

St. Mary's High School Alumni Office
51 Clapham Avenue
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(516) 627-4605

REUNION GUIDELINES

I. Selecting a site:

Reunions may be held on or off St. Mary's premises.

If held on premises, it would be in one of the gymnasiums, and the Alumni Office will assist the committee with:

- food
- drink
- table & chair rentals
- waiters/bartenders
- decorations
- disc jockey
- Alumni listing from our database
- "Save the Date" postcard
- invitations
- handling money

If held off premises, the reunion committee and/or the alumni director is responsible for negotiating the contract, keeping in mind:

- A date that doesn't conflict with other major St. Mary's functions, and allows sufficient time for planning and communication.
- The room capacity/guarantee -A successful reunion generally has somewhere in the range of 75 people. Do not guarantee more than that, but try to get a room that can accommodate more, just in case.
- Flat fees charged by the caterer in addition to the per-person fees make it difficult to set a price for the event. (this might include bartenders, valets, room use fee, etc.).
- We will submit a final number of attendees to the club 5-7 days prior to the event.

The Alumni Office will help with:

- Alumni listings from our database
- disc jockey (if needed); an iPod can save a class a lot of money
- "Save the Date" postcard
- invitations
- handling money

2. How much to charge -the amount per person has to be balanced between keeping costs reasonable enough that most people can attend and making sure all costs are covered and should be calculated taking into account all of the following factors:

- food
- drink
- disc jockey
- decorations
- invitations, postage. labels and handling (about \$5.00 per person)

- sponsoring attendance of faculty members
- any other special materials (memorabilia) as the committee sees fit
- the Alumni Association does NOT pay for reunions, the class will assume ALL financial liabilities. There are NO EXCEPTIONS.

3. **Gathering people:**

- The Alumni Office will provide a list of all alumni names, addresses & phone numbers currently in our database.
- The committee compares this list to the boys' and girls' yearbook for their class, keeping track of who is included that shouldn't be and who isn't that should.
- A list of "missing people" (who graduated with the class, but we have no current information on) is prepared and sent out with the "Save the Date" flier, as soon as possible after selecting a date and site.

4. **Publicity:**

- Invitations will be handled by Alumni and Communication Office.
- An announcement of the event can be inserted into the Alumni Magnificat (SPRING or WINTER), St. Mary's bulletin and other local parish bulletins.
- The committee begins contacting people to drum up enthusiasm.
- A save the date postcard will be mailed 6-7 months before the event.
- About six to eight weeks before the reunion, invitations are mailed.
- In these last six weeks, the committee calls people to drum up enthusiasm and reminds them to send in their responses.

5. **Faculty:**

- If the committee wishes to invite faculty members, they attend as complimentary guests.
- For an on-site reunion, the expense of a few faculty members attending can be easily absorbed.
- For an off-site reunion, the cost either has to be built into the price per person, or individuals may choose to sponsor faculty members' attendance.

6. **Handling money:**

- Money will be handled by the Alumni Office. We will accept payments with responses that are mailed. We can also accept credit card payments over the phone or through the alumni website. We will collect payment at the door for those who did not register.
- Upon completion of the reunion the office will submit final payment to the venue.

7. **Class Gift:**

- A class gift should be considered by the committee to raise funds for St. Mary's Alumni Associations Annual Fund. This fund helps support the needs of the school and its students.
- It is traditional for any leftover funds to be donated to the St. Mary's Alumni Associations Annual Fund.

7. **Other considerations:**

- There should be name tags available at the reunion.
- The committee may choose to distribute an updated class list to all attendees.
- The committee might wish to research local lodgings so they can make recommendations to out of town attendees.