CENTRAL CATHOLIC HIGH SCHOOL

Reunion Guide

Class Organized Reunions, Offsite (A) and Onsite (B)

Central Catholic organizes 40-year, 50-year, 60-year, and 70-year reunions; all others are organized and hosted by members of the class. Typically, the class creates a committee to plan the event.

Central Catholic is happy to provide the following resources:

- A spreadsheet of the class roster including addresses, phones, and e-mails. We ask that you help us keep the list up-to-date, so please inform us of new or outdated information as you come across it
- Online registration through the school's website
- Central Catholic campus tours. These can be arranged with prior notice.

Some things to consider when planning the event:

- Are there classmates that can help to organize and plan?
- What day works best?
- Is it possible to gather at a local venue close to Central Catholic or elsewhere in Portland?
- Could a reception be held at a classmate's home?
- Could you gather in the school Commons, cafeteria, or courtyard? If your class would like to host the reunion at the school, please see Class Organized Reunions (B).

A. Class Organized Offsite Reunions

Suggested topics to consider when planning your reunion:

- Do you have a copy of the facilities' policies?
- Is the location easily accessible?
- Is there adequate parking or public transportation?
- Is there disabled person access?
- Is the size and facility appropriate for your purpose and do you need a guaranteed number of participants?
- Is weather a factor?
- Do reservations need to be made?
- Are fees or deposits required?
- Are permits required for alcohol?
- Is there a reservation or commitment deadline?
- Is a contract required?
- Is there a food or beverage minimum?

- Are children allowed?
- Can decorations be put up (Any special instructions)?

Marketing

- To obtain a current class list please request one from the Central Catholic Office of Advancement.
- If your group uses social media, post your class-specific event information via your social media outlets. For example, some classes create a Facebook group or event. Please provide any login information to the Office of Advancement or add Central Catholic's social media page to the group or event.
- You may want to establish a phone tree and recruit volunteers to help call or text classmates. Personal telephone calls are a great way to increase turnout.
- Personal notes to classmates with whom you keep in touch go a long way.
- Look for updates and registration details on the website and in the *Central Catholic Magazine.*
- E-mail updates about reunion dates to classmates.

Event Checklist

- Venue/Event site. Is it chosen, available and secured?
- Facility site walked through and agreement reviewed
- Food and beverages arranged
- Set-up and check-out times confirmed
- Technology. Does the group need a microphone, projector or a lectern?
- Registration. Is there a plan as to how money will be collected? Pre-registration or night of registration? Are volunteers secured to take registrations the night of the reunion?
- Agenda of events outlined and properly distributed to the planning team.

Faculty/Staff Requests

Please inform the Manager of Alumni Engagement of any current or former teachers or staff members you would like invited to your reunion.

Please note: some teachers and staff members rarely check their e-mail during the summer months. If possible, please invite them via mail, phone, or e-mail before the beginning of summer vacation.

Payment and Reimbursement

If you choose to have Central Catholic take registrations, please note on your invitation that all payments must go directly to Central Catholic. Central Catholic will process the payments and record them for accurate accounting purposes. The Office of Advancement will provide you with updated registration lists. The chairperson will pay any expenses and submit receipt(s) for reimbursement up to the amount the class contributes. Please submit receipts within 14 days of the event.

After the reunion is completed, please bring all receipts directly to the Manager of Alumni Engagement. **Central Catholic is NOT responsible for lost payments or receipts. Any unused funds will be directed to the Alumni Association Account.**

Do not go over your budget. Central Catholic is not responsible for charges not covered by the cost of admission by your classmates. Also, Central Catholic requires receipts for ALL expenses. No exceptions will be made.

Please allow 14 days for payments as the business office processes payments weekly as opposed to daily. Any and all funds requested pre/post-reunion must already be in the reunion account. Actual receipts will be necessary for all reimbursements. The Central Catholic business office typically issues checks on Fridays.

All registrations are final and refunds are not allowed for reunions unless there are extenuating circumstances.

Other Things to Consider

Reunion Swag

- Reunion swag is a good way for your classmates to "take home" a piece of the reunion. Some ideas are t-shirts, music from the graduation era, or a slideshow; all are great ways to reminisce over your high school experience.

Class Gifts to Central Catholic

- Classes typically make a class gift to a specific named fund, scholarship, or simply as a gift of cash to Central Catholic. Discuss with the Manager of Alumni Engagement ways to best allocate a gift from your class reunion to Central Catholic.

B. Class Organized Reunions at Central Catholic

If the class would like to host the event at Central Catholic there are some guidelines when using the building.

Dates

Mutually agreeable dates for the reunion need to be finalized at least 120 days prior to the suggested reunion date. There is a non-negotiable $100 facilities fee paid to Central Catholic High School prior to the event.

Catering/Food

All catering must go through Central Catholic's in-house catering company, Chartwells. Representatives must contact Chartwells to ensure their availability and discuss the menu and needed supplies at least 120 days in advance. Please e-mail Shannon Schreiber at sschreiber@centralcatholichigh.org to make arrangements.

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Set-Up

Two weeks before your reunion, please contact the Manager of Alumni Engagement with the number of chairs and round/rectangular tables you will need. The best places for events are in the commons or the cafeterias. Central Catholic will contact the maintenance staff and have the tables and chairs brought to the location in the school that you choose prior to the reunion date. Indoor tables are located inside the Central Catholic Cafeteria. Linen rentals will need to be arranged by the committee through an outside vendor. At this time, please also confirm the time that the building needs to be opened for set-up and closed for clean up.

Music/Sound System

Music is allowed in the Central Catholic building and courtyards. Please note that Central Catholic is a neighbor to apartment complexes and homes, so please keep the music to a respectable volume, especially after 10:00 P.M.

Central Catholic owns a sound system for various events at the school. Included in the sound system are:

- Two speakers
- One soundboard (attached to one of the speakers)
- Microphone
- Aux Cord to adapt to Phone, iPod, CD player, or another music device

NOTE: Central Catholic does not own an iPod or portable music player (i.e. CD player or laptop) for reunion use. Reunion groups need to provide their own hardware for these items.

Alcohol and Recycling

Alcohol is allowed in designated areas of the Central Catholic building. In order to serve alcohol, you must provide an OLCC licensed bartender (Chartwells can also provide this at an additional cost). Please inform the Manager of Alumni Engagement prior to your reunion if you will need to borrow metal/plastic bins for your various beverages. Central Catholic owns an ice machine, but reunion groups **should plan on purchasing additional ice as needed depending on other functions happening on campus at the time of your reunion.** All cans need to be placed in the recycling bins provided by Central Catholic. Central Catholic does not have glass recycling, so arrangements need to be made to remove glass for recycling.

Central Catholic has the right to cut off any intoxicated guests from consuming further alcoholic beverages on the premises. An OLCC licensed bartender must be used to handle serving any alcoholic beverages at the expense of the reunion group.

Closing Time/Clean-Up

Due to the automatic arming of the Central Catholic Center alarm system, every reunion needs to be completed **no later than 11:00 P.M.** This gives the committee and/or your designated clean-up crew time to begin the process of returning the space to its pre-reunion state. Once you have returned the area to pre-event status and vacated the building, the Director of Parent and Alumni Engagement or a Central Catholic staff member will lock/secure the building and set the alarm.

Here are some typical clean-up procedures for reunions:

- Tables and chairs need to be placed back on the carts on which they were delivered.
- Indoor tables and chairs need to be placed back in original positions
- Extension cords need to be returned with the tables and chairs.
- All trash needs to be placed in garbage cans and cans placed outside the Central Catholic kitchen door (24th and Oak St. doors) for removal. NO GARBAGE IS TO BE LEFT INSIDE THE BUILDING.
- All food prep items belonging to Central Catholic need to be washed and left on the counter in the Central Catholic kitchen
- All food and non-food items brought in by the reunion committee must be removed the night of the reunion (including refrigerated and/or frozen items)

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For any additional questions regarding reunions, you may contact the Manager of Alumni Engagement, Dustin Daniel at 503.230.1056, ext. 1243 or ddaniel@centralcatholichigh.org.