may be held in:

- The Cafeteria-** holds approximately 400 people ******Recommended**
The Cafeteria is air-conditioned and includes the kitchen
- The Lobby-** holds approximately 150 people, The Lobby is not air-conditioned
- The Gym-** can hold over 400 people, The Gym is air-conditioned
(the gym is only used for groups too large to fit in the cafeteria)

The following is available for us at the school-

- 26 8ft rectangular tables that can seat 8-10 people each
- 12 5ft round tables that seat 8 people each
- Chairs are available for use
- Ice machines are available on the 2nd and 1st floor
- Coat racks
- DB also has a limited number of centerpieces
- Drop down screen in the Cafeteria with speakers (and 2 new wireless video monitors)

There is no rental fee to hold your reunion at school!

The only fee charged to the reunion committee will be a



Cleaning Fee of \$150. This fee is due 2 days prior

to the reunion. This fee needs to be turned into Alumni Relations. It is the reunion committee's responsibility to collect and take with them, anything that they bring in – ex. Decorations, posters. Maintenance will clean the facility and dispose of trash after the reunion. We require at least one maintenance person to be present during the reunion, along with a representative from the Alumni Office. He/she will open the building up for your decorating committee, workers, caterers, DJ, etc., and will be available throughout the event, in case questions or concerns arise during the reunion. We do try to be good neighbors, so reunions that are held at the school, **must end by 11:00 pm.**



For a list of caterers, please see the list included with the packet. Many of the caterers on the list have worked at the school before and know their way around. If you use a caterer other than Food Service Consultants, you must coordinate with the school, the use of our kitchen. **DB no longer has a walk-in refrigerator and has limited refrigerator space.** If you need to store items, please notify us at least 1 week

before the event to see if accommodations can be made.

Having your reunion at DB will also give you the benefit of not having to set up tables and chairs. Meet with Alumni Relations the week of your reunion and do a walkthrough of where you would like everything and it will be set for you and ready to go before your event. All you and your committee will have to do is come in and set up your decorations.

You may choose to hold your reunion off campus. There are a variety of places to hold your reunion. For small reunions or 5 year reunions a common place to hold them is the park for a picnic. Many groups also host reunions at local bars or restaurants. This helps to lower the cost and make the reunion more casual and welcoming. There are many other places to look into also—ballgame outing, nightclub outing, city/historical tour, Six Flags, the Zoo, restaurants, banquet halls, and much more. You will want to call around and get quotes from more than one venue. Remember that usually as your group gets bigger, your price per person gets smaller.

What?

What activities will you be planning for your reunion? Things you will want to consider:

What attire do you wish for everyone to wear?

Do you want your reunion to be formal or casual? If you hold it off campus, is there a dress code at the place hosting your reunion? This is a question that comes up often with Reunions. Many groups have started adding a dress code line on their invitations.

Will there be a mass? If so, where?

DuBourg no longer has access to the chapel. Perhaps a nearby parish would be able to host your class for mass. Is someone on your committee a parishioner nearby?

Will there be a program/schedule?

Will someone be speaking at the reunion? If so, plan it out accordingly. Are you going to give out awards? Who will give them? Will you want someone to speak from the school? This is a great opportunity to have someone from DB speak about all the new and exciting things going on at DB that people may not know about.

Will you want a DJ, a band, use Pandora, etc.?

What kind of entertainment will be at your reunion? If you hire a DJ, give him a playlist before the reunion to request music from your year. If you are looking to save money, DB has a Pandora station that can be prepared with a playlist from the committee.

Will you want a photographer?

You can hire a photographer to take a group photo, or take party pics. You can also work with a company to rent a photo booth so people can take home their own souvenir.

Will you need rentals?

Do you need to rent tablecloths, tables, chairs, etc.?

Do you want a theme?

If you want a theme, let your guests know before the reunion so they can participate. Some classes have done a theme from their decade and asked people to dress up.



Do you want a sit-down dinner, a buffet, or snacks?

Sit-Down dinners cost more than buffets or appetizers. Something to keep in mind when setting prices. And if you choose to serve only appetizers make sure people know not to expect a full meal.

Will you need AV Equipment for slide show, etc.?

If you need AV Equipment, you must request it from DB or the place your reunion is being held. Keep in mind that you should test the equipment before the reunion date.

Will you have a full bar or a partial bar?

If you have a full bar it will be more expensive. Most reunions have a bar that consists of beer, wine, and soda.

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Price?

One thing to keep in mind is that whatever you do and whatever you get, make sure you include it in your price for attendees. A good rule of thumb is to add 10-15% on top of your total for any unforeseen costs.

When looking at pricing for your reunion, think about your audience. If you are planning a 5 year reunion, you may want a more low key and less expensive ticket price. If you are planning a 50 year, you may want it to be more special.

Some classes consider donations in part of their price or allow that as an option. If you choose to do this, you must let your classmates know ahead of time. If you would like to consider making a class donation, it is a great idea to include your classmates. The committee can decide where the money goes to, and you can inform your classmates of the project in the invitation. DB always has projects that they are looking to fund. You can meet with Alumni Relations to get a list of options.

Who?

Do you want to invite former teachers from Bishop DuBourg that your class had while attending? **Many teachers love coming back to DB for reunions.** They enjoy seeing former students and finding out what everyone is up to.



Do you want to invite the present administration at Bishop DuBourg?

Something to consider--do you want to have a family picnic and invite families or just have a gathering of the class and their spouses?

You may even want to look into having a cluster reunion, where you invite a class or two below you and a class or two above you. This option would interest classes who knew each other really well.

How Many?

The reunions that attract the most people are usually the milestone reunions such as the 10, 25, and 50. These will be the reunions that you will want to plan big things for.

Usually the 5 year reunion is small so something simple would work best for this one. A lot of the times, your classmates may still be finishing up school, so again something simple would work.



Planning Worksheet

When: (top three dates)

Where:

What- The Details:

Attire _____

Mass _____

Program _____

Music _____

Photos _____

Rentals _____

AV Equipment _____

Food _____

Beverages _____

Extra People to Invite: (coordinator, teachers, etc.)



Mailings

Mailing List

Once you contact the office, you may have a list of names of your classmates. Due to privacy concerns, the mailing addresses and contact information is not provided to the committee. DuBourg will process and mail a Save the Date Postcard at our expense. Further mailings can be sent, through our office, at the expense of the committee. Some classes use this as their only mailer to provide all event and contact information.

***When setting a date to mail the Save the Date postcards, please notify the Alumni Office at least one week prior to the date they to be mailed. This gives the office time to gather all the information and get postcards printed for your mailing.

***** Bishop DuBourg High School does not provide stationery or postage for successive mailings and does not have the staff to stuff mailings.**

1st Mailing

For reunions it is a good idea to send out the first mailer a few months before the reunion. This mailer could simply be a save the date postcard with the reunion date on it and the rest of the information could be TBA (to be announced). The first mailer can create interest from your classmates, elicit suggestions, create ideas, and give names of other classmates who may wish to help. You will choose the contact information for the mailing. This mailing will also help update your class list. All returned mail will come back to DB and if there are forwarding addresses available, the post office will provide them to DB. DB will then update your class list on our database.

2nd Mailing

The second mailer should have more information such as where, when, time, who's invited, and what the reunion will include. With this mailing you could ask for updated address information as well as ask your classmates to help you locate lost people. You could also include in this mailer a questionnaire or survey. This questionnaire or survey is a fun way to gather information on your classmates. The answers could also be used to create a memory book for the reunion.

3rd Mailing

The third mailer can be a last minute reminder and catch any classmates who are waiting until the last day to RSVP.

NOTE: You are not required to do three mailings. The amount of mailings for your reunion is up to your committee. Some groups do three mailings. Others do one or two mailings and then do an email follow up. Keep in mind when doing an e-blast that the success of an e-blast is determined by how many email addresses you have for your classmates.

Taking RSVPs

Before sending out any mailers, the committee should decide who will be taking RSVPs. It is recommended that you choose one person. RSVPs may be mailed back to committee members, accepted over the phone, or via email.

Do not have anyone RSVP to the school.

(Please remember to include your payment arrangement; DB cannot accept your payments.)

Questionnaire

As stated earlier, you can include surveys and questionnaires in any of your mailings. Some reunions have used these to create memory books for classmates, or simply shared stories from the surveys at the reunion. Please keep in mind that if you plan to use the information to create a memory book, someone will have to step up and put together the book. And the committee will have to figure out how to arrange the printing of the book.

Other groups have used the questionnaire to read off information about people that could not attend the reunion. How you want to use this information is up to you.

Evite

Many classes use Evite. Evite is a website that allows you to send out email invitations to your class and track RSVPs and post reunion announcements. The website is www.evite.com.

Social Media

Many classes are setting up a class Facebook Page to help stay in contact with fellow classmates, find lost classmates, and keep people up to date on the reunion. Facebook, Twitter and Instagram all help build excitement for the upcoming reunion. It also allows classmates to ask questions, make suggestions and give ideas to the committee.



Website

Other classes have set up their own class website, using them to collect RSVPs and other information. If you want to set up a website one option is www.myevent.com. Some options are free with this website, or get more creative and use a payment plan.



Mailing Worksheet

Mailing #1

Type: DB Save the Date Card

Date: _____

Mailing #2

Type: _____

Date: _____

Mailing #3

Type: _____

Date: _____

Main Contact (for RSVPs)

Name: _____

Name: _____

Name: _____

Ideas for Questionnaire:

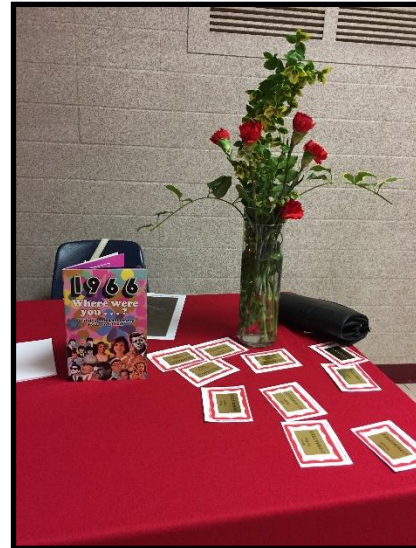
[illegible]



Reunion Extras

There are a lot of moving parts at any event and a reunion is no different. A few things to think about while planning your event:

- Nametags
 - It is a great idea to have nametags as the reunion as people will have changed.
 - If you would like to add yearbook photos to the nametags it is up to the committee to scan, copy and arrange pictures on the nametags.
- Creating a Hashtag
 - If your class is social media savvy a fun way to interact is creating a reunion hashtag.
- Simple Friday Welcome Event
 - Some reunions are now hosting weekend activities with the reunion on Saturday and on Friday doing a very low-key event such as a bar night, football game or other casual gathering.
- School Tour
 - Don't forget to talk up to your classmates about going on a school tour! What a great way for everyone to see all the new things as well as share memories.
- Photo Groups
 - At many reunions it is fun to call out different groups for group photos. Some examples include:
 - Grade School Groups
 - Sports Groups
 - Married Classmates





Creating a Memory

There are many ways to make your reunion memorable. Some ideas include:

- Class Directory – ask for information and permission with RSVP
- Memory Book – filled with pictures and quotes
- Video Slideshow – created with old and new photos
- Photos for Website/Facebook – Place disposable cameras on tables (ask before posting)
- Cavalier Paper – Place old copies of the Cavalier on the tables

Gift Ideas –

- T-Shirts
- Hats
- Mugs
- Key Rings
- Glasses
- Group Photo
- Koozies



You may want to include an event at your reunion such as an Awards Ceremony (most famous, longest traveled, least hair, etc.), Slide Show (current and past photos), Songs or Cheers (have DJ play songs that were popular, or have cheerleaders do the fight song)

Memorabilia Table

Yearbooks

Prom Glasses and Homecoming items

Letters from classmates who could not attend

Popular sayings or slogans

Political campaign buttons

Hall Passes

Tickets and posters from school plays

Old Homework

Snapshots

List of who was involved in what clubs

List of those dearly departed from your class

Group pictures from high school

Pictures from the last reunion

Materials for a time capsule

Memory Souvenirs

Have school/reunion trivia printed on napkins, handouts, or posters that alumni can read.

Create nametags with high school pictures on them, along with the person's name.

Look at history trivia, such as at this time, gas cost ____ and the Oscar for best movie was ____.

Things to consider are:

- Cost of these items and how it will affect ticket prices
- Will the Vendors send a sample?
- How far in advance do you need to order?
- PROOFREAD!
- How much time does your committee have to devote to an extra project?

Decorations

Consider what type of decorations you would like to have at your event. DB can provide a limited number of posters to each reunion group. If you would like something blown up into a poster, DB must receive it at least a week before the reunion in order to have time to print them.

Please remember that what you bring into DB, you must also take out when the reunion is over.

Also consider prices when looking at decorations and accommodate for those in your ticket price.

Remember Those Who Have Passed

As we remember the past, we also remember those that we have lost. The following are some ideas:

- A Poster of Every Classmate who Has Passed
- A new tradition, details online: The Empty Chair
- A Picture of Each Classmate, with a Candle or Candles
- Release Doves for Passed Classmates





Recognition Award Ideas

Award

Most Famous

Longest Married Man/Woman

Newest Bride/Groom

Married Most Often

Most Eligible Bachelorette/Bachelor

Mom/Dad with Most Children

Most Pregnant

Most Changed / Least Changed

Man Who Lost Most Hair

Best Kept Figure

Most Recent Mother/Father

Award for Twins, Triplets

Man/Woman with Most Grandkids

Newest Grandparent

First to Retire

Person Who Traveled the Farthest

Most Unusual Occupation

Lived In Most Cities/States

Lives Closest To School

Most Outrageous Adventure

Most Successful

Gift

Sunglasses

Champagne Glasses, Ball and Chain

Cookbook, Apron

Bag of Rice

Black book, Jewelry Catalog

Ear Plugs, Bottle of Aspirin, Planning Calendar

Baby Gift

Nametag / Hand Mirror

Hairbrush

Hourglass

Ear Plugs, Diapers

Cheaper By the Dozen Book

Brag Book

Mini-Rocker

Toy Watch

US Map

Desk Item

US City Map

World Map

Dramamine

Money Clip



Decorations/Memory Gift Worksheet

Table Centerpieces: _____

Tablecloths: _____

Balloons: _____

Memory Table: _____

Remember Past Classmates: _____

Registration Table: _____

Nametags: _____

Memory Gifts: _____

Cake: _____

Decorations: _____



Bishop DuBourg Resources

Bishop DuBourg has an Alumni Office on the first floor of the school – Room 118. This office was created for alumni to use while planning reunions. This office has the following resources:

- Sample Invites for you to view
- A set of yearbooks for viewing – may not be taken out of the school
- Copies of archived Cavalier Newspapers
- Vendor information for –
 - Caterers
 - Rentals
 - Photographers
 - Giveaways
- Large meeting area for your committee
- Speaker phone for conference calls
- Centerpiece samples
- Information on what other classes did
- Sample posters for event



Contact List

DJs

TKO DJs
647-3000

5 Star Sound
636.274.9976

Complete Music/Events
314.991.5656

Bob Kuban Entertainment
314.532.0788

Rentals

Aries Party Rental
4940 Northrup Ave.
St. Louis, MO 63110
314.664.6610

Weinhardt's Rental
5901 Elizabeth
St. Louis, MO 63110
314.822.9000

Caterers — Here are a few suggestions
Please visit the office for menus and such

Food Service Consultants
(Caterers used by the school)
(314) 569-3663

Ice & Fuel
314.822.0494

Kenrick's Catering
631-2440

The Christy
314.287.5263

Syberg's Catering
832-4856

LeGrand's
314.353.4059

Orlando's
638-6660

Favazza's
314.772.4454

Bartolino's
314-713-9187

Salt and Smoke
314-727-0200

Mementos and Photography

Murphy the Printer
2089 Jennemann Ln.
Arnold, MO 63010
636-296-5525

Ink Spot
3433 Hampton
St. Louis, MO 63109
314.647.2219

Ravetta Photography
3131 Hampton
St. Louis, MO
314-781-4758

Marsha's Photography
PO Box 160302
St. Louis, MO 63116
314.353.0804

Complete Music/Events
11224 Olive Blvd.
St. Louis, MO 63141
314.991.5656

Photobooth STL
3123 Morganford Rd.
St. Louis, MO 63116
314.776.3003

www.4imprint.com

www.customink.com

www.epromos.com

www.cafepress.com

www.qualitylogoproducts.com

After Hours

(Please note, when going to bars after the reunion, please call and give them notice.)

Milo's
5201 Wilson
St. Louis, MO 63110
314.776.0468

The Mack
4615 Macklind Ave.
St. Louis, MO 63109
314.832.8199

Amsterdam Tavern
3175 Morgan Ford
St. Louis, MO

Boomer's Sports Bar
4621 Beck Ave.
St. Louis, MO

314.772.950

South Town Pub
3707 S. Kingshighway
St. Louis, MO 63109
314.832.9009

Joey B's
2524 Hampton
St. Louis, MO 63139
314.645.7300

Syberg's
7802 Gravois
St. Louis, MO
314.832.4856

Helpful Websites

www.evite.com For emailed invites

www.facebook.com To Set up a Class Facebook Page

www.1960sflashback.com For info from movies, to books to news for your year

www.1970sflashback.com For info from movies, to books to news for your year

www.1980sflashback.com For info from movies, to books to news for your year

www.1990sflashback.com For info from movies, to books to news for your year

www.reunions.myevent.com For info on creating a website (Does cost money)

www.classmates.com and www.reunion.com Places to locate classmates

www.reunionsmag.com For info on planning a reunion

www.pinterest.com/bishopdubourg For pictures and ideas on planning reunions

www.4imprint.com To purchase giveaway items

www.customink.com To purchase giveaway items

www.qualitylogoproducts.com To purchase giveaway items

www.epromos.com To purchase giveaway items

www.cafepress.com To purchase giveaway items

Local Hotels

Red Roof Plus
5823 Wilson Avenue
St. Louis, MO 63110
877-843-7663

Drury Inn & Suites
2111 Sulphur Ave.
St. Louis, MO 63139
314-646-0770

Post Dispatch/Journal

St. Louis Journal
main phone 314-821-1110

Post Dispatch
main phone 314-340-8000

