ROSARY HIGH SCHOOL
&
ROSARY ACADEMY
ALUMNAE REUNION
GUIDE

ROSARY
Alumna

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Dear Rosary Alumnae:

Rosary encourages each class to plan reunions that bring classmates together, renew the bonds of sisterhood, and celebrate the memories you created during your years at Rosary. While the reunion class is responsible for organizing and carrying out the event, Rosary is glad to offer support in a variety of ways. This guide is designed to assist you as you plan and host a meaningful and successful reunion. Please feel welcome to reach out by phone or email with any questions along the way.

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Steps in Planning a Reunion

1. Organize a Committee
   Planning a reunion is a lot of work so getting a committee together will make the entire process easier. If possible try to get this committee together a year in advance and delegate different areas of the reunion to the various committee members. The Advancement Office can help identify classmates who are interested in being on the committee. Some areas of responsibility:
   - Venue & Catering
   - Attendance/Reservations/Finances
   - Class Contact – search and find classmates whose information is not current. At the end of the reunion should give updated information to the Advancement office
   - Outreach/Publicity/Social Media – help create messaging and reach out to classmates
   - Decorations/Memorabilia/Name Tags
   - Set-up and Take-down of the reunion
   - Handouts/SWAG/Slide Show during reunion if you want
   - Vendors (i.e. DJ, Rental Company)

   If you are planning a reunion with Servite and Connelly, make sure that each school is represented in the committee.

2. Planning the Reunion
   - Before you start planning, here are some things to consider:
   - Do you want this to be just a Rosary reunion or with Servite and Connelly?
   - Do you want the reunion to include spouses/significant others? Children?
   - Do you want the reunion to be held on Rosary's campus or off campus?
   - Do you want to do a dinner or heavy appetizers?
   - Will you be serving alcohol? Open bar or cash bar?
   - What price point are you comfortable with for tickets?
   - Do you want any particular Rosary staff (past or present) to attend?

   Once you have answered the questions above, decide on the following:
   - Select a date – please allow enough time to secure a venue and notify classmates
   - Select a venue – a list of potential venues is provided on page 10
   - Style of the Reunion – formal or informal (sit down dinner, buffet, heavy appetizers) depending on what you do, this will affect the cost of the event
   - Event Timeline – guest speaker, speeches, trivia, nostalgia, slide show
   - Honor those who passed away

3. Budget

When you are preparing your budget, consider your anticipated costs. Reunion events must take on their own costs, through ticket sales and underwriting. Rosary does not provide funding for reunions. Potential expenditures:

- Venue
- Catering – food and beverage including alcohol
- Rentals
- Entertainment
- Photographer
- Decorations
- Invitations/Postage (if mailing)
- Handouts/SWAG

4. Communication

There are several ways to get the word out to classmates about the upcoming reunion.

- "Save the Date" postcard and/or email
- Emails (from class captain and Rosary communication)
- Phone Calls
- Facebook groups or other social media platforms – find out which platform your class uses the most and use that platform to keep members updated on the reunion
- Rosary website
- Rosary social media

Here are some suggestions on things to do when promoting the reunion:

- In emails/social media posts
- provide some teasers on who will be there
- any fun activities planned
- "then & now" photos/updates on specific classmates
- Flashback pictures or anecdotes to your time in high school
- Yearbook photos

5. Managing Finances

There are several ways to manage finances. Some classes open a checking account for the reunions, use PayPal or Venmo, or create an event on www.eventbrite.com.

Rosary is happy to help manage funds and collect payment through our website. There are some restrictions and this option must be discussed at the beginning of the planning process.

6. Invitations, Evites, & Website/Social Media
   Choose which method is best for reaching your classmates, or a combination of methods. For example, send an evite to those with an email address and mail a flyer to those with just a mailing address. Sending just evites will reduce posts of printing and postage. Invitation and/or website/social media should include:
   - Who, what, where, when, time
   - RSVP date, cost, and where to purchase tickets
   - Committee contact information for questions
   - Dress code

Important: The reunion committee should keep a record of all RSVPs and any contact information changes, and email those details to the Advancement Office for database updating.

7. More Tips
   - Name tags – provide all guests with a name tag. Include their yearbook photo as a nice and fun touch!
   - Reunion booklet or handout – you may want to consider encouraging alumnae to send in their biography or an anecdote about their time at Rosary prior to the reunion to share with everyone. This is an added cost to keep in mind.
   - Slide show of photos from high school or past reunions
   - SWAG – do you want to give everyone a gift as a reunion keepsake
   - Photo booth
   - Memorabilia – Rosary is happy to lend any memorabilia we may have for the reunion.

8. Consider Donating to Rosary
   - Rosary greatly appreciates the support from our alumnae community. Please consider having an opportunity drawing, a donation page or adding a donation to the ticket price. Rosary is able to and willing to set-up a campaign page for your efforts. Feel free to ask us for examples.
   - Something to consider: Each alumna donates the amount of their reunion year (ex: 10 year reunion = $10 per alumnae, 40 year reunion = $40 per alumna)
   - Reunion Committee can select where they would like the contribution to go: Rosary Fund, Tuition Assistance, student lunch, Campus Ministry, etc.
   - Thank you to past classes who have incorporated donations back to Rosary at their reunions!

Timeline

8-12 months out

- □ Contact the Rosary Advancement office and inform them you would like to organize a reunion
- □ Establish a committee
- □ If doing a reunion with Servite and Connelly, please inform Rosary so we can contact the necessary individuals.
- □ Develop the reunion budget, include your estimated attendance, expenses, and income
- □ Set a date and book your venue
- □ Consider what vendors you would need and call for quotes
- □ Set up social media, if desired, to help spread the word on the reunion
- □ Start publicizing the reunion through Rosary (website, social media, communications) and through committee communications to the class
- □ Begin searching for "lost" alumnae
- □ Contact Rosary Advancement office
    - To help promote the reunion
    - Update on reunion progress and details
    - Update on any "lost" alumnae contact information

4-6 months out

- □ Hold planning meetings – these can be held at someone's home or they can take place at Rosary
- □ If you cannot meet in person, make sure regular email communication between all committee members takes place to keep up progress
- □ Assign tasks to committee members/volunteers
- □ Book Vendors
- □ DJ, Photographer/Photo Booth, Rentals, etc.
- □ Find out when they need deposits and final payments
- □ Send out "Save the Date" emails/communications
- □ If you are giving out any SWAG, order the items
- □ Contact Rosary Advancement office
    - To help promote the reunion
    - Update on reunion progress and details
    - Update on any "lost" alumnae contact information

2-4 months out

- □ Send out invitations (printed or evite)
- □ Start recording all RSVPs (acceptances and declines)
- □ Make sure all committee members/volunteers are making progress with their tasks
- □ Contact Rosary Advancement office
    - To help promote the reunion
    - Update on reunion progress and details
    - Update on any "lost" alumnae contact information

1 – 2 months out

- □ Send out reminder communication and promoting the reunion
- □ Encourage all committee members and those going to reach out to fellow classmates what haven't responded yet
- □ Confirm bookings with all vendors and location
- □ Check in with all committee members to check on progress and see where help is needed
- □ Purchase any decorations needed
- □ Contact Rosary Advancement office
    - To help promote the reunion
    - Update on reunion progress and details
    - Update on any "lost" alumnae contact information

1 – 2 weeks out

- □ Provide final numbers to venue and caterer
- □ If you are using items provided by the venue, make sure they have them and available for use at event (microphone, podium, signage, check-in tables, etc.)
- □ If vendors need final payment day of reunion, make sure payment is ready
- □ If you need volunteers, secure them and give them their tasks for the reunion (check-in, decorating, etc.)
- □ Prepare name tags, any handouts/booklets, SWAG
- □ Send any final reminders about the reunion to all confirmed guests
- □ Contact Rosary Advancement office
    - To help promote the reunion
    - Update on reunion progress and details
    - Update on any "lost" alumnae contact information

Day of the Reunion

- □ Decorate the venue
- □ Set-up the check-in table and any items the venue does not set-up
- □ Confirm all last-minute tasks are complete
- □ Make sure all volunteers have their tasks and have been briefed
- □ Make sure at least one committee member is present at the venue throughout the day to meet with vendors. At least 2-3 members should be present at least 2 hours before the start time
- □ Have FUN!

Follow up

- □ Send an email to class thanking them for coming and making the reunion a success, include a link to see photos that were taken
- □ Contact Rosary Advancement office and update them on how the reunion went, any fun details, and pictures that can be included on social media, website, and alumnae newsletter
- □ Update any additional updated contact information on alumnae

Support from Rosary

Planning and executing the reunion sole responsibility lies with the reunion class. Rosary is happy to help support in the following ways:

Class List

Rosary's Advancement Office maintains a database of all alumnae. We are happy to provide a class list to the committee with each members contact information (mailing address, phone number, and email address). Some alumnae may be "lost" meaning we do not have any current contact information on that alumna. Rosary asks that you help us in updating these "lost" alumnae with their updated information if you are successful in contacting them.

Promotion

Throughout the entire planning process, please keep the Advancement Office up to date on any and all details so we can help promote the reunion. We are able to help promote the reunion through:

- Rosary website
- Newsletter to alumnae
- Email communication to class from Rosary
- Rosary social media (Facebook, Twitter, Instagram)

After the reunion, contact the Advancement Office and update them on how the reunion went, any fun details, and pictures that can be included on social media, website, and alumnae newsletter

On-Campus Venue

Rosary has several locations on campus that can be used for a reunion. If you chose to hold your reunion on campus, please contact the Advancement Office. All campus facilities are subject to availability and all school needs of these facilities takes first priority. Please note that a reunion on campus will still involve some costs. Possible on campus locations:

- Quad
- Karcher Center
- Assembly Hall
- Lawn
- Rose Garden

If you chose to host your reunion on campus, we are happy to provide a tour of the campus. The tour can be tailored to fit the interest of the group. If you hold your reunion off campus but would still like a tour to be part of the reunion

Venues and Venders

Venue Name / Venue Address	Contact
Rosary Academy 1340 N. Acacia Avenue Fullerton, CA 92831	Nikki Pontius 714.879.6302 x1195
Astor Classics 1563 S. State College Blvd. Anaheim, CA 92805	714.502.9494
Doubletree Suites 2085 South Harbor Blvd Anaheim, CA 92802	Erika Santana 714.750.3000
Embassy Suites Anaheim South 11767 Harbor Blvd Garden Grove, CA 92840	Tiffany Tustin 714.539.3300
Pasea Hotel & Spa 21080 Pacific Coast Hwy Huntington Beach, CA 92648	Christeen Orr 714.698.6155
Twisted Vine 127 W Commonwealth Ave Fullerton, CA 92832	714.871.1200
Golden Road Brewing Anaheim 2210 E Orangewood Ave Anaheim, CA 92806	714-363-35-37

Vender Name	Type	Contact
HAZ Party Rental	Rentals: tables, chairs, linens	714.993.7900
Events by Noonan	Rentals: tables, chairs, linens	562.991.5110
Pegleg Entertainment	DJ	714.527.8443
Intertwined	Event planners; alumnae owned	949.748.8786
Striking Elegance	Event Planning	562.755.2383