

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 to five solid, reliable people.

Contact Bishop Guilfoyle Catholic High School Development Office

- Development Office will be able to provide a class list with their most up-to-date contact information for your classmates 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 mass at BG. Contact Development for more information at 814-944-3987.

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, around other BG special events or around the holidays. Check our school calendar at www.bishopguilfoyle.org
- BGCHS 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 BG Development Office at 814-944-3987.
- Once you have a date chosen, book the venues.
- BG will also assist with informing your class about the reunion by posting information on the school website if you wish to do that.

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 gathering that includes children such as a BBQ, Altoona Curve baseball game, etc.

- 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 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, career, email and any other changes needed.
- 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 guests attending.
- Prepare nametags and programs if available.

**Please be sure to inform the Development Office at Bishop Guilfoyle of your reunion date, organizing committee and contact numbers, and all updated classmate information received.*