



REUNION HANDBOOK
Lourdes High School – Alumni Association
Sponsored by Lourdes Foundation

The Reunion Handbook is a comprehensive guide to executing a successful reunion event. If you have questions, please contact the Lourdes Foundation Office at 507-289-2584.

2011



Dear Reunion Planners,

Congratulations! You've reached a milestone in your affiliation with Lourdes High School! For those of you who have attended an LHS class reunion, you know the excitement, anticipation, and rush of emotions that occurs when classmates reconnect. Some people keep in touch regularly while others haven't seen each other in many years. But in both cases, whether its five years after graduation or 50 years, people pick up right where they left off.

Reunions offer a special opportunity to share, reminisce, and catch up with people who were your entire world during your high school years. Turning an "OK" reunion into an ever-lasting memory takes time and planning. Your willingness to be a part of this effort will be greatly appreciated by all.

The Lourdes Foundation Alumni Office would like to help support you in the planning process. This guide continues to evolve and we are always open to new suggestions. Please use this handbook as a reference. We are happy to help, but it is the Reunion Committee's responsibility to plan and execute the event itself.

As you begin the planning process, please keep in touch with any questions, address updates, or new ideas. We look forward to working with you and your classmates.

Thanks again for your commitment...and have fun!

Sheila Rainey
Alumni Relations
Lourdes Foundation

TABLE OF CONTENTS

Alumni Office Reunion Services	4
Why Have a Reunion?	5
5 Keys to a Successful Class Reunion	5
Roles and Responsibilities	6
Early Stages – Where to Start?	7
Mid Stages – The Ball’s Rolling Now!	8
The Purse Strings – Reunion Finances	9
Giving Back – Your Class Gift	10
Shout It Out! – Reunion Publicity	11
Venue Questions to Ask	12
The Reunion Program	13
The Big Day Arrives	14
Wrap-up Stage	15
Kick It Up!	16
How to Find Classmates	17
Timeline for Mailings	18
Reunion & Schedule Ideas	19
Rochester Venues <i>(Hotels/motels, restaurants, catering)</i>	20
Checklist Time Line for Tasks	22
Budget Development	23
Sample Memory Book Survey	24

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Reunion Services:

- Provide our most up-to-date printout of your class list – names, addresses, email addresses and phone numbers.
- Promote your reunion information on the Lourdes Foundation web site and through the *Aquila* magazine.
- Arrange campus tours, mass in the chapel, or other uses of LHS facilities.
- Act as a clearinghouse of ideas so you can benefit from the experience of other classes.
- Provide on-going support for your reunion planning committee before, during, and immediately following the reunion.
- Assist in organizing a class gift effort or starting a scholarship in your class's name to benefit Lourdes students at LHS.
- Provide electronic versions of your yearbook (when available). To see your yearbook, check out the **Photo Gallery** tab at www.lourdesfoundation.org
- Another option that we have just started is **Event Registration** through our website. Many of the classes have paid dearly for websites to do their registration and RSVPing for their events. Lourdes Foundation has bought an events module that we hope to be able to offer to the classes soon so that they won't have that added expense, so please keep this in mind and perhaps your class could be the first (our "beta" class) to give a try!
- Many of the classes have started using Facebook to reconnect with classmates and had some great success stories. We also have a Facebook account – please join your classmates at *Lourdes Foundation Alumni Connection* and stay connected with upcoming events.

Why Have a Reunion?

For many it seems like the reason for having a reunion is obvious, but here are a few more thoughts:

1. Reunions offer a special time to share, reminisce and catch-up with people who were your entire world during your high school years!
2. Reunions provide an opportunity to relive your best high school memories.
3. Reunions strengthen your attachment to each other and to Lourdes High School.
4. Assist in organizing a class gift or starting a class scholarship to benefit Lourdes High School.

Please let us know if there is anything we can do to help you with your planning. Once you have a date set, we would be happy to put the information on our website as well as in the *Aquila*. You would be amazed at how many calls or emails we get asking if we have heard about any upcoming reunion information.



PLANNING YOUR REUNION

5 Keys to a Successful Class Reunion

1. Planning ahead.
2. Communication, Communication, Communication.
3. Working with the Lourdes Alumni Office.
4. Conveying Enthusiasm.
5. Having Fun!

Planning Ahead

Time. It's a limited resource for all of us. But for a reunion to be really successful it takes time to plan, communicate, plan some more and communicate some more. One of the best ways to overcome some of this challenge is to enlist the help of others – a number of your classmates, as well as the Lourdes Foundation Alumni Office.

Communication, Communication, Communication

Communication is critical. And there are a variety of ways to get the messages out...and a whole variety of people who need to receive them. E-mails, letters, phone calls, web sites, and newsletters can all be used to convey the messages. Classmates (both the reunion year and surrounding years), parents, and the Foundation Office are great resources for connecting with everyone you need to communicate with.

Working with the Lourdes Foundation Alumni Office

The Lourdes Foundation Alumni Office is a great starting point. We can provide an up-to-date list of classmates as well as contact information. Our database may also have parent contact information. We'll help you plan on campus events like a school tour or mass in the chapel.

Convey Enthusiasm!

Enthusiasm is contagious...it's just part of human nature. When your classmates hear you're excited – they'll be excited. Contact your most likely supporters and try enlisting them to help get the word out. As more people get involved the easier it will be. Just like laughter – it will spread before you know it!

Having Fun!

Reunions are a lot of work so it's important to HAVE FUN...and there are plenty of opportunities for you to do just that. As part of the reunion planning committee you'll be privy to all kinds of the "inside scoops" as you begin to network and spread the word about the event. Catching up with your classmates and sharing "updates" with others is one of the best parts of planning your reunion. Hearing the appreciation, curiosity, and excitement in the voices of your friends is a great experience. The feeling of accomplishment that you will experience after your successful event is complete will warm you from the inside for a long time. We guarantee it!

For some reunion years it's typical to not have a great response (for instance the 5-year or 10-year reunions). Don't get discouraged. Just try to do the best you can. Make the most of it even if only a few people show up. It will still be a memorable and appreciated event for those who can come.



ROLES AND RESPONSIBILITIES

The reunion planning process is easier when a committee shares the workload. It is important that decisions be made with the entire group to ensure that diverse opinions are heard and diverse needs are met. We recommend the following positions for your committee:

Reunion Chair (or Co-Chair)

Overall event coordinator and primary liaison between the Alumni Office and committee members. Plans meetings and establishes timelines. Establishes reunion budget with ***Site Coordinator*** and ***Attendance/Treasurer***. Ensures that all expenses are covered by classmate payments.

Site Coordinator

Researches event locations, possible music, and decorations resources. Negotiates with selected event location(s) and other groups to cover details of event contracts and price. Researches menu and beverage options. Works with ***Attendance/Treasurer*** to handle final payment of all event contracts.

Class Coordinator

Works with all committee members to find lost classmates. Communicates with Alumni Office to ensure that information is updated in the Foundation database. Coordinates reunion invitation process.

Attendance/Treasurer

Establishes class bank account. Accepts RSVPs and event payments from classmates. Accepts memory book details and forwards to ***Memory Book Coordinator***. Maintains accurate attendance list. Collects "walk-in" payments at event. Produces final expense records for Reunion Planning Committee.

Memory Book Coordinator

Accepts memory book details from classmates. Develops memory book using straight text or incorporating photos and other information. Distributes books to classmates at event.

Liturgy Coordinator

Should your class choose to include a liturgy as part of your reunion celebration; the Liturgy Coordinator will work with classmates to select readings and music, and arrange for a celebrant and musicians.

Photography Coordinator

Takes photos of classmates and event location (or arranges for a photographer) during reunion. Forwards copies of photos (digital preferred) with complete list of names in photos (including spouses and guests) to the Alumni Office for the publication in the AQUILA magazine as well as on the website. Works with professional photographer for a class picture if one is desired.

Class Gift/Scholarship Coordinator

The present and future of a quality Lourdes High School experience depends on a well-balanced financial position. The generosity of graduates makes a difference every day to students and teachers. The Class Gift Coordinator works with Lourdes Foundation staff to coordinate an effective and meaningful class gift effort.



EARLY STAGES – WHERE TO START?

(See Worksheet Attachment #1 – Time Line.)

#1 Develop the Committee.

At least one year before the event recruit a diverse committee of at least 6-8 classmates to get the planning process started.

#2 Set the First Reunion Planning Committee Meeting.

Gather planners to discuss role assignments. Examine the class list for “lost” and deceased members. Discuss plan for obtaining correct addresses and phone information. Brainstorm to determine the components of your ideal reunion event. What is essential, what would be “nice and what does your group want to avoid? You should get an initial idea of location as well as other details like food, beverages, entertainment, and decorations. Discuss event price. Do you want to include families and/or spouses? What time of year are most people able to attend? Do you want to combine your reunion with Homecoming? Is it important to interact with current students?

#3 Set Goals for the Next Meeting.

What tasks do you want completed before the next meeting? What information needs to be researched? Do you need to recruit additional committee members? Set a follow-up meeting date and determine an agenda.

#4 Create a Contact List.

Place committee members' names, phone numbers, addresses, e-mails, and roll assignments on a contact list. Ask the **Reunion Chair** to distribute this list prior to the next meeting and also to send a copy to the Lourdes Alumni Office.

#5 Contact Alumni Office with Details.

Please forward dates, times, locations, and contact information to the Alumni Office. We will start to implement LHS-wide communications and more!



MID STAGES—THE BALL'S ROLLING NOW!

#1 Update the Class List.

(See "How to Find Classmates," page 16.)

It is an important task to gather and forward updated contact information for your classmates. Young alums and parents do not always notify us of address changes. When classmates have exhausted their resources, the Foundation Alumni Office will publish the missing classmates in the AQUILA .

#2 Determine Activities and Interests.

There are a number of activities your class may be interested in doing. The primary goal of any reunion is to see and reconnect with your classmates and school. (See Attachment B "Reunion & Schedule Ideas," page 18.) A big question for many classes is whether to invite spouses and significant others. For a majority of classes who schedule two or three gatherings, one is for classmates only and the other is open to guests and some do a third family gathering.

#3 Assign Tasks.

Assign reliable people to carry out various organizing phases and tasks. See "Roles and Responsibilities" (page 5) to help guide the division of tasks.

#4 Research and Select a Location.

During the first committee meeting your group developed a vision for your reunion. You probably discussed location, price, entertainment options, food and beverage ideas, and everything and everyone else that you haven't seen since the last reunion! With these ideas in mind, the Site Coordinator will research event options and bring them to the Planning Committee for selection.

#5 Begin to Determine the Price.

To heighten attendance, keep your cost within a reasonable range. Over the years the price tends to correlate with your celebration. Your 5-year reunion will be less expensive than your 50-year reunion. See “Budget Development” worksheet on page 20 to help you determine your pricing.

#6 Consider Returning to Campus!

We would love to have your class return to campus as part of your reunion activities. Many would be amazed to see what’s changed since they walked the halls of Lourdes High School as well what hasn’t changed a bit since then! Nothing brings back the memories like a sense of place – the classrooms, the smells, the sounds of shoes or laughter in the halls. By returning to campus, your class can see how their support over the years has enhanced the facility for today’s and tomorrow’s LHS students. We can provide a guided school tour, reserve the chapel for mass, or even provide a student speaker.

#7 Discuss Class Reunion Gift Possibilities.

During the first committee meeting your group developed a vision for your reunion. We encourage your classmates to reflect upon the gifts you received from Lourdes High School and consider an effort to give back with a class gift or start a class scholarship. Contact the Foundation Alumni Office to discuss the next steps.



THE PURSE STRINGS—REUNION FINANCES

#1 Start an Account.

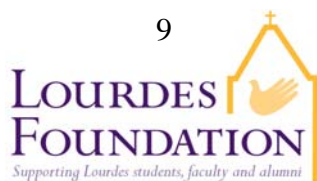
The **Attendance/Treasurer** is responsible for opening a reunion account for your event. The bank will cover the fee structure and procedures for the account. We recommend that the Reunion Chair and Banking Manager have signing privileges on the account. The bank may require a minimum opening balance. Each committee member could provide “seed” money for the account. Once the account is up and running the “seed” money can be applied to the event fee for committee members attending the reunion.

#2 The Second Meeting.

This gathering will be a big meeting. After considering all the information, begin to make some definite decisions about date, time, location, entertainment, decorations, menu, and finally, price.

#3 Develop a Budget and Set a Price.

This is the most difficult part of reunion planning. You must plan for every expense and leave a cushion for surprises and omissions. A thorough expense plan will help you set a fair price. The event fee should be affordable. Be sure to consider the age of your group. Are you



including spouses and significant others? Shoot for the moon in terms of “services” and then be ready to cut back so the event is accessible to all. People plan to pay more for a sit down dinner and dance. They may prefer a lower event fee that requires them to pay for their own beverages. Remember – this is NOT A WEDDING! A dance is not required. Fancy decorations are probably not necessary. Your classmates will want to visit and catch up. Everything else is secondary!

It is impossible to predict exactly how many classmates will attend. Attendance will affect your bottom line. The earlier and more often people receive information on the event, the more likely they will attend. If it is affordable they will probably attend. If their friends are going, they will maybe attend. If the date is free and known well in advance, they might attend.

BOTTOM LINE – Do not expect everyone to attend. Do not set your event price with this standard. **Plan on 33-50% of classmates attending.** If you book a space with an aggressive attendance goal, the site will base its projected food and beverage sales on that aggressive attendance number. You may be locked into these projections even if your attendance falls well short of your predictions.



GIVING BACK – YOUR CLASS GIFT

Lourdes High School continues to be an educational leader, with a challenging curriculum that emphasizes development of the whole person. We hope your class will help support the good work LHS teachers, administrators, and staff does on a daily basis. The gifts of many make a difference to every student!

#1 Set a Goal.

What does your class deem important? For many, giving to support students is high on the list. Financial aid scholarships are vital to many families. We encourage classes to consider directing a class gift to financial aid by starting a class scholarship fund.

As of 2011, Twelve Lourdes graduating classes have started tuition assistance scholarships to date. The Class of 1955 boasts the largest scholarship fund with almost \$133,000! The Classes of 1950, 1953, 1954, 1959, 1960, 1964, 1965, 1968, 1969, 1970, and 1998 all have started scholarship funds to date.

A Scholarship Fund can be started for any number of reasons by contacting the Lourdes Foundation. A Fund can be started to honor families, individuals, LHS Classes, organizations, businesses or as a memorial to those that have passed on.

Although there is no minimum amount to start a scholarship fund, the scholarship cannot be awarded until the scholarship reaches a minimum of \$10,000 and therefore,

considered a fully funded scholarship. Lourdes Foundation's policy states that 5% of the total amount of the scholarship is awarded. For example, a \$10,000 scholarship will produce a \$500 award to a Lourdes High School student.

Families must complete the financial edibility forms with Lourdes Administration. Lourdes Administration in turn, selects the scholarship recipient using financial eligibility forms completed by the family and evaluated by a third party firm. The donor and family set the criteria for the scholarship. The Lourdes Foundation does not see any family financial information and all information regarding scholarships are held in the strictest of confidence.

The next step is to consider the financial goal. Will it be based on dollars raised or percentage of participating classmates? For younger alums, participation is more encouraging.

#2 Work with the Foundation Office.

Every class is unique so we encourage the Class Gift Coordinator to work with Foundation staff to formulate the best plan for your class. We will factor in past giving and interconnect that with your goals.

#3 Consider a challenge to Another Reunion Class(es).

There's nothing like friendly competition! Encourage your class to be the class to energize others who are celebrating reunions. Not only does a friendly competition generate class pride, but it provides an example for all LHS graduates. Philanthropy is good! P

Perhaps your class had close ties with the class following yours or before your class and would like to challenge them to see which class could raise more money in their scholarship fund. This friendly competition could be re-energized every five years and benefit Lourdes students in the process.

#4 Celebrate Your Achievement.

No matter the final result, a good effort is to be celebrated. Invite a Lourdes Foundation representative to attend your reunion so that your class gift can be celebrated and presented. Anyone from the Foundation office, Tim Sitzer or Sheila Rainey, or one of the Foundation Board members would be honored to attend, or you may prefer to invite a teacher or student to accept your class gift.

LHS Class of 1955 celebrates their 50th reunion in the commons



SHOUT IT OUT! REUNION PUBLICITY

Good communication about your reunion plans makes all the difference!

#1 Create a “Save the Date” Postcard.

As soon as the date and location of your reunion are known, mail out a “Save the Date” postcard so your classmates can reserve the date on their calendars.

#2 Create a Facebook page for your Class Reunion

Many classes have found “missing” classmates by starting a Facebook page for their reunions. Social networking is a great way to connect classmates that you may not have been able to find in the phone book. Lourdes Foundation also has a Facebook presence at *Lourdes Foundation Alumni Connection*. Please “friend” us and see if you know any of your other schoolmates as well as keep up on any exciting school and alum news.

#2 Invitation Mailing.

The invitation mailing will be your most comprehensive mailing. Responses should be mailed to your **Attendance/Treasurer**. The mailing should include:

- Flyer/Invitation with details of location, time, price, and recommended hotel accommodations. Reservations are on a first-come/first-serve basis.
- Memory Book questionnaire.
- Request for Class Gift.
- List of “LOST” and deceased classmates. Ask classmates to review listing and forward any information known on lost classmates. Also forward any news of classmate deaths to Lourdes Foundation.
- Response card to include: names of attendees, change of address, e-mail information, food request (if applicable), and events to be attended by classmate.
- Consider an online presence for responses. There are several websites that specialize in reunion information. Please be cautious as some are very costly.
- Lourdes Foundation has purchased an event registration module with plans of offering it to class reunions for rsvp'ing. If your class would like to hear more, please contact us.

#3 Follow-up Mailings.

- Send out a REMINDER POSTCARD one month prior to the event. Besides being a reminder, this also encourages people who have not committed to consider attending. Remind classmates to bring class memorabilia, photos, or other items of interest. Add any last minute information.
- A WRAP-UP letter can be mailed out two weeks after your reunion to share progress of donations to your class gift (ask again if necessary) garner feedback, and direct classmates to the web site for photos and more.



QUESTIONS TO ASK WHEN CHOOSING A VENUE...

Start calling early to reserve a venue – spaces book up quickly for summer and fall events. When looking at event spaces and services, get a clear picture of what is available and what the contract requires. Here are some questions to ask:

- You must plan for tax and service fees. These will be added to your final bill. Know exactly what this expense will be before you set your event price.
- If the location is outside, what happens if it rains or is extremely hot or cold? What would be the cost of a tent rental?
- What is the room fee? Is it negotiable?
- What is the charge for other services? Consider tip, linens, bartender, setup, and cleanup.
- Is there a “minimum” charge you are responsible for no matter how many people attend?
- What if the final confirmation date for number of attendees? A location will usually prepare enough food for 3% above the confirmation number. Be sure to ask if you have room to grow. You don’t want to be in a situation where there is not enough food!
- Will the food service provide a limited number of special meals for vegetarian, special allergy requests (wheat/nut, etc.) or other health requests?
- Is the space “flexible” depending on the number of people attending?
- Are you required to pay for the room reservation in advance? If so, what amount or percentage?
- Can you bring in outside food or beverages?
- Exactly what time can you begin setup in the event location?
- What time with the site, band, or DJ be set up?
- What is the latest your group can be in the space?
- Can you return the next day to remove decorations (or for other needs)?
- What happens if you cancel?
- How does the location handle final payment? Will they bill you or are you required to pay on the day?

- When negotiating a contract be very conservative about the number of guests you plan on. Plan on less than 33-50% of all classmates to attend. Do not include spouses in your total. You can always add people to your totals on the day you guarantee your count. You can increase your food order at that time as well.



- **THE REUNION PROGRAM**

1. The reunion program is very important. Plan the program segments with definite time limits. Those attending expect and enjoy humorous anecdotes, but serious moments are also appropriate. Choose a master or mistress of ceremonies to lead the program and keep it moving.
2. Be sure to pay tribute to the memory of those who have died.
3. You can present awards to alumni who have traveled the farthest, have the most children, have been married the longest, have changed the most/least, etc. This can be a lot of fun if not overdone – but be sure not to embarrass anyone!
4. Give away some door prizes – perhaps Lourdes High School insignia items purchased from the Lourdes Music Boosters or gift cards purchased from the Rochester Catholic Schools Scrip Office.
5. Allow plenty of time for alumni to circulate and talk.

MEMORABILIA

Old pictures, uniforms, clippings, programs, etc. are fun to look at. Use yearbooks to highlight memories of past escapades as well as jog memories. Ask classmates to search scrap books, basements, attics, and garages for LHS artifacts to bring to the reunion. Be sure items people have brought in are labeled and handled with care. Remember to set aside a table to set things up – come early to put everything in place.

For most classes, Lourdes Foundation has an electronic version of your yearbook to utilize for a slideshow during your event. Please contact us if you would be interested in the pictures. If your class does decide to put a powerpoint presentation with pictures etc, please provide a copy for the Foundation as well so that we can save them for your next reunion as well as building up our library of alumni pictures.

NAMETAGS

Nametags are important – some people have changed even if you haven't! Whether computer generated or handmade, use large readable letters and have them prepared in advance.

PHOTOGRAPHY

Most classes have a good hobby photographer or two. Recruit someone to take candid shots at the reunion. You should also take a formal group shot of JUST class members.



THE BIG DAY ARRIVES

Measure twice, cut once. It's a cautionary tale and you'll want to make certain that all the work that's been done isn't undone due to last minute circumstances.

#1 Contact Your Site Representative and Vendors.

Your Site Coordinator should contact the site rep and any vendors several days prior to the event to review all details. Your committee may need to jump in with a possible "Plan B" if something unforeseen were to happen.

#2 Double-check RSVPs.

The Attendance/Treasurer should double-check your RSVPs and monies received. You may need to collect payment on site, so be prepared. Your RSVP list also affects name tags so adjust accordingly.

#3 Arrive Early.

You'll be happy you arrived early, just in case! Confirm with the Site Coordinator when the location is open for setup.

#4 Double-check Assignments.

Nothing can be more frustrating than not having clear assignments when you're pressed for time. Make certain that your Reunion Committee classmates all have defined tasks to complete on the day of your reunion. It will help avoid duplication of effort and minimize the frenzy as well as calm your nerves when you are running the "to do" list through your head!

#5 Enjoy and Have Fun!

All your planning for this event is complete, Great Job! Now take a deep breath and have fun! Enjoy! Remember, if your classmates are having fun and enjoying the event, you've accomplished your most important objective.



LHS Class of 1985 at a pool party



WRAP-UP STAGE

#1 Thank you!

Thank the members of the committee – lots of hard work paid off!

#2 Update the Foundation Office.

Please forward to Lourdes Foundation Office within one (1) week of the reunion:

- Attendee listing
- Updated addresses, phone numbers, e-mail addresses
- Photographs (preferably digital with classmates identified in each photo)
- Present class gift to Foundation representative(s) if not done during reunion
- Provide the foundation with a paragraph or two with maybe a group picture for next Aquila. Classmates that may not have been able to attend will want to know what they missed!

#3 Photos on Web Site.

If you provide digital photos with identifying information, they can be posted on the Lourdes Foundation web site and stored for future class reunions.

#4 Wrap-up Letter.

Send a letter to all classmates (attendees and non-attendees) regarding your reunion celebration. It may contain a roster of those attending, link to the Lourdes Foundation web site to view photos, announcement of your class gift, and any other additional announcements or information you wish to include.

Here are some ideas that can make your gathering a step above the ordinary!

- ***Giveaways.*** Giveaways are fun for everyone. Encourage classmates to donate items from their company or items they have purchased. Draw classmate names and as you pull out each one, recognize the donor as well as the winner.
- ***Remember Classmates.*** Memorial service and memorial donations are wonderful ways to remember your deceased classmates. You may do a prayer at the beginning of the event. As the name of each deceased member is read, a red rose can be placed in a vase to remember them. Donations in their memory can be directed toward the class gift.
- ***Ad Revenue.*** Sell ads in your Memory Book. Classmates get to promote their business while the class gets extra funds for reunion expenses and the Class Gift.
- ***Community Service.*** Invite classmates to gather for a community service project.
- ***Honor Classmates.*** Honor classmates who have made significant contributions to their community. Invite classmates to submit nominations before the event.
- ***Teachers/Staff Members.*** Invite your teachers or other staff members to your reunion! (Remember to determine payment options for them.)
- ***Audio/Visual Presentation.*** Put together a slide show. Invite classmates to submit photos and stories.



HOW TO FIND CLASSMATES

Several reunion planners have had success in locating “LOST” classmates by using a combination of the following. Have you had other success in locating people? Please let us know!

- **Class networks.** Provide a list of people that you are still trying to locate in your mailings. Often people will be in touch with each other but not with the school.
- **Family networks.**
- **Phone calls.** Your initial contact list from the Foundation Office will provide phone numbers for some people. Call them. They may have contact info for other others as well.
- **E-mails.** Sending e-mails is a time and cost effective way to stay in touch with people. Some web sites (like www.classmates.com) allow reunion organizers free access to their class for e-mail purposes.
- **Networking.** You never know who you’ll meet in a variety of settings: work, social, fitness, interviews, and travel to name a few. It never hurts to talk about your Lourdes experience – many times you’ll meet someone who knows another LHS alum!
- **Old Yearbooks.** Find someone who has access to yearbooks from all four (4) years. Often people attended school and did not graduate with the class, but still have an affinity for LHS.
- **Use technology.** Use some of the on-line resources like www.classmates.com, www.anywho.com, and www.switchboard.com along with various “white pages” web sites. One reunion organizer had great success using Yahoo and Alta Vista search engines. Once he found a potential classmate, he sent them a letter telling them who he was looking for along with a self-addressed stamped envelope. He asked them to respond even if they were not the person who he was looking for – this works best when looking for unusual names or if you have some idea of the city where the person lives.
- **Use social networking technology** Many classes have had great success finding classmates through social networking. Many people have a Facebook or Myspace account to keep in touch with family members in other states or countries.

You can update the Lourdes Foundation Office to help us keep our database accurate and timely by sending an e-mail to:

Sheila Rainey
Alumni Relations/Advancement
srainey@rochestercatholic.k12.mn.us

ATTACHMENT A – SAMPLE MAILINGS

Initial Mailing:	“Save the Date” postcard	(1 st class postcard)
Timing:	9-12 months prior to event.	
Purpose:	To reserve the date and attract more volunteers.	
Second Mailing:	Registration	(1 st class letter)
Timing:	Six (6) months prior to event.	
Purpose:	To share details including	
	<ul style="list-style-type: none">▪ Directions▪ Where to check in; parking▪ Times and places of events planned▪ Menu with dietary restriction check box and write-in space▪ Request support of class gift▪ If classmate unable to attend, ask for letters, notes, or photos to share at event on their behalf▪ Return payment	
Third Mailing:	Reminder Postcard	(1 st class postcard)
Timing:	One (1) month prior to event.	
Purpose:	Event reminder, but also to encourage those who have not committed to consider attending. Reminder to bring class memorabilia, photos, etc. Add any last minute information.	
Fourth Mailing:	Wrap-up	(1 st class letter)
Timing:	Within two (2) weeks after event.	
Purpose:	Brief synopsis of event; share progress of class gift (may ask again for donations), garner feedback, and direct to website for photos.	

ATTACHMENT B - REUNION & SCHEDULE IDEAS

Friday

- Join a current class and see LHS teachers in action (if during the school year).
- Cheer on an LHS team (if during the school year) at a sporting event, perhaps a Homecoming game. Check the Rochester Catholic Schools web site for schedules at www.rochestercatholic.k12.mn.us/
- Event centered around Homecoming Weekend. Lourdes Foundation sponsors an adult party after the Homecoming game Party at LHS with any alumni, family, friends. Cash Bar and snack foods with a replay of the game as an alternative.
- Cocktail hour at a local restaurant.
- Buffet, sit down dinner, or hors d'ouvres.

Saturday

- Brunch.
- Memorial service for deceased class members.
- Mass – ask classmates who are sisters or priests to participate in the Liturgy. Arrangement can be made to have mass at LHS. Your class would arrange a priest to say Mass. Lourdes Foundation can reserve the chapel at LHS with all the other necessities.
- Mass at St. Johns church at 4:30 p.m. with a special recognition of the attending class
- School tours.
- Go bowling, golfing, or ice skating.
- City bus tour.
- Visit Mayowood.
- Social and sleep-over at a local hotel.
- Memorabilia table and photo display.
- Cocktail hour at a classmates' apartment complex (community party/gathering room).
- Gather somewhere with free or low cover price entertainment.

Sunday

- Attend mass at one of the parishes
- Meet somewhere after mass for continental breakfast.
- Potluck family picnic.
- Lourdes Foundation sponsors a breakfast for your 50th class reunion usually held in the commons at LHS.

ATTACHMENT C – VENUES

For the most current hotels and meeting places, check the Rochester, MN website at:

<http://www.rochesterlodging.com/>

WORKSHEET #1 – TIME LINE CHECKLIST

The following is a suggested timeline and can be adjusted to for your needs.

Class of: _____ **Reunion Chair (Co-Chair):** _____

Phone: _____

E-mail: _____

One Year Prior

- First organizational meeting is held.
- Set reunion date.
- Communicate with Lourdes Foundation Alumni Office for web site posting and publishing in AQUILA. Request class list.
- Start deciding on event activities, locations, etc.
- Begin assigning tasks.
- Develop listing of teachers/staff you'd like to invite.
- Send out "Save the Date" postcards.

Nine months prior

- Begin Class Gift/Scholarship effort. Contact Foundation Office for help.
- Begin process of finding "LOST" classmates.
- Reserve any campus space you'd like to use (e.g. chapel for mass) via the Foundation Office.
- Reserve event location.

Six months prior

- Send out invitation mailing.
- Reserve all necessary rooms at a local hotel for out-of-town classmates.
- Continue to work on finding "LOST" classmates.
- Ask the Foundation Office to list "LOST" classmates in upcoming Aquila.

Two to three months prior

- Enlist the help of your classmates who have confirmed attendance. Share the list of unconfirmed people with contact information and encourage those who are coming to call or write them.
- Continue to work on finding "LOST" classmates.

One month prior

- Send reminder postcard (if deemed necessary).
- RSVP deadline!

Two weeks prior

- Memory Book reaches final edit.
- Release any extra hotel rooms so that others can use them if your class doesn't need them. Double check with your selected hotel regarding their release policy.

One week prior

- Submit reservation numbers to caterers/banquet facilities.
- Memory Book is produced.
- Make nametags.
- Conduct last Reunion Planning Committee meeting.

Day before

- Meet with site location contact and walk through full details.
- Verify assignments of all Reunion Planning Committee members for tomorrow.

Day of

- Double-check RSVP listing.
- Make any additional nametags. Bring along extras and markers.
- Set up – decorations, nametags, giveaways, centerpieces, etc.
- Present class gift to Lourdes Foundation representative.
- Encourage feedback from classmates.
- Have Fun! You've deserve it!

After

- Provide Lourdes Foundation Alumni Office with digital photos for web site and AQUILA publication, copy of Memory Book (if applicable), and updated classmate address information including e-mail addresses.
- Also give samples of your mailings to LF Alumni Office – they are really helpful for planners of other reunions.
- Wrap-up details – put together recommendations for your next reunion!
- Compose and send out a wrap-up letter to your classmates – include both those who came and those who didn't.
- Say thank you to the Reunion Planning Committee. Consider having a celebratory gathering.

WORKSHEET #2 – BUDGET DEVELOPMENT

Class of: _____ **Number of Graduates:** _____

Expenses

1. Printing and Postage
 - a. "Save the Date" postcard
 - b. Invitation
 - c. Follow-up mailing
2. Decorations
3. Food & Beverage (include tax and tip estimation)
4. Location Deposit & Fee
5. Cost of Activities
6. Memory Book
7. Nametags
8. Giveaways
9. Other

Revenue

1. Attendance
2. Class Gift Donations

Hopefully you will have some funds leftover to establish a start-up amount for planning your next reunion. If not, you may consider asking for a small amount from classmates in your wrap-up letter.

WORKSHEET #3 – MEMORY BOOK SURVEY

Please return this form by: _____

TO: (Memory Book Coordinator Name & Address)

Class of: _____

Maiden Name	Last Name	First Name
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Address

City	State	Zip Code
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Home Phone	E-mail
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Family

Spouse's First Name	Last Name	LHS Grad Yr (if applies)
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Child	Child
--------------	--------------

Child	Child
--------------	--------------

Education

College/University/School	Degree	Grad Date
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College/University/School	Degree	Grad Date
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Employment

Job Title	Company Name
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What have you been doing the last _____ years?

What are two of your favorite LHS memories? Favorite teachers?