Tips for Organizing a Class Reunion

**Form a Reunion Committee**
- Often, reunions are initiated by the senior class officers from your class, but not always. Take initiative if no one else is. Call your friends and get it started.
- Your reunion committee should consist of three-five solid, reliable people.

**Contact Bishop Guilfoyle Catholic High School**
- BG will be able to provide a class list with their most up-to-date contact information for your class and can assist in printing mailing labels for your invitations or save-the-date postcards.
- A representative from BG would gladly be present at your reunion to speak to your class about what is going on currently at BG and future plans for the school. A representative would also be available to give school tours.
- Your class can take part in a scheduled school mass at BG. Contact Jeanne Thompson, Campus Ministry Coordinator, for more information at 814-944-4014.

**Getting Organized**
- Once you receive a class list from BG, check your yearbook to make sure everyone is listed. BG may not have everyone’s contact information currently within the database.
- If classmates are missing, there are a few options:
  - Check the phone book
  - Check www.whitepages.com
  - Check with other classmates

**Updating Information**
- Please be sure to share any updated information that you receive from your classmates with BG so the database records continue to stay current.

**Choosing a Reunion Date and Place**
- Summer and fall seem to be suitable times of the year for hosting a reunion. Other good times to host a reunion would be the weekend of Homecoming or around other BG special events.
  - Check our school calendar at www.bishopguilfoyle.org
- Bishop Guilfoyle Catholic High School is a perfect location to host a reunion. If you would like information on how to schedule your reunion at the school, you can contact the BG Alumni Relations Office at 814-944-3987.
- Once you have a date chosen, book venues.
- BG will also assist with informing your class about the reunion by posting information on the school website.

**Prepare a Preliminary Budget**
- Typically, a reunion will consist of one or a combination of the following (1) Friday – Evening gathering, casual, (2) Saturday - Evening formal dinner and dancing event and (3) Sunday -Family BBQ gathering that includes the children.
- Depending on how many days your reunion committee would like to schedule, determine a price for each day/event. This will help those classmates who may only be able to attend one of the reunion days.
- Your cost will need to cover, dinner (plus tax and gratuity), decorations, entertainment, and the cost of your invitations, mailings, copies, etc.
- Make copies of all invoices and costs for the reunion. Many reunion reps will open a separate checking account to keep track of costs.
Preparing the First Mailing to Classmates
• Approximately five months prior to the reunion, send your first mailing of a letter/postcard, which should include a Save-the-Date and a preliminary schedule of your reunion, along with committee members and their contact information.
• Include in your mailing a contact form for each classmate to return with all their updated information, including family and career. Also, include some “blast from the past” questions for them to complete such as; most memorable moment in high school, who they are still in contact with, favorite teacher and why, etc.
• Include a self-addressed envelope to encourage the return of information.
Note: The first mailing can be presented as just a postcard and then all of the updated information could be requested in the second mailing.

Two Months Before the Reunion
• Send out a second mailing, which will include the reservation form. This mailing will include an area for contact information, itinerary of event, a request for the number and names of attendees, and payment method. Also, include a list of hotels for out-of-town classmates.
• Consider a PayPal account online if you feel that will help.
• Remember the self-addressed envelope.
• Confirm all bookings (entertainment, caterer, venues, etc) and be certain all commitments are in writing, including costs.

One – Two Weeks Before the Reunion
• Give reunion venue a final count on quests.
• Prepare nametags and programs.
*Please be sure to inform the Alumni Relations Office at Bishop Guilfoyle of your reunion date, organizing committee and contact numbers, and all updated classmate information received.