



ST. PETERSBURG CATHOLIC HIGH SCHOOL

REUNION PLANNING



WELCOME HOME

TABLE OF CONTENTS

- Welcome Message
- Planning Committee
- Planning Meeting
- Committee Responsibilities
- Theme, Location, Date, & Cost
- Find Your 'lost' Classmates
- Invite Your Classmates
- RSVP Closing Date
- Day of the Event
- Close-out Meeting
- Keep in Touch
- Reunions on SPCHS Campus

Welcome to the official St. Petersburg Catholic High School Alumni Reunion Planning Guide!

Congratulations on your milestone reunion. Whether you are celebrating five, ten, or fifty+ years since graduation, this guide will provide you with pertinent information to create a memorable and meaningful reunion experience.

Reunions offer a unique opportunity to reconnect with old friends, reminisce about shared memories, and celebrate the bond that brought you all together. You can keep your reunion simple or go all-out, whichever you choose, this guide will help streamline the planning process.

Let's make this reunion an event your classmates will cherish for years to come. Go Barons!

PLANNING GUIDE:

Step 1. Establish a Reunion Planning Committee:

Forming a dedicated reunion planning committee is important for coordinating a successful event. Aim to include a diverse group of peers to ensure broad representation and appeal to your classmates. A well-rounded committee will enhance the likelihood of high attendance and engagement. To streamline communication, designate 1-2 committee members as primary contacts for communicating with SPCHS and any external vendors (e.g., venue managers, caterers, DJs, photographers.) This approach minimizes the risk of miscommunication and ensures consistent messaging. Remember, "many hands make light work," so involving as many committed individuals as possible will facilitate a smoother planning process.

Step 2. Schedule the Initial Planning Meeting:

Arrange a date, time, and location for your initial planning meeting. While an in-person gathering is ideal for fostering direct communication, leveraging technology platforms such as Zoom, Google Meet, Skype, or FaceTime can also facilitate effective virtual meetings. The purpose of this initial meeting is to brainstorm ideas and discuss potential dates. There is no need to finalize any details at this stage; rather, use this opportunity to reconnect and exchange preliminary thoughts.

Step 3. Delegate Committee Responsibilities:

Distribute specific tasks among committee members to streamline the planning process. Assign responsibilities for key areas such as venue/location selection, locating "lost" classmates, securing additional vendors, arranging decorations, organizing food and beverages, and coordinating entertainment. By allocating distinct roles, each member can focus on their assigned tasks, provide targeted suggestions, and deliver updates during group meetings. This structured approach ensures a more efficient planning process and promotes effective collaboration.

Step 4: Decide on a Theme, Location, Date, and Cost

Thoughtful choices in these areas can significantly influence attendance and enjoyment. Here's how to approach each aspect:

Theme

Choosing a theme for your reunion can make the event feel cohesive and memorable. Whether it's a throwback to your graduation year, a formal evening, or a casual beach-themed event, a theme can set the tone for the activities, decorations, and dress code.

Location

First Night: Consider starting your reunion with a casual, low-cost event, like a "pay as you go" happy hour at a local bar or restaurant. This is a relaxed opportunity for alumni to catch up and settle into the festivities.

SPCHS is happy to host a Friday night welcome reception...see the Reunions on SPCHS Campus section at the end of this guide.

Second Night: The second night is often, but not necessarily, more formal and could be held at a private event space or a hotel. Planning the event around a hotel also makes it convenient for out-of-town attendees.

Optional Third Event: For those wanting to extend the celebration, a family-friendly event like a picnic at a local park is a great way to include spouses and children in the fun.

Date

Weekend events, particularly on Fridays and Saturdays, typically work best for most attendees. For larger reunions, consider spreading the event over two nights, with the first being more casual and the second being the main celebration. If you are interested in hosting events on campus, please reach out to our Alumni Coordinator for availability.

Cost

Keeping the cost of the reunion reasonable is vital to encourage the highest possible turnout. Offering different event options—such as a low-cost first night and a more elaborate second night—allows attendees to choose what works best for their budget. By organizing your reunion with a balance of fun, flexibility, and affordability, you'll help ensure a fantastic turnout and a truly memorable experience for your class!

A Note on Budget-Friendly Reunions

As you plan your reunion, remember to consider the financial circumstances of all classmates. Keeping things simple and inclusive often leads to the best turnouts and the most memorable experiences. You don't need to go overboard—what matters most is being together!

Your committee will need to collect funds in advance, or one member may choose to cover the initial costs and be reimbursed after the event. Planning ahead helps ensure a seamless and stress-free event for everyone! To avoid surprises, it's always a good idea to pad your event prices slightly to cover any unexpected expenses. Any leftover funds can be used to kickstart your next reunion or as a thoughtful class gift to SPCHS, creating a lasting legacy on behalf of your class.

Step 5. Finding Your "Lost" Classmates

SPCHS can provide your committee with a mailing list and contact information in an Excel Spreadsheet. However, our lists are only as accurate as the information we've received from alumni, so they may not be perfect.

It's up to each committee member to help find missing classmates. Divide and conquer the task! Many classmates likely haven't updated their records with the school and may still have a parent's address listed. Here are a few tools for finding your classmates:

- [Classmates.com](https://www.classmates.com)
- [Truepeoplesearch.com](https://www.truepeoplesearch.com)
- Social media platforms, Facebook, LinkedIn
- County property appraiser sites
- Online research, ie. Google
- Family, friends, and mutual contacts

If you learn that a classmate has sadly passed away, it's important to have confirmed proof before sharing the news, as "word of mouth" may not always be reliable. Since many people share similar names, written confirmation is key—such as an obituary or a social media posting. Once confirmed, please kindly notify SPCHS, so we can respectfully update our records. Thank you for helping us honor and remember our alumni with care.

At the conclusion of your reunion, we ask that you share any updated contact information with St. Petersburg Catholic so we can keep our database current. By doing so, you're not only helping to improve our records but also ensuring future reunions are even more successful and allowing classmates to stay connected. While we work hard to keep our information up to date, your efforts in gathering these updates will make a big difference in keeping our alumni community strong!

Step 6. Invite your classmates—and maybe even some former faculty and staff.

Once you've finalized the dates, location, and costs, it's time to start spreading the word about your event.

Don't forget to invite some of your favorite teachers/staff. We have some contact information for past faculty/staff members if you would like to extend an invitation. Teachers & staff are often invited gratis for your event. This is not mandatory, but a nice gesture to put forth.

Mailings, email, and social media, SPCHS.org Website

Most classes now utilize social media and electronic invitations, making traditional mailings less necessary. We recommend that you create a social media page such as FaceBook, with all the details. This way you can control the access to the page and make updates in real time. We also suggest you make a dedicated email particular to your class- StPetersburgCatholic2015@gmail.com

St. Petersburg Catholic can assist by uploading your class email list into Constant Contact to send personalized emails directly to your classmates. These email blasts are a helpful tool for keeping everyone informed throughout the planning process—whether it's reminders for RSVP dates, ticket purchase deadlines, or last-minute details like venue directions in the days leading up to your event, **we can help.**

Additionally, to support your reunion, **SPCHS offers a dedicated Reunions section on our website**, where we can post essential details about your event. Your reunion committee can provide the wording for these updates. We can also upload PDF files created by the committee for easy download.

Phone calls

Several weeks before your reunion it is always a good idea to split your class list and make phone calls to all your classmates who have not yet decided to attend. Making phone calls is the most personal way to encourage and invite undecided classmates to ensure a great turn out. People respond to that personal invitation, and often the number of RSVPs double upon personal contact.

Step 7. RSVP Closing Date

Closing the acceptance of RSVPs is something you need to decide as a committee. If you need payment for a venue/vendor, please keep that in mind. Closing RSVP acceptance can also be contingent upon your venue contract-- be mindful of your deadlines. Give yourself plenty of time, but be flexible to those who are late. You do not want to shut anyone out.

Step 8. The Day of the Event

On the day of the reunion, take a deep breath, relax, and enjoy the moment. The most important thing is everyone is together, ready to celebrate and have a great time. The committee has worked hard to make this day special, and now it's time to enjoy the fruits of that effort.

Reminder: If your reunion committee is hosting on the SPCHS campus, your committee is responsible for set up, decorations, manning the check in table, breakdown, and clean up at the end of the night.

No matter the location (on or off campus), someone from the school will try his/her best to stop by the night of your event for a brief hello, to thank the committee, and to welcome everyone!

Step 9. Close-out Meeting

We suggest your committee plans a "close out" meeting. This is usually used to finalize the books on the event, gather updated contact information to share with St. Petersburg Catholic, discuss any problems or solutions for the next reunion, discuss residual money, as well as any gifts made to the school in the name of your class.

We kindly ask your committee to share any contact information you have regarding classmates. This will help us to keep in touch and to continue to grow a strong alumni network. We would also like you to share any pertinent information or 'best practices' for reunion planning to help other classes who will be planning their reunions.

Step 10. Keep in Touch

Staying connected with both your classmates and St. Petersburg Catholic strengthens community bonds and keeps the spirit alive.

Plan Meetups for Your Class:

- Organize casual gatherings to stay in touch. Some ideas include:
 - Monthly or quarterly coffee meetups.
 - Periodic activities like beach days, or attending local events.
 - Annual reunion weekends to bring everyone together.
- Use social media or group chats to coordinate dates and activities, making it easy for everyone to stay updated.

Keep in Touch with SPCHS:

- Volunteer: Offer to help with school events, fundraisers, mentor current students or speak at convocation.
- Support our Baron Sports Teams: Attend games, encourage others to join, participate in the Run Like a Baron 5K, or assist with coaching or organizing events.
- Attend FanFest and/or the annual Baron Gala
- Show School Spirit: Wear your school gear (spirit wear) or use school-branded items like bumper stickers.
- Participate in Giving Tuesday: Contribute to school fundraisers or encourage your class to participate as a group.

We hope this guide helps you make the most of your reunion experience. Enjoy every moment, and thank you for being part of our Baron Family!

Fortes in Unitate!

REUNIONS ON SPCHS CAMPUS

We'd love to welcome you home!

There are two types of on campus events--those hosted by SPCHS and those hosted by your reunion committee.

ON CAMPUS EVENTS HOSTED BY SPCHS

FanFest

The ultimate homecoming pre-game celebration! Join fellow alumni from various graduating classes for great food, games, and entertainment. It's the perfect chance to reconnect with old friends and meet new ones in a relaxed, festive atmosphere. Afterward, stick around for the homecoming football game, where your class will be recognized at halftime. Whether you use it as the foundation for a weekend of events or as your main reunion celebration, FanFest offers everything you need in one convenient spot. We'll even reserve a special section for your class, making it easy to catch up and enjoy your time together. Let FanFest take the hassle out of planning—just show up,* have fun, and cheer the Barons to a victory!

- FanFest reservations are required*
- FanFest typically takes place the third Friday of October (exact date is typically chosen during the summer months) from 5:00pm to 7:00pm in the Learning Commons Courtyard.
- A special area can be reserved for your reunion in a variety of locations.
- Any particular decorations, name tags, memory table, or theme, etc. is the responsibility of the reunion committee.

Friday Night Welcome Reception

If your class is unable to be with us for FanFest, St. Petersburg Catholic can host a Welcome Reception in the Learning Commons on a Friday night. We can provide appetizers, beer, wine, and soft drinks as you catch up with classmates. The President of SPCHS can welcome you and guide you on a campus tour, showcasing all the exciting changes and upgrades since you were last here. As you gather in the evening, be sure to take in the beautiful campus—just remember it gets dark early in the fall and winter, so get ready to experience St. Petersburg Catholic in a whole new light!

- Welcome Receptions are available from 5:00pm to 7:00pm or 6:00pm to 8:00pm on Friday nights.
- Any particular decorations, name tags, memory table, or theme, etc. is the responsibility of the reunion committee.



ON CAMPUS EVENT HOSTED BY YOUR REUNION COMMITTEE

We're delighted to offer complimentary access to our campus facilities for your private reunion event. In accordance with the Diocese of St. Petersburg's requirements, any third-party group using our campus must provide proof of insurance coverage and sign a lease agreement. The insurance fee, usually around \$110, though non-refundable, ensures your event meets compliance requirements.

We are excited for you to have your reunion on campus, please keep in mind that SPCHS is a school first, and our top priority is supporting student-centered activities. As a result we do have some limitations regarding space, availability, and setup options, as are campus is not a traditional event venue. We appreciate your understanding as we work to accommodate your event within these guidelines.

- Reunion events can be hosted on Friday or Saturday night
- Reunion committee is responsible for set up, break down, and clean up of the facilities.

Alcohol at On-Campus Events hosted by your reunion class

Yes, alcohol is permitted at campus events, but it must be provided by a licensed catering company with both a current Liquor License and insurance. Additionally, the catering company will need to add an insurance rider covering SPCHS and the Diocese. Please note, the caterer may charge an extra fee for this rider. Personal alcohol brought by reunion attendees cannot be served at on-campus events.