Thornton Academy Reunion Planning Guide

Thank you for volunteering to put together your Thornton Academy class reunion! Many alumni find helping to organize their reunion is one of the most fun and gratifying things they do for their class and for Thornton. We hope you will, too! Planning a reunion is no small task, to help you get started, we've created this planning guide.

Where to Begin with Reunion Planning



- ❑ **Form a committee** with classmates and your class agent.
- ❑ **Set a date**, find a venue, and set a reunion budget. Make reservations and plan a menu (if needed).
- ❑ **Check with the TA Development Office** to see if you have class funds available at Saco & Biddeford Savings Institution.
- ❑ **Create a Facebook class page** (if needed) and include classmates in the reunion decision.
- ❑ **Request a mailing list** from the TA Development Office.
- ❑ Work with the Development Office to **send a mailed Save the Date or formal Invite postcard**. Prepare to update TA with any alumni change of addresses or contact information. An email blast can also be done!

Alumni Office Assistance: What to Expect

The Thornton Academy Alumni Office is happy to help you with the following reunion tasks:

- Give class agent or reunion coordinators **a list of their classmates** with contact information, including spouse and info on classmates that have past.
- **One mailing** (example: Save The Date or an invitation) with cost of postage covered. We can also help design the postcard, if needed. If you chose to design it, we do have requirements for you to follow.
- **Email blast** from the Development Office.
- **Facebook post** on the TA Alumni page.
- **Share** any Facebook page the class has created onto the Alumni page.
- Share any details in the next edition of ***Postscripts.***

After the Reunion

Tell us about your reunion!

- We ask that the reunion committee share with the alumni office any changes from the class list; such as address or phone changes, that were discovered.
- Committee shares a few pictures and a quick write-up to the alumni office to be shared on the TA Alumni Facebook page and/or the next edition of *Postscripts*.

Venue, Catering, and Entertainment

Local venues to consider:

Jimmy the Greeks–215 Saco Ave., OOB.

Biddeford-Saco Elks Lodge –68 Ocean Park Rd, Saco

Dunegrass Golf Club–65 Wild Dunes Way, OOB

Biddeford Saco Country Club–101 Old Orchard Beach

Rustic Dream Barn & Venue – 1413 Alfred Rd., Lyman

Local Music Entertainment:

Kids At Play
Ken Janson '72 & Al Smith '73
Phone – (207) 653-4239

DJ Bruce Martin
Bruce Martin '64
Phone – (207) 284-4692

DJ Jayson Jalbert
Jayson Jalbert '90
Phone – (207) 229-0189

Local Caterer:

Mac's BBQ
Mike Carrier
Phone – (207) 229-6996
Email - macsbbqcatering@gmail.com

Contact Us:

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