

## Reunion Guide

The Development Office encourages classes to have class reunions. We are able to help by providing contact information, advertising your reunion on the school website, John Bapst alumni Facebook page, and in *The Round Table*. Development Office staff can also meet with reunion organizers to discuss reunion planning ideas. Ultimately, however, each class is responsible for making and carrying out reunion plans. The following outline can be used as a guide to plan your next class reunion.

### Want to Have a Class Reunion?

Do you know any classmates who also share your enthusiasm for a reunion? Organize a Reunion **Planning Committee** to take shared responsibility for organizing all components of the reunion. To get started, contact the Development Office by contacting Lynn Doughty or Jennifer Tower at 947-0313 ext. 104. They can provide contact information for your former classmates to help get you started.

The contact information is not to be used for any other purpose, whether to sell or give any goods or services for the personal gain of the holder of this information or any organization the holder may belong to or be employed by. If, during the reunion planning process you uncover new contact information, please let us know so we can maintain up-to-date information.

We recommend a minimum of three organizers to begin the event planning and to research the whereabouts of graduates for whom no contact information is available. If at all possible, at least one member of the Reunion Planning Committee should reside in the greater Bangor area.

### How to Find Contact Information

Divide between the RPC the list of classmates for who contact information is missing. From there, contact friends, parents or relatives of classmates, or use the internet to find current contact information. A list of missing classmates can also be published in *The Round Table*.

### When to Have a Class Reunion

Generally reunions are planned on a fifth multiple of your graduation year. Most classes schedule their reunion to occur during the summer, from mid-June through late August; but no time of year is off-limits. Classes planning their first reunion (usually the 10<sup>th</sup> reunion) might find that planning a reunion for the day after Thanksgiving or Christmas will be the time when the most out-of-towners are likely to be in the Bangor area. **The earlier the selected date is communicated to the class, the greater participation in the reunion becomes.**

Some committees select a date or weekend and then inform their class. Others poll their classmates in early fall of the preceding year to choose from a selection of date options. This model results in a date that will maximize attendance at the reunion. **Communicate your selected date early!**

## **Where to Have a Class Reunion**

Though most John Bapst reunions have been held in the greater Bangor area, they can be held anywhere the organizers believe suits their needs. Restaurants, catering facilities, a classmate's home or camp or a park are all options.

Some portion of a reunion can occur at more than one site. Some classes choose to have an informal family night the day before the reunion. Others organize activities like golf or shopping trips. Most opt for at least one traditional reunion evening to include either just a cocktail hour or a full catered meal.

If planning an activity in addition to the traditional banquet or party, consider the age of your classmates. Will they bring their children with them? If so, an event that includes the children and classmates is usually a hit, if the weatherman and reunion organizers plan ahead.

## **Tour of the School**

Another popular event is a tour of John Bapst, which can be scheduled as part of the reunion.

## **Popular Ideas**

There are many ways enthusiasm can be generated to make your reunion special and memorable. Following are a few items to consider:

- Create a webpage just for your reunion. (We can help!)
- Create a Facebook page for your reunion.
- Create a Reunion Yearbook containing a brief (1-2 pg) 'This is my life since John Bapst' written by each member of the class. Copies can be distributed at the reunion.
- Create nametags from yearbook photos.
- Create nametags for spouses or partners of classmates with yearbook photos of the graduate with extra bold title, 'I am with...'
- Decorate your event in purple and white.
- Give everyone in attendance a reunion souvenir.
- Create an 'In Memorial' board; feature a yearbook picture of each classmate who is deceased, with an appropriate verse or quote.
- Plan for a group photograph of all who attend to be published in *The Round Table*.

## **Reunion Gift to John Bapst**

Many classes make arrangements to present a reunion gift to John Bapst. The Development Office can assist with possibilities or suggestions.

## **Class Reunion Timeline**

The sooner the date for a reunion is released to the class, the greater the number who attend! The following timeline assumes a summer reunion date. Adjust accordingly for other times of the year. The items in bold are time sensitive for publication in *The Round Table*.

<p>July, during the summer <i>before</i> your reunion year.</p>	<ul style="list-style-type: none"> <li>• Contact John Bapst Development Office for list of classmates and contact information.</li> <li>• Form Reunion Planning Committee.</li> <li>• Review class list for missing classmates &amp; incorrect contact info.</li> </ul>
<p>August</p>	<ul style="list-style-type: none"> <li>• Send letter or email to classmates: <ul style="list-style-type: none"> <li>✓ Announce reunion</li> <li>✓ Provide known information</li> <li>✓ Ask for help with planning</li> <li>✓ Specify where help is needed</li> <li>✓ List missing classmates</li> </ul> </li> </ul>
<p>September</p>	<ul style="list-style-type: none"> <li>• Provide list of missing classmates to the Development Office for publication in <i>The Round Table</i>.</li> <li>• Research possible event locations.</li> <li>• Select date of reunion.</li> </ul>
<p>October</p>	<ul style="list-style-type: none"> <li>• Decide where reunion will be held.</li> <li>• Decide if souvenir will be given to each attendee.</li> <li>• Consider and begin planning for a class gift.</li> </ul>
<p>November</p>	<ul style="list-style-type: none"> <li>• Determine cost for each attendee.</li> <li>• Decide deadline for receipt of payment and registration.</li> <li>• Write to inform class of all final details: Dates, times, locations, cost, and registration deadline.</li> </ul>
<p>January</p>	<ul style="list-style-type: none"> <li>• Determine who is responsible for: <ul style="list-style-type: none"> <li>✓ Decorating facility</li> <li>✓ 'In Memorial' display</li> <li>✓ Name tags</li> <li>✓ Managing Payments</li> </ul> </li> </ul>

February	Inform the Development Office of all final details, classmates for whom you have no contact information, and corrected contact information.
March	Contact those who have not yet responded.
April	Contact facilities to confirm details.
May	Check progress of any special activities.
June-Aug.	Have fun at your reunion!

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