Cretin-Derham Hall Reunion Planning Guide



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Your Reunion

Tips and steps to make your reunion truly memorable

There’s something special about bringing classmates together again. With a little planning and some creative flair, you can build a reunion filled with meaningful conversations, shared memories, and joyful moments. We’re here to make the process simple and enjoyable—let’s create a reunion everyone will remember



Reunion Planning FAQ

1. Mailings

- Send 2 two mailings: Save the Date and Invitation/Registration
- First mailing: should include event dates for travel planning
- Second mailing: 6–8 weeks before event

2. Announcements

- Use email, paper notices, and social media
- Letters sent first-class and clearly marked
- CDH Alumni page on website

3. Funding

- Cretin-Derham Hall covers mailing costs
- Classes reimburse if possible
- No additional budget provided by CDH

4. Tours

- School tours arranged through Advancement staff
- Derham Hall tours are arranged through SPPS and may require a fee

5. Joint Reunions

- Joint events encouraged
- Also plan a class-only event

6. Class Gifts

- Expected during reunion year
- Plan gifts before finalizing events
- Advancement staff can assist

CDH Assistance for Reunion Classes

1. Class Lists

- Provided by Advancement/Alumni Office (mailable, deceased, unknown)
- Use for reunion purposes only
- Assistance locating unknown alumni available

2. Letters & Announcements

- Office reproduces letters on CDH letterhead
- Can advise on content and provide extra copies

3. Postage

- School covers postage
- Reimbursement appreciated but optional
- Office can only support basic flyer design

4. Budgeting

- No spending budget provided
- Include extra for unforeseen costs
- Online registration available by request

5. Publicity

- Reunion info published in Traditions magazine & on CDH website

6. Class Gifts

- Opportunity to make a gift in honor of reunion
- Advancement/Alumni Office will facilitate

Reunion Options

- Form a Committee – Recruit classmates and assign roles.
- Coordinate with Alumni Office – Get the class list and official CDH logos.
- Pick a Date – Choose a time that works for most attendees.
- Reserve a Venue – Decide on the location and book early.
- Promote the Event – Share on social media, email, or newsletters.

Casual Gathering

A relaxed, come-as-you-are gathering—perfect for low-pressure reconnection.



Private Event

A structured, hosted experience with a reserved space just for your group.



Happy Hour

A lively, adult-focused gathering ideal for networking, reminiscing, and mingling.









Milestone Reunions

The CDH Alumni Office supports reunion classes celebrating milestone years (5, 10, 20, 25, 50, 60, 70, and 75 years) by providing guidance, resources, and support. They assist with class lists, official logos, and event planning tips to ensure memorable and seamless celebrations, helping alumni reconnect and reminisce together.

Contact Us

Ready to Plan Your Reunion? I am Here to Help!

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