Reunion Planning 101
Helpful things you may need to know

This document will assist you in planning a GREAT reunion. The Alumni Relations Office is available to advise or assist as needed. The list below will get you on your way to having a fun and hassle-free celebration.

Date & Time – should be your first priority. For maximum support from the school and the Alumni Relations Office (both in manpower and variety of events), we strongly encourage you to plan your reunion during the weekend of St. Andrew’s Homecoming in the early fall (September 27-28, 2019).

Number and Type of Events – Do you want one or two class events throughout the weekend? Do you want a formal dinner, cocktail party, informal gathering (i.e. happy hour), a family picnic, or a gathering at someone’s home?

Activities –

- Included with Homecoming – September 27, 2019: (all are family-friendly)
  - Friday pep rally
  - Friday night pre-game all alumni gathering
  - Friday night Homecoming football game – free admission

- Class-specific options for you to consider:
  - Friday night post-game cocktail party (usually leave around halftime)
  - Saturday night dinner/party/gathering – usually this is what most choose
  - Sunday morning brunch or family picnic
  - Dedication or donation in memory or in honor of a classmate or former faculty

Venue(s) – will depend on some of the decisions above. Things to take into account:

- make sure that the venue will accommodate the numbers you anticipate and check that you can change the room choices close to the event date if numbers alter
- when getting quotes, make sure they include gratuity as well as any other hidden costs
- If you are a smaller class, sometimes it is easiest to simply make a large party reservation at a restaurant and go Dutch Treat (everyone orders/pays for themselves).

Catering – Remember you are catering for a diverse group of individuals. Decide which menu options best suits your event.

*Find out the date by which you need to advise the venue of numbers and remember to check if this can be altered as venues will charge according to the number you give them regardless of how many show up.

Libations –

- do you want wine/beer/liquor/soft drinks/water/tea?
- would you prefer a cash bar if you are having a large party?
- would you prefer a dry till (a set amount of money is allocated to cover the cost of drinks and when it runs out you close the bar or open the cash bar)
- do you require table service? – this may cost extra

*make sure any of these are reflected in reunion registration fees
Mailings – the Alumni Relations Office can help in this area by either supplying labels for your class or the Alumni Relations Office can handle the mailings for you. We can help design an invitation if you wish.

Class List – this can be obtained from the Alumni Relations Office and will reflect what we currently have in our records. It will include names of classmates who are deceased, but it will NOT include names of individuals who have requested no mail from the school.

These lists are for the sole use of the reunion organizing committee and may not be distributed to any other persons – only the reunion planners.

Finding lost/missing classmates – this can be somewhat time-consuming. Be prepared to make phone calls and send emails. Avenues to help find missing alumni are:
Whitepages.com, Facebook, LinkedIn, word of mouth from other alumni, Google, parents/siblings

Collection & Paying of Money
• The Alumni Office will provide a universal registration form for Homecoming on our website. It includes all events occurring during Homecoming, including reunions. If you choose to schedule your party outside of this weekend, I can create a payment form just for your class.
• When setting the costs of your class specific activities, make sure to factor in the gratuity and all the other extra costs that will be added by the venue, caterers, music, drinks, as well as an amount to cover expenditure of extra postage and printing.
• Be sure when booking a venue that you discuss their preferred method of payment and when deposits are due as well as when they want final payment. Also ask that they will provide invoices and receipts. • Keep a record of all expenditures. Keep your receipts.
• It is recommended that the Alumni Relations Office collects ALL payments and makes reimbursements for any expenses incurred, but we are happy to work with you if this is not convenient.
• Reimbursements from the Alumni Relations Office are made by check and require a receipt or statement from your bank for the expense.

I hope all of this information gets you excited, and please remember, I am available to assist at any time. Happy planning!

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