



Class Reunion Planning

Thinking back to high school days can bring all kinds of emotions and memories to the forefront of your mind. School days seemed to be the perfect mix of independence and responsibility. Now reunion time is here and the planning process begins. Start by getting organized by creating a checklist to help plan, prioritize and stay ahead. We hope to make it a little easier with our School Reunion Checklist.

BASIC REUNION PLANNING

Below are some checklist items to consider:

- Form a committee – with email and Facebook, this shouldn't be too difficult!
- Choose a committee head
- Decide the frequency of committee meetings
- Date selection
- Determine event venue and format
- Send out class reunion invitations – your committee should have been hard at work getting addresses, and the task of sending out invites can be divided up among them.
- Create subcommittees for even distribution of planning responsibilities
- Event program (speakers, tributes, etc)
- Financing
- Establish a budget- elect a treasurer
- Establish ticket price
- Classmate contact listing - postal addresses, email addresses, phone numbers, Search for missing classmates
- Create/order decorations
- Select entertainment, if applicable
- Select a photographer, if applicable
- Create/order registration, forms and name tags
- Purchase/Create mementos, memories booklet
- Create and place marketing & communications (mailers, newspaper ads, web postings, emails etc.)
- Create deceased classmates tribute
- Decide on class gift to your school
- Decide who will staff your event – Some facilities may provide this service for you or you might want to consider asking friends or family members to handle this for you.



Possible Upfront Costs:

Building and adhering to, a budget is key to any event's success. These are some items that may need to be paid up front by the committee.

- Stationary supplies & postage
- Printing (reunion booklets, name tags)
- Gifts / novelties
- Decorations
- Liability insurance
- Reunion facilities deposit, Entertainment deposit, Deposits for additional activities (tours, etc)

The amount of lead time you need really depends on how elaborate of an event you are planning, but generally speaking the more time you give yourselves the better!

Funding:

Funding for temporary operating expenses such as postage, printing, and deposits can be a problem, especially for a first time committee. The committee members could advance "seed money" for these operating funds and later, their donations could be used toward paying part or all of their registration fees. Another idea is to approach alumni-owned businesses to sponsor an activity in exchange for some advertising. Be creative. Use the internet to appeal to other grads for some start-up funds.

A Common concern: Opening a bank account. Rather than using a committee member's personal information to open a short-term account, it is recommended that your group apply for a tax I.D. number. Apply for a number specifically for this purpose at no cost by requesting Form SS4 (The number will allow your group to keep funds in an account on a short-term basis while planning your reunion and paying your final expenses.)

Committees:

It is important to form sub-committees to help distribute the workload evenly. Some sub-committee suggestions include:

Treasurer and Finance Committee:

- Prepare budget for committee.
- Establish checking account
- Maintain all financial records and pay bills.

Decoration Committee:

- Establish a theme for the reunion and design table and room decorations from your era.
- Display class memorabilia that might include letter jackets, pep club sweaters, buttons, bumper stickers, play programs, or pictures.
- Example: If you graduated in the 1970's, items might be a lava lamp, beanbag chair, an eight-track tape and tape player.

Contracts:

All vendor arrangements for the reunion should be in writing with no exceptions. Be sure that all contracts contain the type of service, date, time, price, equipment to be used, menu items, tips, etc.

Class Gifts:

Reunions are a perfect time to give something back to your school. An easy way to raise money is to add fixed dollar amount to each ticket. We suggest a \$10 donation per ticket. This usually raises a few hundred dollars for the school that can be presented to the school at or after the reunion.



Religious Classmates:

Some classes may have graduates who have entered religious orders and may have difficulty paying the ticket price for a reunion. The committee may want to consider discounting tickets to religious classmates or asking fellow classmates to “sponsor” a religious classmate by paying for their ticket.

Other Guests:

It is customary to invite the President, Director of Advancement and/or the Alumnae Relations representative of the school to the reunion. These guests generally do not stay for the meal unless otherwise invited by the committee. They will typically stop by to say a few words to the reunion guests and accept the class gift during a short presentation.

Memorabilia Table:

A memorabilia table is always popular at reunions. Items to include on this table are picture, yearbooks, dance programs, school newsletters/newspapers, even school uniforms. Ask attending classmates to bring submissions to the memorabilia table. *If having the reunion at Hallahan, some memorabilia such as yearbooks, can be provided.

Memorial Table:

A memorial table is a nice way to remember deceased classmates. A table with a framed photo of their yearbook picture along with a candle(s) and flowers is an appropriate display. This allows the class to honor and include the classmate who helped form many of their high school memories.



REUNIONS HELD AT HALLAHAN

Below are specific requirements, fees and suggestions when planning a reunion held at the school. If your committee is holding the reunion off-site, this does not apply.

REUNION DATE & HOURS

Reunions are typically held on Saturdays and Sundays and it is extremely important to start planning early. The school's calendar fills up quickly with a variety of events and not all dates will be available. You must submit a request, via email, with first and second choice dates along with the hours that the reunion will run. If approved, the date and time information will be confirmed back to the committee. Also consider the hours in which you wish to hold the event. The event can begin no earlier than 4:00pm and end no later than 10:00pm. This allows our maintenance staffs time to open the building as well as time to clean up and lock up the school. While the event itself cannot start earlier than 4:00pm, the committee and vendors are permitted to arrive as early as 3:00pm to prepare and decorate for the event.

FEES

Rental Fee for School

The school charges a nominal fee for use of the facilities. Our current charge is \$300.00 per event.

Maintenance Fee

There is a maintenance fee to cover the costs of our maintenance staff being on site to open and close the school along with providing the clean up at the end of the event. The amount will be determined by the size of the event and how many maintenance staff are needed but will range between \$200-\$300. A check should be provided by the day of the event and made out to John W. Hallahan Catholic Girls' High School.

Aramark/Kitchen Fee

If the caterer is going to need to use the kitchen facilities, there is an hourly fee as an Aramark representative is required to be on location. Please contact our Aramark representative by phone at 215-567-5016 for more information regarding cost.

INSURANCE

Reunion committee must have ALL vendors submit a Certificate of Insurance (COI) **at least two weeks prior to the event**. This includes but is not limited to caterers, DJ's, photographers/photo booth, bartending services, etc.

ALCOHOL ON PREMESIS

Per the Archdiocese policy. Alcohol is permitted but beer and wine only. No hard liquor is allowed. The caterer or vendor used must have an offsite permit to distribute alcohol along with liability certificate with a \$1 million liability with additional insured language. There is also a form that must be completed and submitted back to our office along with a copy of that certificate. This form is typically required back to our office 60 days prior to the event because it must go through multiple offices for approval. (Archdiocese policy & forms attached).

CLASS GIFT

A class gift offered to the school is highly encouraged. The cost/amount of the class gift can be built into the cost of the reunion ticket and presented to the school during or after the reunion event.



TABLES/CHAIRS

Tables and chairs may be brought into the gym. We have approx 20 long tables & approx 100 chairs available for use. Anything beyond that will need to be provided/rented by the reunion committee. The school does not provide any linens/tablecloths. That must be provided from the caterer or the committee.

DECORATIONS

Reunion committee is responsible for putting up and removing any decorations for the reunion. You may use tape to adhere decorations to the wall.

SCHOOL STORE

If the committee would like the school store to be open and available during the reunion, they must submit a request at least two weeks prior to the event. The decision to open the store will be made on a case-by-case basis based on the availability of staff. At this point in time, the store accepts payment in cash and checks only.

SCHOOL TOURS

Tours may be available upon request but only with a school representative to act as a guide. Groups may not walk throughout the school without an escort. If the committee would like to have tours offered, that request must be submitted at least two weeks prior to the event. The decision to offer tours will be made on a case-by-case basis based on the availability of staff.

ICE MAKER

There is an ice maker in the cafeteria that can be used for bar purposes and coolers.

SMOKING ON PREMESIS

Smoking is permitted outside, by the 19th Street door. A receptacle will be provided.

CLASS LISTS

Class lists can be provided to the reunion committee. The committee chairperson will be required to sign a release agreement regarding class lists which prevents the committee from making the information available to anyone outside the committee or furnished to anyone for solicitation purposes. The release also requires that the committee share any updated alumnae information with the school.

PROMOTION

The school can promote the reunion through a variety of methods:

- Email Blast
- Social Media
 - Facebook
 - Twitter
 - Instagram

Please provide the reunion information and/or flyer to the Alumnae Relations Manager at the school.

ATTACHED FORMS:

- Arc diocese Policy of Alcohol on Campus
- Release Agreement for Class List Information
- Reunion Request (only complete for those events hosted at Hallahan)



**John W. Hallahan Catholic Girls' High School
Release Agreement
Class Lists for Reunion Purposes**

I am requesting a class list for the Class of _____ of John W. Hallahan Catholic Girls' High School. This list may contain all or some of the following: names, address, email addresses and phone numbers.

I understand that the information contained in the class list is to be used for the sole purpose of organizing a class reunion. I agree the information will not be made available to anyone outside the reunion committee, will not be given to any classmate without the permission of the named person and will not be used for or furnished to anyone for the purpose of solicitation.

I agree to provide the Development Office with any updates, including changes to names, addresses, emails and phone numbers that occur during the reunion planning process.

Please circle which information, beyond name, you would like to receive:

Mailing Address

Email

Phone number

Please sign below and return the document to: Christine Jenkinson, Alumnae Relations, by email at cjenkinson@jwhallahan.com or mail to 311 N. 19th Street, Philadelphia, PA 19103

Signature (on behalf of the reunion committee)

Date

Please print name



Request to Host Reunion Onsite at John W. Hallahan Catholic Girls' High School

Reunion for Class of: _____

Event Date Requested:

1st Choice: _____

2nd Choice: _____

Event Time Requested:

Beginning: _____

Ending: _____

Reunion Committee Contact Information:

Chairperson:

Name: _____

Email: _____

Phone: _____

Secondary Contact:

Name: _____

Email: _____

Phone: _____

Requesting Class Information List? Yes No

*if yes, please complete & return the Reunion Release Form for Informaiton.

Will alcohol (beer & wine only) be served? Yes No

*if yes, vendor must have an offsite permit to distribute alcohol and liability certificate. See policy.

Will the kitchen facilities be needed? Yes No

*if yes, there is a fee associated to cover the cost of an Aramark representative to be present.

Will tables & chairs be requested? Tables Chairs Neither

*there are only approx 20 long tables and 100 chairs available for use. If more is needed, the committee must rent or have caterer provide.

Is the committee requesting the school store be open? Yes No

*if yes, request approval will be based on staff availability

Once this request is submitted you will be contacted by Hallahan's Alumnae Relations Manager to confirm dates, times, and facility requests.

Signature / Committee Chair or Representative

Date