 O’Dea High School

 Class Reunion Guidelines

**Planning your Reunion: Step-by-Step Help and Tips**

Services of the Alumni Office

* Two mailings: this includes supplies at the discretion of the Development Office and assistance with design. The committee will be responsible for postage, labeling and stuffing mailings.
* Publicity and contact information on the O’Dea website and publications throughout the year.
* Committee meetings can be held at O’Dea High School with the assistance of the Development Office.
* Photos from archives, annuals, and clippings from class files can be borrowed to make nametags, pamphlets, or a class collage. The committee will need to be responsible for setting up a time to gather this information and return it in good condition to O’Dea.
* The Development staff will work with the committee to secure any appearances by Principal, James Walker, or any other staff.
* The Development Office will not staff your Reunion events, but will give tours of the school on a mutually agreed upon date.

Committee Suggested Timeline

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| --- | --- |
| Oct - Nov       Nov - JanJanFebAprApr - MayMay – Oct | Form committee; choose committee chairUpdate class mailing listReserve venue; return updated list to the Alumni OfficePlan events and first informational mailing to classmatesSecond mailing to classmates for reservationsPlan awards, special programs, and any handout piecesReunions |

Committee Responsibilities

* Writing Letters - The first informational mailing should provide the main details for the class reunion and include a biographical survey to help plan additional activities based on family status, interests, etc. The second mailing is to take reservations and payment. Including a pre-addressed envelope and/or e-mail/web site to help expedite responses if desired.
* Updating the Class List - Calling and/or e-mailing classmates to verify addresses using directories, internet searches, and classmates to find missing addresses of classmates. Report all changes back to the Alumni Office to update records.
* Handling Class Funds - Setting up an account with a local bank or designate a treasurer and collecting and depositing checks.
* Handling Event Details - Reserving the facility, caterer, photographer band, and/or DJ. Choosing decorations, arranging deliveries, and forming a set-up committee. Staffing events including finding volunteers to serve as event set-up and take down, greeters, money collectors, photographers, etc.
* Communicating with Classmates - Create a class e-mail list, or class website on social media for regular updates. Organize a phone effort to encourage attendance and update addresses.

Suggested Venues

**Inexpensive or Cost Free:**

* O’Dea High School (no alcohol on premise)
* Classmate’s Home
* Apartment Clubhouse
* Church Social Hall
* Party Room at Restaurant
* Restaurants/Lounges

**Specific locations and tips of previous reunions:**

* Tour of the school.
* The Parish Outreach Center across the street from St. James for slide shows/food/drinks/etc.
* Usually the events are separated where one event is with wives/significant others and the other event are just the guys.
* Attending the Homecoming Football Game in September or October.
* Events such as Golf Tournaments, or even the O’Dea Golf Tournament.
* Having a BBQ in the O’Dea courtyard.
* Receptions in the O’Dea Gym.
* Reserving class tables at the Italian Dinner and POSH Auction.

Suggested Caterers

* Classic Catering - http://www.classiccateringnw.com/ (425) 450-5591 info@classiccateringnw.com
* FootPrint Catering - 206-217-4511 footprintcaters@aol.com
* Susan Magan Catering - (425) 814-6151

Other Suggestions

* Make a class contribution to O’Dea High School
* Bind a biographical survey into a booklet and give out at the reunion
* Create a class directory
* Display class photos, memorabilia, or old uniforms
* Vote on "most changed," "greatest distance traveled," "most number of kids," etc.
* Create nametags with class photo and have spouse wear the photo as well
* Contact local newspapers and radio stations and have them announce the reunion
* Invite former teachers, coaches, even non-graduates who were in your class
* Video activities to watch at a later reunion or send to those who cannot attend
* Hire a professional photographer to take a class picture

Utilize the O’Dea website to get information out about reunions and post pictures from the reunion