

Knoxville Catholic High School

Reunion Planning Guide

The alumni office is able to assist with classmate lists, posting reunion information on the KCHS web site, and providing help or suggestions with reunion planning activities.

Please contact Megan Locke with any questions. (865) 560-0509

- Arrange first reunion committee meeting
- Coordinate the search for former classmates
- Collect seed money Decide date(s) and desired activities
- Decide where to hold event(s) / make calls to secure venue(s)
- Tours of the high school campus are available:
 - Megan Locke or Ellen Hunter (865) 560-0509 to make arrangement
- Set up budget estimating ticket price(s); attendance; expenses
- Miscellaneous expenses should include postage for mailings, printing charges for announcements/flyers/envelopes/postcards, address labels, venue rental costs, entertainment, etc.

1. NINE MONTHS PRIOR TO THE REUNION

- Divide duties/responsibilities among committee members
- Prepare the first announcement and reservation forms. Be sure to mail copies to the KCHS Alumni Office for posting on the web site
- Plan the committee's "mailing meeting" and send out the first reunion notice to classmates
- Reserve photographer's services.
- Consider opening a class bank account
- Organize all paperwork into files
- Check various web sites for locating "missing" classmates

2. SIX MONTHS PRIOR TO THE REUNION

- Update class list
- Consider second mailing
- Prepare list of "missing" classmates
- Plan "mailing meeting" and send out second announcement with the "missing classmate" list included
- Plan and design other components that you want to include in the reunion activities such as tickets, nametags, memory album, class year display/nostalgia area, banners, video and/or slide show
- Begin preparation of a memory album
- Send information to media sources: newspapers, radio stations, cable access channels

3. THREE MONTHS PRIOR TO THE REUNION

- Another update of class list
- Forward a second announcement with updated information to local newspapers, radio stations, cable televisions, and KCHS web site.
- Consider phone calls to class members that have not responded to mailings
- Consider gifts and/or items for prizes

4. ONE MONTH BEFORE REUNION

- Continue phone drive
- Update class list
- Send reminder notices
- Edit alumni histories for memory album
- Make nametags
- Create printed program
- Prepare verbal program notes and special announcements
- Purchase gifts and/or door prizes
- Prepare photo collage, signs, displays

5. TWO WEEKS BEFORE REUNION

- Verify attendance information and print list of paid guests
- Verify those volunteers who will man the “welcome home” tables
- Order and/or prepare table decorations
- Confirm attendance of DJ/entertainer, videographer, photographer, etc.
- Finalize program announcements
- Verify the delivery/collection of prizes/door prizes/awards
- Proof memory album draft and any other handouts/take to printer
- Mail tickets to reunion event(s)

6. ONE WEEK BEFORE REUNION

- Prepare final list of attendees
- Prepare packets _____ Will call _____ Pre-paid ticket holders
- Make any other necessary signs, etc.
- Give meal count and balance due to restaurant/venue
- Confirm with venue manager that all requested items would be available including registration tables, easels, bulletin boards, microphone, lectern
- Have a contingency plan regarding final arrangements and committee responsibilities
- Prepare reunion day checklist

7. DAY OF REUNION!!!!

- Enjoy yourself! Be sure to have fun!
- Don't forget reunion day checklist!
- Set up for the party!
- Decorate with spirit items, banners!
- Retrieve supplies at the end of the reunion...

8. AFTER THE REUNION

- Prepare photo album and send to photographer
- Send thank you notes
- Send out memory albums and photo books to those classmates who were unable to attend
- Final accounting of reunion revenue/expenses
- Contact KCHS Alumni Office for posting reunion photos on the web site
- Forward updated class list to the KCHS Community Relations Coordinator, mlocke@knoxvillecatholic.com or mail to: KCHS Alumni Office, 9245 Fox Lonas Road, Knoxville TN 37923