



## **Holy Savior Menard Central High School Reunion Weekend Planning Guide**

***EVENT DATE: October 27, 2023***

**Celebrating the classes of 2013, 2003, 1993, 1983, & 1973**

High school is such a special and pivotal time in our lives. Years after graduation day we begin to long for those fun and carefree days. As a volunteer who is helping plan your class reunion, we hope you find this to be one of the most fun and gratifying things they do for your class!

Planning and organizing your Holy Savior Menard High School reunion is no small task, so we've created this guide to give you the tools you need to succeed. One of the most important keys to success is personal contact with your classmates! A personal call, email or text goes along way of informing your classmates of the upcoming reunion and getting updated contact information. If you don't find what you are looking for, please let us know. And please feel free to add your own ideas to your reunion planning.

This planning guide is intended as a helpful tool for class volunteers as you go through the Reunion planning process. The HSM High School Alumni Department is including what we can do to ensure you have a successful event. In this packet you will also find suggestions and ideas that you and your committee can use to begin planning for your big event. And remember, the director of alumni relations is always just a phone call or email away to help with anything and everything you may need to plan a fun and memorable event!

### **First Things First – Establish Responsible Committee**

**Your committee will bring together many volunteers. A suggested committee includes:**

- Reunion Chair(s)
- Publicity Chair (reach out to classmates via email and social media)
- Outreach Chair (coordinate outreach of classmates to insure updated contact information)
- Day of Volunteers (classmates who will help with day of duties such as registration and decorating)

#### **Director of Alumni Relations**

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# ***Responsibilities of Alumni Department***

## **Your HSM Alumni Department will:**

Send email reminders

Plan and organize Mass

Create website advertising

Provide food and non-alcoholic beverages for tailgate

## ***Responsibilities of Your Committee***

### **Your Committee will:**

Contact each of your classmates in an attempt to secure updated contact information

Provide the HSM Alumni Office any contact information updates for your classmates

Provide the HSM Alumni Office with 3-4 high resolution photographs of your event (these photographs will be published in the Home Coming Edition of The Talon Talk)

## ***Committee Descriptions***

### **Reunion Chair(s)**

- Recruit and organize a reunion committee. Keep in mind that building a diverse committee will allow you to reach a wide and more diverse class audience.
- Serve as the liaison between Alumni Department and your committee.
- Track reunion execution. Keep notes on the experience as you proceed; important decisions and their consequences, things that worked and others that you might have done differently, and any other hints and helpful ideas. Future reunion chairs will thank you.
- Recruit day of volunteers to assist with check-in at class party outside of alumni tailgate.

***NOTE: You can make your job easier by --***

*Appointing good committee chairs and enough of them.*

*Start early. A good reunion is planned well in advance.*

*Following the planning timeline provided by the Alumni Department or one you design.*

### **Publicity/Promotion Chair**

- The publicity chair designs and disseminates reunion information through social media
- Create, manage and maintain a class Facebook page

### **Outreach Chair:**

- Decide on a strategy and schedule to contact the classmates
  - Internet – A reunion web page will be created by the Alumni Department to provide up-to-date information.
  - Class mailings – Including save the date card, might consider a second mailing for classmates that lack an email or phone number
  - Phone, email and text message chains – divide the class into groups and assign them to a committee member to contact

**NOTE:**

The Alumni Department can provide great help.  
We can provide class lists sorted in any number of ways.