1915–2018 1960–2018

READY TO BEGIN REUNION PLANNING?

The following checklist is a helpful guide as you start reunion preparations.

Let's connect! When you are ready to begin reunion planning, please contact Mercy McAuley's Alumnae Office at 513-681-1800 or alumnae@mercymcauley.org. We're here to help and spread the word of your upcoming reunion!

The more the merrier! Gather classmates to assist on a Reunion Planning Committee. It is helpful to have individuals from various social circles. Spread out tasks and jobs across committee members.

Get it on the calendar! Select a date, time, and location. We'd love to host you at Mercy McAuley! Please contact our Alumnae Office to review available dates.

Create a budget! As you set the cost of attendance, plan for all expenses: invitations, postage, rental fees, food, drinks, music, memory books, decorations, etc. Mercy McAuley encourages additional funds to be donated to the Annual Fund as a class gift. Be sure to note all checks be payable to a Planning Committee member so you can track RSVPs.

Set the guest list! Are guests and spouses welcome to join? We recommend indicating this on the invitation. Hoping to see former teachers or Sisters of Mercy? Let us know and we can share details of your reunion with those selected individuals!

Let's review! Extra sets of eyes are always helpful before printing and sending invitations. Send your draft or proof to the Alumnae Office for an extra review.

Grab your stamps! It's time to get your invitations in the mail. Don't rely on social media alone to get the news out. A mailed and/or emailed invitation is best to communicate with all classmates. Mercy McAuley will support in sharing details on the web, in digital newsletters, and on social media.

Time to party! Grab your yearbooks, pack up your decorations, and enjoy reminiscing with classmates. You did it!

Mercy McAuley

Phone: 513-681-1800
Email: alumnae@mercymcauley.org

REUNION RESOURCES

The resources below do not represent formal Mercy McAuley partnerships or endorsements. We simply offer the resources below for consideration during reunion planning.

VENUES

RESTAURANTS

Alcove by MadTree Brewing

LaRosa's Boudinot

Cincinnati Lager House

The Public House

BREWERIES

Brink Brewing

West Side Brewing

Fretboard Brewing

RECEPTION HALLS

Clovernook Country Club

Mossie Jane's

Niche

Pebble Creek Event Center

FOOD & BEVERAGE

CATERING

Cincinnati Catering

DelightMore Catering

Eat Well Celebrations

RESTAURANTS & DELIS

Condado Tacos

Maplewood

Poke Hut

Servatii

DESSERT

Berning Cookies

Fill Me Up Buttercup

Let's Dough Bakery

Little Dutch Bakery

PRINTING SERVICES

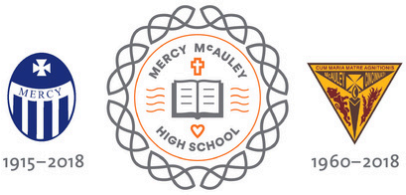
Graphic Village

Peerless Printing

Staples

Mercy McAuley

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WHERE TO BEGIN?

The following timeline is a helpful guide to stay on track with reunion preparations.

ACTIVITY	DUE DATE	ASSIGNED
Select date, time, and location	6-8 months ahead	
Secure volunteers	4-6 months ahead	
Missing classmate search	4-6 months ahead/ongoing	
Send details to MMHS	4-6 months ahead	
Mail/Email Save the Date	4-6 months ahead	
Create Facebook page/event	4-6 months ahead	
Secure catering bids and select	2-3 months ahead	
Mail invitations	2-3 months ahead	
Select and purchase decorations	2-3 months ahead	
Collect RSVPs and follow up	Ongoing	
Confirm count with catering	1 month ahead	
Confirm rentals (linens, decor, etc)	1 month ahead	
Finalize Memory Book	1 month ahead	
Purchase food and beverage	2 weeks ahead	
Print RSVP list	2-3 days ahead	
Print name tags	2-3 days ahead	
Event setup	1 day ahead or day-of	
Finalize reimbursements	Post-event	