

Step by Step



This step-by-step guide was developed to assist Shelby County Reunion Committees in creating a reunion to remember for years to come.

Step by Step

- Contact fellow classmates to determine if anyone else has started a committee yet.
- Notify classmates by email (if available) and john@scalumni.org that a committee has formed.
- Gather volunteers to form the reunion committee.
- Compare your roster to the SC Alumni roster on the <http://scalumni.org> web site. Please notify john@scalumni.org of any corrections.
- Search for alumni as soon as possible. Start 15 to 18 months before your reunion. Some classes start as much as 3 years earlier.
- Set up a bank account if one does not already exist.
- Brainstorm and assign tasks to get the plans rolling.
- Set a date and reserve the banquet hall.
- Make up flyers, postcards, and/or website.
- Notify john@scalumni.org of your reunion, date, location and changes to roster. Update as additional information becomes available.

Reunion Committee Positions

Chairman

Assign committees and establish deadlines for tasks assigned to each committee. Start planning early and stay on top of it.

Treasurer

Maintain cash flow relating to the committee, reports collections and expenses at meetings and opens the bank account. Rule of thumb: require two signatures on all checks. If bank permits, have three signatures on hand in case one person is not available.

Secretary

Record notes and discussions at each meeting and prepare agendas for future meetings.

Roster Coordinator – on going position

- Use a computer to keep ongoing roster of classmates and information.
- Scan yearbook photos if not already available.
- Print labels for mailings and nametags.
- Keep the roster updated and bring printouts to the meetings.
- Work with the Newsletter Editor to maintain the roster.

Newsletter Editor – on going position

- Create a quarterly or yearly newsletter.
- Send newsletter via email or US mail.
- For rejected emails or returned mail, notify the Roster Coordinator immediately.

Media / SC Alumni Liaison

- Publish a pre-registration form that includes the Chairman's and Media / SC Alumni Liaison's name, phone number and email address. Also, indicate who will be the liaison between band, DJ, caterer, banquet manager or any other hired help. The pre-registration form is emailed or mailed at least six months prior to the reunion.
- Contact local newspaper, radio, outdoor sign companies and other advertising opportunities.
- Request the Shelby County Chamber of Commerce add the reunion announcement to their electronic sign in front of the Porter Pool. Visitor Center.
- Email john@scalumni.org the reunion announcement, registration form, name of photographer, committee meeting photos, etc.

Provide names of classmates in the group photos.

Provide names of classmates and spouse in reunion photos or provide captions.

Locating Classmates

- Make as many personal contacts as possible. This means phone calls, visits or mailings.
- Search for alumni as early as possible using as many people possible on this very **important** task.
- Publish names of missing classmates in the newsletter. This will get classmates involved in the search, especially if you specifically request, "Forward this to any other classmates you know." If you don't tell them, they won't do it.
- A computerized list is important for tracking, printing mailing labels, and nametags.
- Stay in contact, then the task of locating missing classmates is easier as you approach your 20, 30, 40 and 50-year reunions.

Location, Date and Pricing

- Call banquet halls at least 12 months ahead to find out what weekends are available in the month you wish to hold your banquet. Reserve date and confirm price. Pick menu and the type of bar services in order to obtain a price. Ask if there is an adjustment factor since the reunion is a year away. Contract signed by Chairman or Treasurer.

- Locate a caterer and/or bartenders to provide the food/drinks and get a firm price for the menu if the hall is not providing these services. Contract signed by Chairman or Treasurer.
- Preview the bands or DJs ahead of time by attending one of their other events to experience their sound system and talent. Contract signed by Chairman or Treasurer.

Registration

- Ask committee members to pay for their reservations as soon as price is established. This money will help with the start-up cost.
- Alumni should pay for reunion and group photo at the time of pre-registration. Offer a discount for pre-registration over walk-ins if received 30 days before the reunion.

At the Reunion

- Anticipate congestion at the check-in table. Late-comers may argue that they shouldn't have to pay full price, and some may slip in without paying.
- Set the price a little high for those who had not pre-registered.
- Try to gain access to the room as early as possible to decorate and allow time for committee members to go home and get ready.
- Get 2-3 volunteers that are not in your class to help at the reunion with check-in and photos so you will have the opportunity to greet and mingle.
- Double, triple and quadruple check the names on any memoriam display to be sure the person has passed away. Unbelievably, a class had listed someone as deceased who showed up to the reunion!
- Assign the Media / SC Alumni Liaison or another person to direct the band, DJ, caterer, banquet manager or any other hired help and this in the pre-registration form. This prevents drunks and rabble-rousers from ruining a good time. Any requests should be directed to the designated person and classmates should know who that is before hand.
- Make sure the band/DJ has a portable microphone that committee members will have access to throughout the evening. During band breaks, you can hand the mike to PRESELECTED classmates to share embarrassing moments and memorable stories. DO NOT hand the mike to random attendees.
- Speeches should HAVE a limit. Classmates came to socialize not listen to long winded speeches.

Other Suggestions

- Volunteer to help the class before you at their reunion. They will need someone to help the night of their reunion so they can enjoy themselves. This may give you ideas for your reunion and you are sure to have fun, since you went to school with them, and who knows, maybe they will volunteer some of their time to assist you with your reunion.
- Invite your favorite teachers and have the reunion committee sponsor their entrance fees and cost of dinner.
- Spend the money on food rather than table decorations.
- Have a Power Point Presentation made from photos from yearbooks from Freshman through Senior years.

Reunion Tips

- Review other hints in this section of the Shelby County Alumni Web site.
- Submit any ideas, suggestions or comments to john@scalumni.org that can be shared with other classes for their reunions.
- To classmates, who live locally and state, “Why should I attend, I see them all the time.”, respond with, “Yes, but there are those traveling some distance that are looking forward to seeing you.”

Feel free to contact john@scalumni.org for any questions or concerns.

A special thank you goes out to alumni who have shared advice, ideas, experience and input for this page.