



ST. ANDREW'S SCHOOLS

THE PRIORY ♦ THE PREP ♦ THE PRESCHOOL

St. Andrew's Schools, The Priory Reunion Planning Guide

Planning a reunion is not as difficult as it may seem at first. There are a few simple steps to follow to help you plan a great reunion for your class. Throughout the process, the Priory can provide information and support to assist you.

Decisions

Decide when you want to have your reunion. Do you want to have it during the summer when school is out of session or do you want to hold it around the holidays when families often return home?

Decide whom you want to attend. Do you want to invite individuals or families, e.g. are you going to invite only your classmates, your classmates and their spouses, or your classmates, their spouses and their children.

Decide what type of reunion you want to do. Are you going to have one event or more events and activities? You may only want to have dinner at a restaurant or you may have cocktails one night and an activity planned the next day.

We can help you survey your classmates to determine what they would prefer. Don't know what they want? Ask through a reunion planning survey. We can mail out one that you create.

Once you decide the event and/or activities you want to do, then you can work on the next step - determining how to do it.

Determining Factors

Determine who will be responsible for each part of the process - before and during the event. Who will serve as the reunion coordinator(s) or chair and keep track of the overall planning of the event? Who will serve as a reunion contact person to answer questions and keep track of the RSVP list? Who will work the registration table during the event(s)? Who will serve as the treasurer and keep track of the financial information (if necessary)? Compile a list with the name and contact information of each person and a detailed list of her responsibilities to be distributed so everyone knows whom to contact.

Determine where to hold your events. Do you want to have a cocktail party at a local venue or have a catered dinner at a restaurant? If you are going to have a family beach day, determine where you want everyone to meet and what they should bring. Do you want to do a potluck or have it catered with an entrance fee to cover costs?

We can host a campus tour followed by light refreshments at the school if you would like to do so. Many alumnae have not been to the school in years and want to return to see the campus.

Determine your timeline. Once you have the date(s) set, then you can work backwards and establish your schedule for each section. For example, send out initial information eight months in advance, reserve facility seven months in advance, mail out invitations six months in advance, have RSVP deadline three months in advance, etc.

Determine how to contact your former classmates. Once you know whom to invite and what type of event/activities you want, then you can determine who is going to contact your classmates and how best to do so. The Priory can assist you with this process in a couple of ways.

We can mail any invitations or letters to your classmates.

If you have a flyer, questionnaire or correspondence you want to send your classmates, we can do that for you. We simply need a copy of the document(s) that you want mailed. We will make copies and send it out. We can also send items via email or Facebook.

We can advertise your reunion details through our networks.

We can post the reunion information on our website, our Facebook group, Kulia Connect, etc.

Deliver

Deliver a well-planned, well-executed reunion. Once you have everything scheduled and assigned, work your plan through the event. Maintain contact with everyone who is helping to plan the event to ensure that things are being done and that there are no problems. If a problem does arise, then tackle it right away if possible. Most of all, when the reunion happens, enjoy it. You have worked hard so relax and have fun catching up with your former classmates.

Deliver a memento to everyone who attends. You can give them an item handcrafted by your former classmates in advance or a group photo sent to everyone afterwards.

We can provide some logo items for your classmates to enjoy.

Celebrate

Now that you have planned a fabulous, organized reunion you can now enjoy spending time with your former classmates and their families. In addition, you can take delight in knowing that you put together a wonderful event!

We can post your photos and comments on our alumnae social network sites, such as Kulia Connect and Facebook, to share with your classmates who couldn't attend the event.

Now that you know how to organize a reunion, we are certain you will have a fabulous time! If you need assistance or additional information, please contact Nicole Kuamoo in the Advancement Office at 808.532.2454 or email nkuamoo@standrewsschools.org.