

DeLaSalle Alumni Relations

Reunion Planning Guide

Reunion Traditions

DeLaSalle celebrates reunions for every five years removed from school up until the 60th Reunion. For example, in 2012, we will celebrate reunions for classes that graduated in 1952, 1957, 1962, 1967, 1972, 1977, 1982, 1987, 1992, 1997, 2002, and 2007.

Each class year that is celebrating a reunion, in the given year, will form a committee with the assistance of the Alumni Relations Office.

DeLaSalle's Reunion Services

The Alumni Relations Office is here to assist you in the planning of your reunion. Below is a listing of the services that we provide. Additional information on some of these areas can be found throughout the planning guide.

- Class List - Mailing addresses, e-mail addresses, and phone numbers
 - ✓ See section on Finding Lost Classmates
- Save-the-Date and Invitations Printing & Mailing
 - ✓ Invitation & Mailing - Cost will be covered through the school, if the committee chooses one of the standard invitation templates.
- Communication promoting reunion via:
 - ✓ DeLaSalle Website - Reunions Page
 - ✓ E-Mail invites and reminders
 - ✓ Highlights - Alumni Newsletter announcements
- Registration and Reunion Payments
- Nametags
- Print Memory Book (applies to 50th Reunion only)
 - ✓ Memory Books will be printed in black and white with a color cover, if classes wish to have books printed in color, bound, or designed with other variations, additional costs may apply
- Assistance through the planning process
- On-site meeting rooms and/or reunion sites



Reunion Committee Responsibilities

Each class will form a group of volunteer representatives to form the Reunion Committee. This group will be responsible for working together to make decisions in regards to date, location, events, and pricing for the reunion. Below outlines in more detail the responsibilities of the committee members.

- Date & Location (See list of Venue Suggestions)
 - ✓ Decisions are made by the committee
 - ✓ DeLaSalle Alumni Relations Office will provide a listing of previous locations (note: classes are not limited to just this list)
- Class List Clean Up
 - ✓ As explained earlier, the Alumni Office will provide Class Lists, including, active, deceased and lost classmates:
 - Lost List - Classmates whom the Alumni Office do not have up-to-date information on. (See list of Classmate Information Resources)
 - ✓ Committee is responsible for updating information on these lists back to the Alumni Office prior to any reunion mailings. We suggest to divide the list up and assign a committee member the responsibility for a group of classmates.
- Calling Communication
 - ✓ After Save-the-Date and the official invitation mailing, committee members are encouraged to have an evening where they get together and call their classmates. This time is used to get rough numbers of classmates that intend on attending the reunion event(s)
- Website & Social Media
 - ✓ If the committee wishes to communicate with classmates via a class website/webpage or Facebook, this is the responsibility of the committee not the Alumni Office.
 - ✓ There is a partnership with the Alumni office for classes to have a webpage, specific to their class within the DeLaSalle Alumni webpage. (See DeLaSalle Sponsored Webpages)
- Food Selection
 - ✓ Committee will be responsible for choosing the menu for the event. (Note, if your class is planning a reunion please refer to the Reunions on Campus section)

Reunion Budget & Finances

When considering venue and reunion activities the committee should consider the following costs into the total ticket price per person that is advertised to their classmates:

- Venue Deposits
- Food/Beverage (including tax & gratuity)
- Entertainment
- Decorations
- Supplies
- Room Minimums

Reunion Planning Timeline

Early Stages (10-14 Months prior to event)

- Form a Reunion Planning Committee
- Set date for first meeting - Suggested at least 10 months prior to reunion
 - ✓ Goal for the 1st meeting:
 1. Discuss type event you would like your reunion to be.
(Exception: 50th Reunion is always held on Reunion Weekend at De)
 2. Research event location, entertainment, decorations, and other details.
 3. Begin updating class list, notifying the Alumni Office of any changes.
 4. Designate committee chairperson & sub-committees (i.e. Lost Classmates, Decorations, Entertainment, Registration/Marketing, Class Gift, for 50th Reunion only, Memory Book - See Sub Committee Responsibilities)

Decision Making (6-10 months prior to event)

- Set date for second committee meeting:
 - ✓ Goals for the 2nd meeting - Make final selections for:
 1. Date and time of event
 2. Venue location
 3. Budget and price of the event (Ticket price per person - covering all expenses)
- Send out Save-the-Date postcards & e-mails
 - ✓ Submit any classmates information updates to the Alumni Office prior to mailing
 - ✓ Alumni Relations Office will provide a mock up of the Save-the-Date for approval and will handle mailing for the postcards, as well as, e-mail communication.

Put the Details Together (4-6 Months)

- Continue to update classmate contact information.
- Set up 3rd meeting - Two Part Meeting: Event Details/Classmate Calling Night
 - ✓ 1st part: Decision making on details of the event such as:
 - Food/Menu
 - Entertainment
 - Decorations
 - 50th Reunion (Only) - Memory Book
 - ✓ 2nd part: Divide class list between committee members to call each classmates. During these phone calls, committee members should be verifying that classmates received the Save-the-Date, clarifying information that is on file, and seeing if classmates plan on attending.
- Work with the Alumni Office to design your reunion invitation
 - ✓ The committee can choose from the invitation templates provided by the Alumni Office, with printing and design costs covered.
 - ✓ If the committee decides to choose their own design, the cost then becomes responsibility of the committee to cover printing, design, DeLaSalle will still cover postage.
- For 50th Reunion - Memory Book layout should be completed and sent electronically to the Alumni Office by June 1st of your reunion year.

Reunion Planning Timeline

Invitation Follow-Up (Two months prior to reunion)

- Send Invitations 8 weeks prior to the event
- RSVP's will be sent to DeLaSalle
- Arrange a 4th Meeting - Invitation Follow Up Calling
 - ✓ Committee makes phone calls to their designated list of classmates to follow up on invitation information.
- RSVP's will be due 4 weeks prior to the event - to allow for some that may be late.

The Final Touches (Weeks leading up to the event)

- Two weeks prior to the event, arrange your last meeting to go over event details and committee member assignments.
- Alumni Office will communicate the following with the vendors needed:
 - ✓ Final guest count to caterer/venue
 - ✓ Nametag printing
 - ✓ Attendance list for check-in with registration information

Classmate Information Resources

As mention the Alumni Office will provide committee members a list of classmates including, active, deceased, and lost classmates. We expect the committee members to commit to updating the list with current information. All updates, must be sent to the committee member appointed to Lost Classmates, who will then send updates to the Alumni Office. Updates are preferred to be sent via e-mail. We have put together a list of websites that previous classes have found successful in locating classmates.

- www.google.com
- www.legacy.com
- www.peoplesearch.com
- www.ancestry.com
- www.infospace.com
- www.spokeo.com
- www.infousa.com
- www.facebook.com

Sub Committee Responsibilities

Lost Classmates	Decorations	Entertainment	Marketing/ Website	Class Gift	50th Memory Book
Responsible for tracking updates for class list and communicating them to the Alumni Office.	The extra touches to the reunion (i.e. trivia place mats, centerpieces, photo decorations, etc.)	The fun games, slideshows, DJ, band, or iPod music, activities for the family, Twins games or other sporting events.	Communicate with classmates about reunion events via the class website and any social media outlets.	Organization of any donations from the class to the school (i.e. special purchase, class brick purchases, or special scholarships)	Collection of questionnaire data. Layout of data into book format and submit to Alumni Office.