



# O'Dea High School Class Reunion Guidelines

## **Planning your Reunion: Step-by-Step Help and Tips**

### Services of the Alumni Office

- Two mailings: this includes supplies at the discretion of the Development Office and assistance with design. The committee will be responsible for postage, labeling and stuffing mailings.
- Publicity and contact information on the O'Dea website and publications throughout the year.
- Committee meetings can be held at O'Dea High School with the assistance of the Development Office.
- Photos from archives, annuals, and clippings from class files can be borrowed to make nametags, pamphlets, or a class collage. The committee will need to be responsible for setting up a time to gather this information and return it in good condition to O'Dea.
- The Development staff will work with the committee to secure any appearances by Principal, James Walker, or any other staff.
- The Development Office will not staff your Reunion events, but will give tours of the school on a mutually agreed upon date.

### Committee Suggested Timeline

Oct - Nov	Form committee; choose committee chair
Nov - Jan	Update class mailing list
Jan	Reserve venue; return updated list to the Alumni Office
Feb	
Apr	Plan events and first informational mailing to classmates
Apr - May	Second mailing to classmates for reservations
May – Oct	Plan awards, special programs, and any handout pieces
	Reunions

## Committee Responsibilities

- Writing Letters - The first informational mailing should provide the main details for the class reunion and include a biographical survey to help plan additional activities based on family status, interests, etc. The second mailing is to take reservations and payment. Including a pre-addressed envelope and/or e-mail/web site to help expedite responses if desired.
- Updating the Class List - Calling and/or e-mailing classmates to verify addresses using directories, internet searches, and classmates to find missing addresses of classmates. Report all changes back to the Alumni Office to update records.
- Handling Class Funds - Setting up an account with a local bank or designate a treasurer and collecting and depositing checks.
- Handling Event Details - Reserving the facility, caterer, photographer band, and/or DJ. Choosing decorations, arranging deliveries, and forming a set-up committee. Staffing events including finding volunteers to serve as event set-up and take down, greeters, money collectors, photographers, etc.
- Communicating with Classmates - Create a class e-mail list, or class website on social media for regular updates. Organize a phone effort to encourage attendance and update addresses.

## Suggested Venues

### **Inexpensive or Cost Free:**

- O'Dea High School (no alcohol on premise)
- Classmate's Home
- Apartment Clubhouse
- Church Social Hall
- Party Room at Restaurant
- Restaurants/Lounges

### **Specific locations and tips of previous reunions:**

- Tour of the school.
- The Parish Outreach Center across the street from St. James for slide shows/food/drinks/etc.
- Usually the events are separated where one event is with wives/significant others and the other event are just the guys.
- Attending the Homecoming Football Game in September or October.
- Events such as Golf Tournaments, or even the O'Dea Golf

Tournament.

- Having a BBQ in the O'Dea courtyard.
- Receptions in the O'Dea Gym.
- Reserving class tables at the Italian Dinner and POSH Auction.

### Suggested Caterers

- Classic Catering - <http://www.classiccateringnw.com/> (425) 450-5591 [info@classiccateringnw.com](mailto:info@classiccateringnw.com)
- FootPrint Catering - 206-217-4511 [footprintcaters@aol.com](mailto:footprintcaters@aol.com)
- Susan Magan Catering - (425) 814-6151

### Other Suggestions

- Make a class contribution to O'Dea High School
- Bind a biographical survey into a booklet and give out at the reunion
- Create a class directory
- Display class photos, memorabilia, or old uniforms
- Vote on "most changed," "greatest distance traveled," "most number of kids," etc.
- Create nametags with class photo and have spouse wear the photo as well
- Contact local newspapers and radio stations and have them announce the reunion
- Invite former teachers, coaches, even non-graduates who were in your class
- Video activities to watch at a later reunion or send to those who cannot attend
- Hire a professional photographer to take a class picture  
Utilize the O'Dea website to get information out about reunions and post pictures from the reunion