

# REUNIONS PLANNING PROCESS AND RESOURCES

## ALUMNI RELATIONS OFFICE SERVICES

- Electronic copy (spreadsheet or directory) of your class roster which includes maiden and married names, mailing addresses, email addresses and phone numbers
- Assistance locating classmates (see below)
- Mailings
  - Save-the-date postcards and emails
  - Letterhead and envelopes
  - Sample invitations and letters
  - Postage
- Publicity
  - Alumni website & social media
  - E-mailing to classmates
  - On-campus signage
  - Reunion Class Note in Spirit magazine
- Planning
  - Venue ideas
  - Event ideas from other class reunions
  - Supply check lists
  - Campus access
  - In addition to classmates, invitations sent to Sisters, faculty, other special guests

## LOCATING CLASSMATES

- Begin with roster provided by SSMO Foundation Alumni Relations Office
- Call or email classmates to find out whose information they may know
- Check to see if parents or relatives of classmates are still in the area
- Use social media to locate people or connect through these pages:
  - [Facebook](#)
  - [Instagram](#)
  - [LinkedIn](#)

## MAILING (OR EMAIL) TO ENTIRE CLASS

- Introduce the idea of a reunion
- Inquire with Alumni Relations Office about suggested dates and times
- Seek assistance on creating a planning committee
- Pool for ideas regarding the kind of gathering best for your class (Google forms work great for collecting responses)

## CHOOSING A DATE/TIME

- Give yourself plenty of time for planning (and for those making travel plans)
- Choose a date with Alumni Relations Office, usually a weekend
- Friday or Saturday evenings are popular
- Make it easy on yourself for best results!

## EVENT OPTIONS TO CONSIDER

- Who to invite
  - Classmate only gathering
  - Classmates and spouses and/or special guests (consider single classmates too!)
  - Classmates and families and/or special guests
- Venue
  - Host the event in a classmate's home
  - Reserve a tent and tables at the annual Alumni Tailgate on campus (usually the first or second Friday in September)
  - Make a reservation at a restaurant or event venue (split the bill or collect money ahead of time)
  - Gather at a local park
- Food & beverage
  - Have a potluck: helps keep cost low and eliminates need to handle money
  - Charge a fee and hire caterers or hold the reunion in a restaurant
  - Meet for a special happy hour, coffee and dessert or even brunch!
- Dress
  - Casual attire
  - Dressy
  - Theme (decade of your graduation – or something else!)
- Campus tour
  - Valley Catholic Elementary and Middle School
  - Valley Catholic High School building & athletic facility
  - Valley Catholic Early Learning School
  - SSMO Motherhouse Chapel
  - Grounds
- Event ideas
  - Bring photos or yearbooks to share
  - Create nametags that include high school photos and maiden names (this helps start conversations and avoid forgetful moments)
  - Reunion memory books or slideshows with stories and photos from all classmates – even those who aren't able to attend the event
- Mass
  - In the SSMO Motherhouse Chapel
  - Attend a local parish Mass as a group

We look forward to helping you organize a wonderful reunion!

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