

Plan Your Reunion!

Interested in planning your reunion? We have advice and resources to get you started!

Below are suggested steps to facilitate the planning process.

1. Contact **Morgan Morris** at mmorris@mercycte.org or **215-226-1225 ext. 102** at the beginning of the process. We want to support your efforts!
2. Gather a committee of classmates from different shops, clubs, and sports to ensure maximum turnout and help in planning and implementing all aspects of the reunion.
3. Choose a date and location and let us know what you decide. We encourage you to have the reunion at Mercy, if we have space available on the date you choose.
4. When deciding on a price, make sure it covers all your expenses: postage, invitations, fees, food, drinks, entertainment, decorations, etc. We encourage you to donate any leftover funds to Mercy as a class gift.
5. Decide whether to include spouses and/or guests, and indicate that on the invitation. Let us know if there are teachers, former teachers, or Sisters of Mercy you would like to invite and we will make every effort to contact them on your behalf.
6. We would be happy to proofread the invitation if you would like an extra set of eyes to review it before it goes to the printer.
7. Mail the invitations and promote the reunion on social media. We can provide you with mailing labels. We will also promote your reunion on Mercy's alumni Facebook page and monthly alumni e-newsletter. ***Please note that we do not have updated email/ mailing addresses or phone numbers for all alumni and not all alumni are on Facebook. Reunion planners are encouraged to use every mode possible, including word of mouth, to try to reach as many alumni as possible.***
8. Checks and other payments should go to the class representative who is handling the reunion expenses, so you can track RSVPs. Do not mail reunion payments to Mercy.

We look forward to celebrating with you!