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.