



Class Reunion Planning Guide

Thank you for your interest in bringing your classmates together for a special reunion! These are great opportunities to connect and continue to support each other on your life journey. The Alumnae Office at St. Francis can help you with planning.

The following is guide including a recommended timeline your planning for a successful reunion!

Reunion Organizer(s) Responsibilities

- Establish a reunion committee
- Select date, time and location for reunion
- Create a budget and set ticket pricing to cover all of your costs. The school does not financially contribute to the organization of class reunions but does provide administrative support.
- Create invitations (electronic and/or paper) to send to classmates:
 - Work with the SFHS Marketing & Communications Department to ensure all invitations comply with the school's brand guidelines. At a minimum, invitations must include an approved St. Francis logo and use the Montserrat font or a similar sans-serif typeface approved by Marketing & Communications
- Personal outreach and follow-up to maximize attendance
- Post event thank you to attendees (please include a request for event photos and we'll create a drop box account to place them in)
- Keep the Alumnae Office in the loop along the way!
- Timeline for Planning: See Page 3

St. Francis Responsibilities

- Contact Information
 - Provide current contact information for classmates (including phone, email and physical address if known) to reunion organizer
- Schedule and attend Zoom Meetings via St. Francis Zoom Account
- Create reunion registration form and collect funds
- Provide reunion organizer with timely reimbursements (receipts required)
- Publish event details in Alumnae Newsletters, SFHS Alumnae Social Media Channels
 - Facebook, LinkedIn, Instagram as well as SFHS Calendar
- Registration
 - Provide support and name tags for all guests
- Members of the St. Francis Administration would like to attend the early part of your reunion. They will introduce themselves, possibly do a short welcome and take a group photo.

Reunion Committee

Many classes form a reunion committee to help with planning and outreach, and minimize the workload. This is an important first step. The Alumnae Office will let you know if other members of your class have already expressed an interest in helping. St. Francis would love to host one of your planning meetings on campus and provide a brief tour of the campus if desired.

Reunion Details and Location

Select a date, time and location for your reunion. Reunions can happen at a variety of places (parks, restaurants, community centers, bars, museums). Links are available on the [SFHS website](#) of places around Sacramento that have served as past reunion venues, if you need ideas getting started. This is an important step in creating your budget and setting ticket prices.

Data

The school will provide you with a current class listing, including phone, email and address (if known) . If you receive any updated or find missing information, please let me know so that we can update our records accordingly.

Publicity

Your reunion details will be posted on the school website, Alumna Facebook page and all newsletters.

Facebook Group

If your class has a Facebook, Instagram or other social media group, please send the page link to mkelly@stfrancishs.org

Collecting RSVPs and Registration Fees

The Alumnae Office will set up a registration form for your reunion to gather RSVP's and collect registration fees. Your Reunion Committee will have access to all of the reunion data via a Google Sheet. The registration fees collected from your class are for your reunion. The school will send a check to you (the reunion organizer) or a member of your committee; the school does not pay any vendors directly. We will need a few days to route a request to the Accounting Department. The money available for reimbursement is only the registration fees that have been collected at the time the check is processed.

A section on the RSVP form includes a request for an optional philanthropic donation from your class to support tuition assistance. All alumnae that make a donation receive a thank you letter and appear in our Annual Report in the fall.

Overage Funds

In the event the registration funds collected exceed the reunion reimbursement(s), overage funds will be treated as a donation to the St. Francis Fund from the class and listed that way in the Annual Report (e.g., the Class of 1974).

Event Check-In & Name Tags

The Alumnae Office will be available to work at your reunion and assist with reunion check-in. If needed, we will be able to collect walk-up registrations and can accept cash, check or credit card payments. The Alumnae Office will print and provide name tags for the reunion, which are unique to your class. Mascot included! We will stay at your event for no longer than 60-90 minutes and will also provide a small gift for all attendees.

St. Francis Administration Welcome

Members from the St. Francis Administration may drop by your reunion and introduce themselves. The President of the school is Dr. John Moran. and the Advancement Director is MaryAnne Kelly; they will share a few words of welcome.

Photography

The Alumnae Office will take some photos and will try to arrange an all-class group photo at the event. We also love to receive candid photos taken by attendees. Photos will be posted on our website and Alumnae Social Media Channels.

Recommended Reunion Planning Timeline

- 12 to 18 Months prior to Reunion Year
 - Start Updating Contact Information. Contact St. Francis Advancement Department for a complete contact list of Name, Email, Address and Phone Numbers
 - Contact Classmates to form a Reunion Committee
 - Recommended 4- 5 committee members
- 12 Months Prior to Reunion Year
 - Create a Budget
 - Cost of Food per person
 - Host or No Host Bar
 - If off site, ask if there is a venue fee for a large group and to include tax and tip in your estimate
 - Contact St. Francis to create and send a Google Interest survey to Classmates testing preferred dates, budget, guests
- 6 months Prior to Reunion Year
 - Reunion Committee to collaborate and discuss and confirm:
 - Budget, Venue, Theme and Date
 - *Please note – The sooner the date and venue is confirmed, the more classmates will be able to attend.*
 - Contact St. Francis to create and send Registration Form
 - Recommended set a priority registration date and final registration date with a higher ticket price.
 - Example: \$65 by RSVP Date and \$75 by Final RSVP Date
- 3 – 6 months Prior to Reunion Year
 - Network with classmates via email, text, phone calls, social media channels to increase RSVP