



# IT'S TIME FOR YOUR REUNION

*Dear Committee Chair:*

*On behalf of the staff at Classic Reunions, we would like to say “thank you” for allowing our company to assist you in planning, organizing and producing your class reunion.*

*By working with Classic Reunions, you’ll find that you can relax knowing that the many details involved in planning your reunion are being carefully attended to by myself and my staff. Once the decisions on location, date, food, etc. have been made, we take the reunion from there and make it happen – just as you want it to.*

*Classic Reunions will locate your alumni, contract with the facilities and entertainment, produce the mailings, track the responses, provide table centerpieces, provide the nametags, produce your Memory Book and staff the reunion events.*

*This **Reunion Notebook** is for you to share with your committee and contains some important information concerning the planning of your reunion. Please review the information carefully and let us know if you have any questions. There are some decisions that the committee will need to make, the specifics of which are outlined on the following pages. We hope it will make a good check-list/agenda for your future committee meetings.*

*You will find that planning your reunion is a lot of fun and that much excitement grows as the reunion draws near. Seeing your classmates once again is a wonderful way to “stop the clock” in the busy and hectic lifestyle that we all live in.*

*Thank you again for choosing Classic Reunions. I am looking forward to working with you. You are going to have a GREAT REUNION!*

*Sincerely,*

*Debra L. Finegan*

*Debra L. Finegan, President*

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*Section 1:*  
*Committee*  
*Responsibilities*

# COMMITTEE RESPONSIBILITIES

As the “official” planning committee, you’ll want to create a reunion that everyone will enjoy. The role of Classic Reunions is to help you coordinate and organize the reunion you envision.

History shows that the committee’s involvement is directly proportional to the success of the reunion. The reunion will be much more fun and enjoyable for all if the committee works to add personality and excitement to the basic planning. The committee has a few tasks to complete and listed below are the areas in which the committee is expected to participate:

## ◆ *Onset of Reunion Planning*

Provide leads/addresses which each committee member may have on other classmates

## ◆ *Throughout Reunion Planning*

Provide new alumni information from various alumni websites

Contact classmates to encourage them to attend with phone calls and emails

## ◆ *6 Months Prior to Reunion*

Provide Personal Greeting/Letter for Invitation

## ◆ *5½ Months Prior to Reunion*

Proof Invitation

## ◆ *30 Days Prior to Reunion*

Register for the Reunion and Submit personal bios

Provide personal Greeting for Memory Book

Plan a Reunion-Night Program

Provide Music Requests for the DJ

Create a Memorabilia/Memorial Display

## ◆ *Night of Reunion*

Greet classmates as they check in

Present Committee Program

## ◆ *2 Weeks Post Reunion*

Complete post-reunion survey and mail to Classic Reunions

The following pages will outline the details of these areas. If you have any questions, please feel free to call us anytime. We want your reunion to be as successful and fun as possible!

## COMMITTEE MEMBERS AREA

The Committee has immediate, on-line access of the status of all alumni listed in the database that Classic Reunions has created for the class. Anytime during the Reunion Planning Process (up to 14 days after your reunion) Committee Members can access the "Committee Members Area" for their reunion on the Classic Reunions website:

[www.Classic-Reunions.com](http://www.Classic-Reunions.com)

By filtering the data the following reports can be created:

- ◆ Lost List
- ◆ Found List
- ◆ Deceased Classmate List
- ◆ Reunion Attendees

You can also email all alumni who have provided us with an email address from the Committee Members Area.

Making contact with your alumni throughout the reunion planning process has proven to increase your turnout by at least 20%. When your alumni receive a personal phone call, or e-mail from a committee member, they get very excited about the upcoming reunion. They know that you are working very hard at getting everyone to attend, so the reunion will be something they won't want to miss.

# *Section 2:*

# *Research*

## *Alumni Lost List*

Once the initial research is complete, the Announcement Postcard (APC) will be mailed to all found classmates. (Please see Section 3 – Announcement Postcards). In addition to announcing your reunion, it will help generate leads on your lost alumni.

Approximately 3 weeks after the mailing of the APC's, an email will be sent to all committee members. This email will contain directions on how to access your current lost list on the Classic Reunions website: [www.Classic-Reunions.com](http://www.Classic-Reunions.com)

In addition, an email will be sent to all Found alumni who provided us with an email address. This email will provide your alumni with a link to your Master Class List on our website. Alumni will be able to view the lost list and respond to Classic Reunions with any leads they have. Please note that some alumni, whose addresses were previously provided to Classic Reunions, may be incorrect. These alumni will appear as "lost" on this list until a confirmed address is provided.

Please visit our website on a regular basis to see the most current alumni status.

# *Alumni Master class List*

The Committee is responsible for providing Classic Reunions with leads and confirmed addresses for known alumni. This process begins when you receive an email from the Research Coordinator instructing you on how to pull up the Master Class List online. This email will go out to all committee members following the creation of your class database.

You will also receive your personal Classmate ID number at this time. The Classmate ID will enable each committee member to access the Master Class List on the Classic Reunions website. You'll be able to see who is Found, Lost, Deceased, Attending and Not Attending the reunion.

Once you have seen the Master Class List, please verify the names and provide Classic Reunions with any corrections. Please include any known addresses, phone numbers, e-mail addresses; and/or leads (i.e., parents' information; occupation; spouses name; college information, etc., for those alumni who are lost). These leads can be mailed directly to Classic Reunions at:

"School Name/Year"

Classic Reunions, Inc.

P.O. Box 80455

Portland, OR 97280

Or email us directly at: "yearschoollname"@classic-reunions.com

Example: 84grant@classic-reunions.com

◆ *Note: Research continues throughout the months leading to your reunion because of leads generated from Found alumni, (i.e., APC's, emailed Lost Lists, Invitations, etc.)*

*Section 3:*  
*Mailings*  
*&*  
*Marketing*

# ANNOUNCEMENT POSTCARDS

The first mailing is the Announcement Postcard (APC). This will be mailed once the initial search for your alumni is complete. The APC announces the date of the reunion and asks your alumni to verify their address, provide phone numbers and email address. It also gives them their classmate ID number and directions to update their information via the website. Space is provided for alumni to provide leads for other classmates they may be in contact with.

Also printed on the APC is:

\_\_\_\_\_ Unable to attend

\_\_\_\_\_ Yes, I plan to attend

This information provides the committee with an idea of who is most interested in attending the reunion. This will come in handy when making follow-up phone calls and emails.

Once the APC is completed, the classmate is instructed to mail the postcard back to us.

“Return Service Requested” has been printed on the APC. This ensures that any postcards sent to alumni who have moved within the last year (and have a forwarding address on file with the post office), will be returned to us with their new address.

◆ Note: See *sample Announcement Postcard*

# ANNOUNCEMENT POSTCARD SAMPLE

Columbia River '93  
c/o **Classic Reunions,  
Inc.**

**CRHS**

**1993**

10 YEAR REUNION

Address

☐ The address on your mailing label was wrong. My correct address is:

reunion.

☐ YES! You found me. Please send me more information about the

Last Name

Maiden Name (if applicable)

First Name

-first-

place

Please

Back of Postcard

**REUNION DATE: June 20, 2003**

Dear Classmate,

Our ten year reunion is just around the corner and we need your help!

The work of contacting people and coordinating the event itself is being handled by CLASSIC REUNIONS, INC. Here's what you need to do to

ensure that you will receive a Reunion Invitation:

1. **Complete and return the attached card to Classic Reunions, or**
2. **Update your information online at [www.classic-reunions.com](http://www.classic-reunions.com)**

**using your classmate ID# printed on the mailing label of this card.**

Your Reunion Invitation will be sent 3—5 months prior to your reunion. If you have any questions, please feel free to contact:

Classic Reunions, Inc.

Front of Postcard

Columbia River High School

Class of 1993 Reunion

Return Service Requested

First Class Mail  
U.S. POSTAGE

**CRHS**

**1993**

10 YEAR REUNION

## INVITATION GREETING

This greeting is placed on the inside of the invitation. It is the first thing that a classmate receiving the invitation will see when they open the invitation. Choose one of the following or write your own. Please return this form/greeting to Classic Reunions by the date indicated on the Committee Checklist.

If Classic Reunions hasn't received your personalized greeting by the date indicated on your checklist, Greeting #4 would be used on the mailer.

- ☐ 1. The year was 1984.....
- ☐ 2. We were out of the gate in '94.....
- ☐ 3. Sure we have all heard of ten-year reunions.....
- ☐ 4. Well, here it comes...the letter you've all been waiting for...
- ☐ 5. Ladies and Gentlemen.....
- ☐ 6. Every year the swallows return to Capistrano...
- ☐ 7. Personal greeting attached. Please write school name/year on greeting.

# Sample Invitation Letters

## ◆ Sample 1:

The year was 1984...

\_\_\_\_\_ was in the White House, Bob Bishop and Dan King were on the baseball field, Brian Locker and Tracy Hamblet were Romeo and Juliet on stage, Jill Buse and Debbie Ware were hoopin' it up for the ladies. Kathy Miliken was our May Queen and Camille Hamilton was our Student Body President. Ending the year was April Thurber as our Valedictorian. Could twenty years have gone by so quickly? Wasn't it just yesterday we spent afternoons in the smoking lounge avoiding Mr. Rollins in the halls?

Our twenty year class reunion is coming up. It's not just a time to look back, but a time to look forward together, to get reacquainted. We shared a large part of our past, so why don't we share our future too?

Excited, fearful, apathetic, numb...however you are feeling about the thought of our reunion, we hope you will participate. Married or divorced, less hair or more weight, it really doesn't matter. What does matter is the common ground we have already covered together, and renewing old friendships or forging new ones with each other. Please come and discover these possibilities, we really want to see you!

Enclosed is a list of classmates we have not been able to contact. Can you help us find any of these people? Also enclosed is a Bio Sheet to fill out for our Memory Book. Even if you are unable to come to the reunion, please fill this out and send it back to Classic Reunions. Your old friends will want to know how you are doing.

Thanks, and we hope to see you in July!

Your Reunion Committee

(List Names of Committee Members)

## ◆ Sample 2:

We were out of the gate in '94!

Remember...walking down the hall at BHS with food in your hand, only to get busted by Jack "The Food Police" Snyder.

Remember...the "keggers" on Thompson Rd. or better yet the parties at Rob Sera's house.

Remember..."Tyrone" being passed up the bleachers at football and basketball games, by the controversial Court-side Clan.

Remember...getting kicked out of Dairy Queen for having a "Stuff It" bagel.

Remember...when the Varsity Girls' Soccer Team won the state title for the second time in a row.

Excited, fearful, apathetic, numb...however you are feeling about the thought of our reunion, we hope you will participate. Married or divorced, less hair or more weight, it really doesn't matter. What does matter is the common ground we have already covered together, and renewing old friendships or forging new ones with each other. Please come and discover these possibilities, we really want to see you!!

Our ten-year reunion is coming up. It's not just a time to look back, but a time to look forward together, to get reacquainted. We shared a large part of our past, so why don't we share our future too?

Enclosed is a list of classmates we have not been able to contact. Can you help us find any of these people? Also enclosed is a Bio Sheet to fill out for our Memory Book. Even if you are unable to come to the reunion, please fill this out and send it back to Classic Reunions. Your old friends will want to know how you are doing.

Thanks, and we hope to see you in August!!!

Your Reunion Committee

(List Names of Committee Members)

## ◆ Sample 3:

Dear Classmate,

Sure, we have all heard of ten year class reunions, but we never really thought it would happen to us. Well, here it comes! A small group of us have gotten together, called ourselves the Reunion Committee and over some pretty tasty burgers, have endeavored to make it a reality. Things have fallen into place in a surprisingly organized fashion.

We thought we would start things off with an Icebreaker at the Kennedy School followed by a Saturday Reunion Celebration at the DoubleTree Lloyd Center Hotel.

Please respond as quickly as possible to confirm your reservations and provide any information you have on the enclosed Alumni "missing list". We want everyone to be notified and have a chance to attend.

Also enclosed is a Bio Sheet to fill out for our Memory Book. Even if you are unable to come to the reunion, please fill this out and send it back to Classic Reunions. Your old friends will want to know how you are doing.

Hope that all of you will be able to attend. Can't wait to see you!

Your Reunion Committee

(List Names of Committee Members)

# Sample Invitation Letters...continued

## ◆ Sample 4:

Dear 1983 Lake Oswego Graduate,

Well, here it comes...the letter you've all been waiting for...the letter that confirms that yes, we have been out of high school for 20 years! So, let's all plan to reunite on the weekend of July 31 and August 1 to renew old friendships and share fond memories.

We don't want to celebrate without you, so please respond as quickly as possible to confirm your reservation and provide any information you might have on our "missing" alumni. You can see who is "missing" by visiting the Classic Reunions' website at [www.Classic-Reunions.com](http://www.Classic-Reunions.com). We want everyone to be notified and have a chance to attend so please let us know the whereabouts of anyone who is still lost.

Also enclosed is a Bio Sheet to fill out for our Memory Book. Even if you are unable to come to the reunion, please fill it out and mail back to Classic Reunions. Your old friends will want to know how you are doing.

Call it crazy, call it ritual, call it a good excuse for a party...just show up and join the fun!

Your Reunion Committee,  
(List Names of Committee Members)

## ◆ Sample 5:

### **Ladies and Gentlemen – Start Your Diets!!!!**

The Grant High School Class of '73 reunion is coming up on September 22, 2003.

So for dear old U.S. Grant, we'll party again!

Hard to believe it's been 30 years since we "owned" the halls of Grant High. We may have "grown" some, and some of us have a "few" gray hairs, but inside we're still 18....right?

We were a great graduating class...a bunch of great people. I remember at graduation time a vice principal told me the Class of 73 was the best one he'd ever seen go through Grant. At the time I figured he said that to all the graduating classes. But years later I had a talk with him and he said it again! He assured me he meant it....every word of it.

So, let's get together and talk about all the great times we had at Grant and the adventures we've been through since. Or, let's talk about liposuction...the stock market...retirement funds....

Whatever the topic, it's good to see old friends.

The 10<sup>th</sup> and 20<sup>th</sup> reunions were a lot of fun, so PLEASE make plans to attend the 30<sup>th</sup>. It wouldn't be as good without YOU!!!

We'll never let that old Grant spirit die!!! See you at the reunion!

Enclosed is a list of classmates we have not been able to contact. Can you help us find any of these people? Also enclosed is a Bio Sheet to fill out for our Memory Book. Even if you are unable to come to the reunion, please fill this out and send it back to Classic Reunions. Your old friends will want to know how you are doing.

Your Reunion Committee,  
(List Names of Committee Members)

## ◆ Sample 6:

Every year the swallows return to Capistrano, the buzzards fly back to Hinkley, Ohio and every five years the Franklin High School, Class of '53 flocks together again.

When we flew out of the next back in 1953 we all took off in different directions. We encountered a wild variety of adventures...some were fun and some were definitely not. That's life!

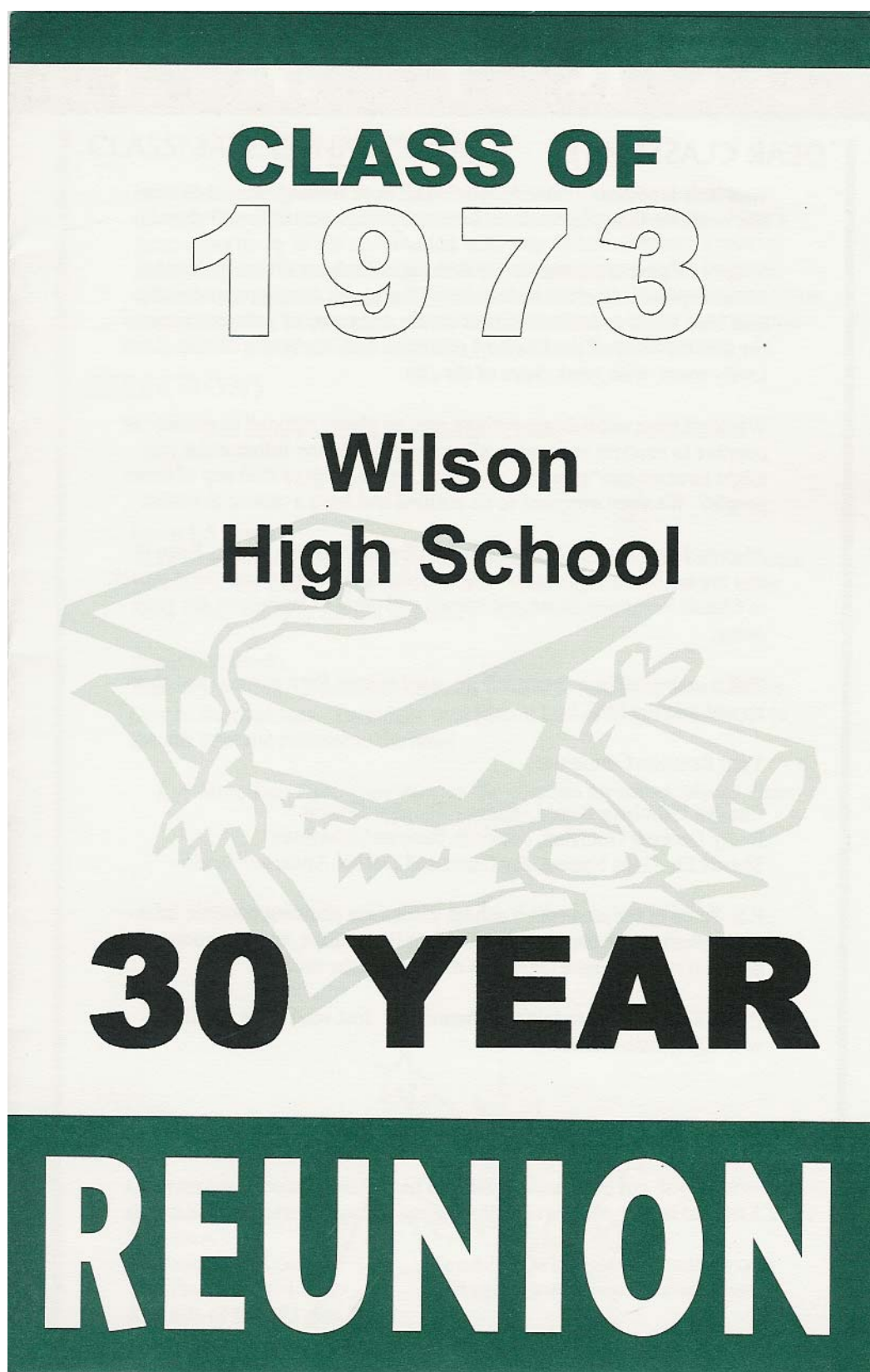
There is one special time, once every five years, when we can forget our various triumphs and tragedies and revert back to 1953 when we were kids. The things we shared with joy bring us back together and the things that separated us drop out of focus as we see our lives in the perspective of fifty years. We've become more of a family than a high school class.

If you haven't attended previous reunions, you have missed some memorable times. Please come back and join the rest of us old birds for this special evening.

We really want to see you!

Your Reunion Committee,  
(List Names of Committee Members)

*Invitation Sample*



# DON'T MISS THE FUN

## DEAR CLASSMATES

Well here it comes... the letter you've all been waiting for... the letter that confirms that, yes, we have been out of high school for 30 years!

So let's all plan to reunite on the evening of October 4<sup>th</sup> to renew old friendships and share fond memories. The venue for our reunion is the Red Lion Hotel at the Convention Center, but many of you may remember it as the "Top of the Cosmo," where we had our Senior Prom! It is a lovely room, with great views of the city.

We don't want to celebrate without you, so please respond as quickly as possible to confirm your reservation and provide any information you might have on our "missing" alumni. Can you help us find any of these people? We want everyone to be notified and have a chance to attend.

Also enclosed is a Bio Sheet to fill out for our Memory Book. Even if you are unable to come to the reunion, please fill this out and send it back to Classic Reunions. Your old friends will want to know how are you doing.

Call it crazy, call it a ritual, call it a good excuse for a party... just show up and join the fun!

### Your Reunion Committee,

Carolyn Grinberg Alford, Kerry Gallagher Garrow  
Emily Georges Gottfried, Meredith Runyan Ludwigsen  
Sharon Elorriaga Nugent, Jay Olson and Debbie Anderson Steele

P.S. Some of the elementary school groups are planning possible informal gatherings on the Sunday following the reunion, so clear your calendars and look for more details on the night of the reunion!

P.P.S. Do you want to join the committee? Just send us an email at [whs73@classic-reunions.com](mailto:whs73@classic-reunions.com)



## CLASSMATE CONNECTION

Stay Connected with Your Classmates. Email your fellow classmates through Classic Reunions' Classmate Connection Email Service. What a great opportunity to get reconnected with your fellow classmates prior to attending your reunion! For only \$10.00 you can sign up today by going online to [www.classic-reunions.com](http://www.classic-reunions.com) and then click on Classmate Connection on your reunion's home page. Save \$10.00 by signing up for your reunion and we will give you FREE access to email your fellow classmates.

## DIRECTIONS

**Red Lion Portland Convention Center--[www.redlion.com](http://www.redlion.com)**  
(Top of the Cosmo)  
1021 NE Grand Avenue, Portland, Oregon

**From I-5 South:**  
Take Exit #302A (Rose City/City Center/Broadway Bridge). Turn left onto Weidler Street and move to the right lane. Turn right onto Martin Luther King Blvd. Move to the left lane and proceed to the hotel.

**From I-5 North:**  
Take exit #302A (Coliseum/Broadway/Weidler). Turn right onto Weidler. Stay in the right lane. Turn right onto Martin Luther King Blvd. Move to the left lane and proceed to the hotel.

**For directions from your door to the reunion locations, please visit:**  
[www.mapquest.com](http://www.mapquest.com)

## REUNION ASSISTANCE

Our reunion is being coordinated by Classic Reunions, Inc. If you have any questions, concerns or special assistance/dietary needs, please contact Classic Reunions.  
Portland: 503-626-3669      Email: [whs73@classic-reunions.com](mailto:whs73@classic-reunions.com)  
Toll Free: 800-474-3669      Website: [www.classic-reunions.com](http://www.classic-reunions.com)  
(Outside of the 503 area code)

# Invitation sample (continued)

# Invitation sample (continued)

## OUR CLASS REUNION

### REUNION CELEBRATION

October 4, 2003

SATURDAY

6:30 p.m. – Midnight

Red Lion Hotel Portland Convention Center – Windows Restaurant  
(Formerly "Top of the Cosmo")  
Portland, Oregon  
*Casual to Cocktail Attire*

#### Schedule

- 6:30 - Social Hour
- 7:30 - Alumni Photo Taken
- 7:45 - Buffet Opens
- 8:30 - Committee Program
- 8:45 - Music & Dancing

#### Buffet Menu

Greek Salad with Balsamic Vinaigrette  
Fresh Mozzarella and Plum Tomatoes with Basil Olive Oil  
Lentil, Corn and Roasted Red Pepper Salad  
Freshly Baked Rolls  
Red Potato Leek Au-Gratin  
Fresh Seasonal Vegetables  
Braised Chicken and Fennel in Sauce Lyonnaise  
Grilled Salmon with a Tarragon Port Reduction  
Assorted Sodas, Coffee and Tea Service  
No Host Bar

\$55 per person / \$110 per couple

#### Scholarship Fund:

The Reunion Committee has established a scholarship fund for anyone who may not be able to pay full price to attend the reunion. Please call Classic Reunions, Inc. for details. All names will be held strictly confidential. We want everyone to have the chance to attend!

### RESERVATIONS

EARLY REGISTRATION DEADLINE: SEPTEMBER 13, 2003

All alumni must register to attend the reunion to ensure sufficient facility space and food quantities. **Admittance to reunion events cannot be guaranteed without pre-registering.**

#### INSTRUCTIONS

1. Complete both sides of the Registration Form.
2. Complete your Memory Book bio sheet including a current photo and send it back by September 4th, 2003.
3. Send your registration form and bio sheet with check, money order, VISA or MasterCard to Classic Reunions. **Checks will not be accepted the final two weeks before the reunion. Returned checks are subject to a \$20.00 fee.**

**Please note that no tickets will be sent to you.** Your name will appear on a guest list at the registration table. Your cancelled check or credit card statement will serve as your confirmation. Registrations may also be faxed or made online at [www.classic-reunions.com](http://www.classic-reunions.com). See registration form for details.

### KEEPSAKES

**MEMORY BOOK** Your class Memory Book features a class directory, photos, classmate information, trivia memories and more. Whether you are able to attend the reunion or not this keepsake is a must. Cost: \$16.00. Want to include a message or advertisement in your class Memory Book? Submit camera-ready (black and white) ad or message to Classic Reunions by the early registration deadline. See registration form for details.

**CLASS PHOTO** A group photo will be taken of all classmates attending the reunion. This 8 x 10 color photo is a wonderful keepsake of your reunion. Expect 6 to 8 weeks for delivery. Cost: \$19.00

# Invitation Sample (continued)

## PRICING

**Everyone who attends our reunion shares in the cost of putting it on.** Our reunion is being coordinated by Classic Reunions, Inc. Using their services means that all we have to do at our reunion is have a good time! The ticket price includes:

### BEFORE OUR REUNION

- Research/search for all alumni
- Telephone/Email address/toll-free hotline
- Facility and vendor research
- Design, printing and postage costs for all mailings
- Management of reservations and alumni database
- Follow-up on alumni questions
- Committee meetings, correspondence and updates
- Reunion publicity and PSA advertising expenses
- Management of website

### AT OUR REUNION

- Food, facility rental, and gratuity
- Entertainment by a local DJ
- Bartender and facility staff charges
- Decorations in our school colors
- Event registration and staffing
- Yearbook photo name tags



## TRAVEL DISCOUNTS AND ACCOMMODATIONS

**Southwest Airlines** offers a 10% discount for all reunion attendees. Call (or have your travel agent call) Southwest Airlines at **1-800-433-5368**. Refer to **LD. Code V0141**. Call no later than 5 days prior to first date of travel. Fares are subject to terms and availability.

**Enterprise Rent-A-Car** offers their corporate rate to all alumni attending their reunion. To make a reservation at the Portland Airport, dial 800-Rent-A-Car (800-736-8222), select Option 2, and enter the phone number (503-252-1500). Refer to account **#G28972**.

**Red Lion Hotel Portland Convention Center-** Discounted rooms are available at a room rate of \$79.00 per night (not including hotel occupancy tax of 11.5%). These rooms are available until **September 1, 2003**. Please call 1-800-343-1822 to make your reservation under the name of Wilson '73 Reunion. Overnight parking is \$8.00 per night.

## REFUND POLICY

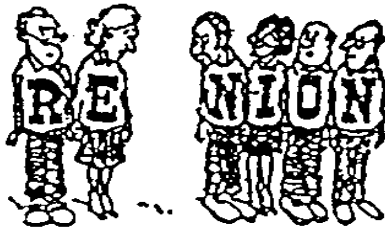
Refund requests will be honored, provided a written notice is received no later than one week prior to your reunion. A \$20 cancellation fee will be charged for all refund requests. No refunds will be issued within seven days prior to the reunion.

# REMINDER POSTCARDS

The final announcement that is mailed is the Reminder Postcard. This is mailed at approximately 8 weeks prior to the reunion, which gives your alumni time to register without having to pay the late registration price. The postcard also lets them know the absolute “drop-dead” date for making reservations to ensure they are guaranteed a meal.

See sample Reminder Postcard below.

(Please see Section 4 for committee responsibilities related to the Reminder Postcards)



*"It won't be the same without U"*

**Oregon City '93 Reminder!**

## **Early reunion registration deadline rapidly approaching...**

(check the reunion invitation for deadline information)

**Send in the following before the deadline:**

- Registration Form with payment  
(phone or online registration available)
- Memory Book Bio Sheet with or without photo  
(page will be scanned as is—please write legibly or type)

**Remember the price increases after the deadline!**

Reservations must be made **no later than the Tuesday prior to your reunion**, to ensure that proper arrangements can be made for facility space and food quantities.

**PICNIC NEWS:** A family picnic will be held Sunday, August 3rd from 11:00 am until 6:00 pm at Mt Scott Park on SE 72nd Ave and SE Harold St at sections B, C, D and E located on the West side of the park. Bring your own picnic.

**Registration:**

**Call Classic Reunions:**

**503-626-3669**

**800-474-3669**

**or visit**

**[www.classic-reunions.com](http://www.classic-reunions.com)**

# Public Service Announcements

Classic Reunions Inc. will notify local newspapers, 8-10 weeks prior to your reunion date. Although the publications are pretty good about printing our information, we cannot guarantee that anything will be published. If you see your reunion listed in a newspaper and any information is *incorrect*, please call us immediately so that we can make sure they correct the mistake.

The Oregonian publishes reunion information approximately 6 weeks prior to the reunion in the *Living* section of the Saturday newspaper.

Another way to publicize your reunion is to have your high school list your reunion on the school reader board (if they have one). We will contact the school prior to the summer break requesting that they put your reunion on their reader board. Some schools are more cooperative than others about posting the information.

Classic Reunions will also send your reunion information to local TV and radio stations. Although they might not broadcast the information on the air, alumni can contact them to receive information. KISN (97.1) Radio (The "Oldies" station in Portland) is very cooperative about giving reunion information out.

## ◆ Sample of Public Service Announcement:

Mountain View High School: The class of 1983  
will hold it's 20-year reunion with an icebreaker  
at 7 p.m. Friday, Aug. 8, at McMenamin's Kennedy School,  
and a Reunion Celebration at 6 p.m. Saturday, Aug. 9  
at the Royal Oaks Country Club.  
Contact Classic Reunions, 503-626-3669.

## *REUNION WEBSITES*

Classic Reunions has a website which lists all the reunions for the upcoming year, as well as past reunions. It lists the following information:

Name of School  
Year of Graduation  
Date( s) of Reunion  
Location of Reunion  
List of Alumni  
Registration/Alumni Updates online

The web address is:

[www.Classic-Reunions.com](http://www.Classic-Reunions.com)

Alumni have the ability to find out when and where the reunion is, and they can e-mail Classic Reunions with any questions that they may have. Online registration is also available.

In addition to the Classic Reunions website, the National Association of Reunion Managers (NARM) has a website. The NARM website is the most comprehensive resource on the Internet for information about high school reunions. Classic Reunions is proud to be a member of NARM.

The NARM web address is:

[www.Reunions.com](http://www.Reunions.com)

Classic Reunions will also notify the following websites with information on your reunion:

[www.Classmates.com](http://www.Classmates.com)  
[www.Reunion.com](http://www.Reunion.com)

*Section 4:*  
*Committee*  
*Follow-up*

## UNDECIDED LIST

Eight weeks prior to the reunion, the committee is expected to start making reminder phone calls and emails encouraging alumni to register for the attend the reunion.

Print out a Master Class List from the website and note those who are “Attending” and those who are “Found”. The “Found” alumni are those who are still “undecided” as to whether they will attend the reunion. These are the alumni who you want to contact (either by phone or email), to encourage them to attend the reunion. There is no need to contact classmates who have already registered.

◆ *Note:* The list of attendees at this time is usually very short, but this is normal as the majority of people procrastinate and do not mail their information in prior to the early registration deadline, which is one month prior to your reunion.

In addition, the committee chair should designate a committee member to pick up the APC’s at Classic Reunions. These are the postcards that were mailed out right after the initial research was completed. Begin to contact your alumni, starting with those who took the time to send the postcards back and who checked the line “Yes, I plan to attend”. These alumni have shown a genuine interest in receiving information about your reunion and are your potential attendees!

When your alumni receive a phone call, or an e-mail from a fellow classmate, they get very excited about the upcoming reunion. We can’t stress this enough - making contact with your classmates throughout the process has proven to increase your turnout by at least 20%. You do not have to wait until this 8-week timeframe to begin contacting alumni.

# Phone and Email Scripts

The following are phone and email scripts that might be helpful when contacting alumni who are still undecided about attending the reunion. Please refer to Section 6 for answers to Frequently Asked Questions that you may encounter from your alumni.

## ♦ Phone Script

Hi, this is your *Grant* Reunion Committee calling.

This is just a reminder about our *(10, 20, 30, 40)* year reunion, on *(date of reunion)*. As of today, Classic Reunions' records show you have not registered and we would really like to see you at the reunion.

We'd like your Bio sheet to be sent back to Classic Reunions by *(memory book deadline date from timeline)* to be included in the memory book.

If you have any questions, please give me a call at *(phone number)* or call Classic Reunions at (503) 626-3669 – within Oregon, or toll-free (800) 474-3669 - outside of Oregon.

## ♦ Email Script

Subject: *Grant '84* Reunion Reminder

Dear *Grant Alumni*:

Our *(10, 20, 30, 40)* year class reunion is *(date of reunion)*. As of today, Classic Reunions' records show you have not registered for our reunion. We really want to see you there.

There is still plenty of time to register, but that dreaded late fee will be added after *(late registration date)*. Your Bio sheet is needed by *(date in timeline)* to be included in the Memory Book. Whether you attend the reunion or not, this book will be a great souvenir to keep. So find that picture of yourself and let us know what you have been up to for the last *(10, 20, 30, 40)* years and mail it back to Classic Reunions!

If you have any questions, just reply to this email address, call me at *(phone number)*, or contact Classic Reunions:

Classic Reunions

Phone: (503) 626-3669 (within Oregon) or Toll-free: (800) 474-3669

Email: [84grant@classic-reunions.com](mailto:84grant@classic-reunions.com)

We look forward to seeing you at the reunion.

Jane Doe – *Grant '84* Reunion Committee

*Section 5:*

*The*

*Reunión*

# Reunion Agendas

## ◆ REUNION ICEBREAKER – FRIDAY NIGHT

As classmates arrive Friday night, the Classic Reunions staff will check them in and give them their nametag and any pertinent information related to the evening/reunion.

- 7:00** Classmates Check-in & Mingle/Social Hour  
Greeters welcome classmates
- 8:00** Food service begins and mingling continues until  
end of evening (varies by location).



## ◆ REUNION CELEBRATION – FRIDAY OR SATURDAY NIGHT

As classmates arrive Saturday night, the Classic Reunions staff will check them in and give them their memory book and an alumni photo order form.

Following is the standard agenda for an evening reunion starting at 6:30 p.m. We will simply adjust the schedule if your reunion starts earlier or later.

- 6:30** DJ plays background music  
Classmates Check-in & Mingle/Social hour  
Greeters welcome classmates
- 7:30** Classmate Photo Taken
- 7:45** Buffet Opens/Dinner Served
- 8:30** Welcome/Program
- 8:45** DJ starts dance music. Dancing lasts until midnight  
(depending on the facility).



# REUNION NIGHT COMMITTEE PROGRAM

Your program should be approximately 15 – 20 minutes long and can be as simple or elaborate as you would like it to be. The most important aspect of the program is that it is well thought out, organized, and you have rehearsed it several times.

Here are some suggestions for you to think about when brainstorming what you would like to do for your program.

*Committee Recognition* Introduce the committee and any others who should receive special recognition such as those who contributed something “extra” to the reunion.

*Recognition Awards* This type of program gets everyone involved. You ask the audience several questions and ask them to stand up when a question relates to them. This is very fun and gets all alumni participating. See next page.

*Slide show/videos* Old and current pictures of alumni, places, hangouts, etc. Using songs of your days as background music. The DJs are more than happy to help out with the music. Videos taken at your Senior Prom, Graduation and/or Senior Party are always fun.

If the committee has anything they would like to be distributed to the alumni, please give them to your scheduled greeters or place items on the dinner tables. Some of these may include: Trivia questions, Special Recognitions and Thank You's.

If you intend to use audiovisual equipment (or any rented equipment from the hotel/facility) in your program, the **cost of rental will be the responsibility of the reunion committee** unless it is included in the ticket price before the invitation is mailed out.



# MUSIC REQUESTS - \_\_\_\_\_ (School/Year)



The DJ will do his/her best to provide the music you want to hear. List below any specific songs you'd like to have played (**NO MORE THAN 10 TITLES PLEASE**) and any type or era of music you'd like to hear. A good website to visit to check out songs from your reunion year is [www.top40.about.com](http://www.top40.about.com) Your input is important and it will help enhance the reunion.

Please return this form by the date listed on your Committee Checklist.

Song Title

Recording Artist

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Types of Music

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## GREETERS SCHEDULE - \_\_\_\_\_ (School/Year)

Everyone coming to the reunion is somewhat anxious (it's been 10 years or more since they've seen everyone), so it's nice to have a friendly face welcoming them at the door. As a committee member, make it your job to greet and welcome everyone who attends. During your time as a greeter, please stand near the entrance (but not near the check-in tables) and welcome your alumni as they come in. This timetable is based on a reunion start-time of 7:00 p.m. on Friday and 6:30 p.m. on Saturday, so please adjust if your reunion starts earlier or later.

Please return this form or email it by the date listed on your Committee Checklist.

### ◆ *FRIDAY*

**Time**

**Name of Greeter(s) (1 or 2 people at a time)**

6:45 pm

---

7:00 pm

---

7:15 pm

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7:30 pm

---

7:45 pm

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### ◆ *SATURDAY*

**Time**

**Name of Greeter(s) (1 or 2 people at a time)**

6:15 pm

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6:30 pm

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6:45 pm

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7:00 pm

---

7:15 pm

---

# NAMETAGS

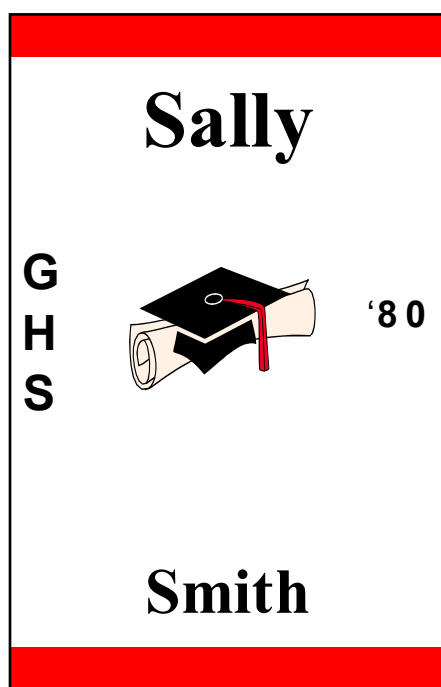
Classic Reunions will provide each alumni with a laminated “photo nametag” that should be worn at all reunion events. (See example below).

The photo is reproduced from your senior class yearbook. Committee members are identified by the addition of a “Committee” ribbon at the bottom of the nametag.

Guests and spouses will be given a blank nametag to fill out.

**BORDERS WILL BE IN SCHOOL COLOR**

SENIOR PICTURE PLACED HERE  
(for all pre-registered alumni)



LAST/MAIDEN NAME

# MEMORY BOOKS

A Memory Book will be created for your reunion. It will contain information and pictures sent in by your fellow alumni, fun facts about your graduation year, a memorial page, classmate “grad” ads, plus an address directory of all of your alumni. In addition, the first page of the memory book contains a message from the committee. You are more than welcome to use the “sample” greeting below or, better yet, compose an original greeting unique to your committee. If a greeting is not submitted to Classic Reunions by the date on the Committee Checklist we will simply use the sample greeting.



## ◆ SAMPLE MEMORY BOOK GREETING

*\_\_\_\_\_ years ago we were embarking on life after “school” ...jobs, college, the military...and probably few of us could have predicted the road ahead. It's so good to be in touch again, to hear of the ups and downs we have each experienced, to celebrate the fact that we've managed to get together once again! Each time we come together to reunite, it becomes more meaningful. We're reminded that old friends are the best friends and that we can still laugh over and enjoy the memories of 19\_\_\_\_. Perhaps we'll all see each other again in 20\_\_\_\_...for now, enjoy this time we'll share together.*

*Best wishes from the 2004 Reunion Committee,*

**(List of names)**

# DECORATIONS

## ◆ *FRIDAY NIGHT "ICEBREAKER":*

Classic Reunions will provide balloon bouquets in your school colors. The balloons will be placed throughout the facility creating a festive atmosphere reminiscent of your school days.

We also provide a custom "Welcome" sign that greets classmates and directs them to the check-in desk.

## ◆ *FRIDAY/SATURDAY NIGHT "REUNION CELEBRATION":*

Classic Reunions will provide balloon bouquets for the centerpiece of each table. Typically, balloons are anchored to wineglasses, placed in the center of the table, on a mirror tile (if available). Mylar shred in your school colors is placed in each of the wineglasses, which makes for a very striking display (see examples below). If confetti is allowed at the facility, it will be sprinkled on the tables. Please let us know if you plan on bringing additional decorations for the reunion so that we can coordinate times.

A custom "Welcome" sign that greets classmates and directs them to the check-in desk is also provided.



# MEMORABILIA DISPLAY

The Memorabilia Table/Display should consist of memorabilia and mementos from your high school years. Some fun items to include are sports uniforms, equipment, lettermen jackets, rally uniforms, pom poms, megaphones, school newspapers, articles from local papers, drama and spirit club pictures, costumes, yearbooks and as many pictures as you can get.

Enlarged copies of your yearbook pictures mounted on poster board make wonderful displays to be enjoyed by all. Displays such as photos from your Friday-night event, (mounted on poster board and set out near the check-in table on Saturday night) are a big hit! Also, having the school banner (from your high school) on display adds to the “reunion atmosphere”.



Reunion committees should arrive no earlier than 30-45 minutes prior to your Saturday night start time to decorate. If you want to decorate earlier in the day please contact us and we will see if we can arrange it with the facility. Remember, no items can be taped or pinned to the walls. You must use display boards.

## ♦ Committee Supplies

Tape  
Scissors  
Push Pins  
Pens, Pencils, Markers  
Display Boards

Ribbon  
Safety Pins  
Glue/Glue Stick  
Memorial Display  
Easels

Classic Reunions will order one 6 ft., skirted table for your memorabilia display and one small square or round cocktail table for your memorial display. Please advise Classic Reunions if you will need more tables.

Classic Reunions will order one 6 ft., skirted table for your memorabilia display and one small square or round cocktail table for your memorial display. Please advise Classic Reunions if you will need more tables.

# MEMORABILIA DISPLAY SAMPLES



# MEMORABILIA DISPLAY SAMPLES



# MEMORABILIA DISPLAY SAMPLES



# MEMORABILIA DISPLAY SAMPLES



# MEMORABILIA DISPLAY SAMPLES



# MEMORIAL DISPLAY

It is also important to prepare a memorial to those who have passed away. Pictures or a framed list of names of the deceased can be displayed with a single rose or lighted votive candle nearby. (See examples below).



# MEMORIAL DISPLAY SAMPLES



# MEMORIAL DISPLAY SAMPLES



# MEMORIAL DISPLAY SAMPLES



# MEMORIAL DISPLAY SAMPLES



# RECOGNITION AWARDS

The easiest way to determine a winner is through the process of elimination at the reunion. For example, when giving out the award for Most children, have everyone who has 3 or more children stand, then 4 or more – (those with 3 sit down), etc. Or, for the Most Eligible Bachelor, have nominations from the floor for three candidates. They will then come up front and the audience votes by applause. These are only suggestions; feel free to make up your own!

## ◆ *Type of Recognition*

Alumni Who Traveled Longest Distance

Alumni Who Lives Closest to the High School

Longest Married Man or Woman (2 awards possible)

Newest Bride or Groom

Alumni Who Are Single (“could be their lucky night”)

Man or Woman With the Most Children

Man or Woman With the Most Grandchildren

Most Recent Father or Mother

Most Unusual Job

First to Retire

Who Has Been in School the Longest

Owns Same Car from High School

First to Have All Their Children Married

Moved the Most

Biggest Lottery Winner

Best Brush with Greatness

Who Lives in the House They Were Raised In

Who is currently in/or has been in the military? (round of applause)

Who is currently in the police department or fire department (round of applause)

Who are teachers in the audience who are teaching our kids? (round of applause)



*Section 6:*  
*COMMON*  
*QUESTIONS*

# COMMON QUESTIONS

Listed below are some common questions that committees have about their reunion. If you have additional questions, please don't hesitate to give us a call.

**Q: I've never been to a reunion before. What is the typical reunion weekend like?**

A: The Friday "Icebreaker" is a very casual and unstructured evening. Basically, people show up, get their name-tag and mingle. No schedule, no program. The Saturday "Reunion Celebration" is more structured. The first hour or so, is mingling and catching up, then we take the group photo just before the meal service. Once everyone has eaten and the meal service is finishing up, the committee should start the program. When the program has ended, the lights go down and the music goes up for dancing and more mingling. The reunion usually ends at midnight depending on the location.

**Q: Does the Classic Reunions staff attend all the functions? What do they do at the reunion?**

A: We will attend the Friday "Icebreaker" and Saturday "Reunion Celebration". We do not attend picnics. Our role is to make sure the reunion runs smoothly. We will be there early to set up and decorate (we are usually there approximately 1½ - 2 hours prior to the start of the reunion). At the reunion, we will staff the check-in desk, hand out name-tags and collect payment from those who haven't pre-registered. We will also be working with the catering and facility staff, as well as the photographer and DJ. Our role also includes helping you (the committee) with whatever we can. Any questions or concerns that arise during the reunion should be brought to the attention of Classic Reunions.

**Q: Does the committee need to arrive early?**

A: No, it is not necessary for the entire committee to arrive early, however, some committee members need to show up early to set up their memorabilia, memorial display and to be greeters. Usually 30 minutes is all that is needed to set up the memorabilia. Display boards should be assembled prior to bringing them to the reunion. This allows for an efficient set-up. Greeters should be in place 15 minutes prior to the start of the reunion.

**Q: Do we need to do any of the decorations?**

A: No, Classic Reunions will take care of the table decorations (see "Decorations" )

**Q: Do you provide nametags?**

A: Yes, we will have a laminated nametag for each alumnus that is pre-registered for the reunion. The nametags have the classmate's name and senior-year photo on them. They are handed out on Friday night and will be used for the entire reunion weekend (see "Nametags" )

**Q: Can people pay at the door?**

A: Yes, we will accept "walk-ins," however, we highly recommend that the committee encourage everyone to pre-register. With everyone pre-registered, we can plan for enough food and seating, check-in goes quicker and everyone will have an "official" nametag. We usually have a few "extra" meals available for the Reunion Celebration. We will sell those on a first-come first-serve basis to the walk-ins.

If someone walks in and there are no dinners available, we will offer them a reduced-price ticket. This enables them to come in to the banquet room **AFTER** dinner is served and be part of the rest of the evening's program (another reason for your alumni to pre-register).

For those who "walk in" the night of the reunion, we accept payment by cash or charge (VISA or Mastercard) only - no checks.

## COMMON QUESTIONS...continued

### Q: What do we do as Greeters?

A: The role of the greeter is equivalent to hosting a party. After people have arrived and checked in, they will enter the banquet room and not know exactly what to do. You can make them feel welcome and glad they came by greeting them, thanking them for coming and even re-introducing them to some of your other classmates. Offer them a chance to mingle, grab a chair, get a drink, check out the memorabilia, etc., whatever it might take to have them start to shed their reservations about attending their reunion. A big smile and hello will go a long way towards making their reunion memorable. And for you it's an opportunity to see everyone! Once the reunion is underway, it is no longer necessary to have greeters.

### Q: What is the refund policy?

A: We will issue refunds up to 7 days prior to the reunion, less a \$20 cancellation fee. All refund requests must be in writing and sent to our office (e-mails and faxes are also accepted). We are sometimes able to handle a refund with less than one-week notice, but it is on a case by case basis. We definitely cannot offer refunds to anyone at the reunion or afterward. If you are aware of someone unable to attend the reunion at the last minute, encourage him or her to sell their ticket to another classmate. That way everyone wins.

### Q: What do I wear to my reunion?

A: For most reunions, the Friday "Icebreaker" is a casual get-together. People dress comfortably and casually. Khakis, nice jeans, walking shorts, sundresses, etc. are common items seen Friday night. For the Saturday "Reunion Celebration", the attire is usually dressier, i.e. semi-formal or dressy casual. For these evenings we see a lot of women wearing "little black dresses", palazzos or pantsuits, or anything worn to a wedding. For the men we see suits, sport coats, nice khakis and a shirt or sweater. We don't see much of the all-out sequin dresses, floor-length dresses, tuxedos or jeans. Wear what you will feel comfortable in. Do consider that you will be standing practically the entire night, so dress appropriately.

*Section 7:*  
*CLASSIC*  
*REUNIONS*

# STAFF DIRECTORY

The Classic Reunions staff is available to assist you at any time. Please don't hesitate to contact us with any questions that you may have. If you are sending an email or leaving a voice message remember to include the name/year of your school in your message.

## **Classic Reunions, Inc.**

(503) 626-3669

Fax: (503) 574-3669

Toll-Free: (800) 474-3669

Website: [www.Classic-Reunions.com](http://www.Classic-Reunions.com)

### *president*

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Pam Hackett

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Email: [pam@classic-reunions.com](mailto:pam@classic-reunions.com)

*Section 8:*

*COMMITTEE*

*QUESTIONNAIRE*

# COMMITTEE QUESTIONNAIRE

Name of School/Year:

Contact Name/Phone:

Please rate the following: (check only those applicable to your reunion)

	<u>POOR</u>	<u>FAIR</u>	<u>GOOD</u>	<u>EXCELLENT</u>
<u>REUNION (overall)</u>	0	0	0	0
<u>CLASSIC REUNIONS:</u>				
Services (Overall)	0	0	0	0
Planning/Coordinating	0	0	0	0
Committee Notebook	0	0	0	0
Communication	0	0	0	0
Reunion Night Staff	0	0	0	0
<u>FRI. "ICEBREAKER"</u>				
Facility	0	0	0	0
Food	0	0	0	0
Decorations	0	0	0	0
Facility Service/Staff	0	0	0	0
<u>REUNION CELEBRATION:</u>				
Facility	0	0	0	0
Food	0	0	0	0
Decorations	0	0	0	0
DJ/Band	0	0	0	0
Facility Service/Staff	0	0	0	0
<u>SUNDAY FUNCTION:</u>				
Facility	0	0	0	0

# COMMITTEE QUESTIONNAIRE

## REUNION COMMITTEE QUESTIONNAIRE (CONTINUED, Page 2)

Please circle your preferred combination for a reunion weekend (if you prefer one event only, circle that one, etc.)

Friday "Icebreaker"

Saturday Reunion Celebration

Picnic/Other

What did you like MOST about your reunion?

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What did you like LEAST about your reunion?

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Suggestions on IMPROVING your reunion?

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Additional Comments: \_\_\_\_\_

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May we quote you in any of our published materials? \_\_\_\_\_ Yes \_\_\_\_\_ No

May we use you as a reference for those interested in our service? \_\_\_\_\_ Yes \_\_\_\_\_ No

Much of our business is by referral from one class to another. Are there any individuals who's name, address, and phone numbers you could provide us so that we may contact them about the planning of their reunion for next year? If so, please indicate the appropriate information below:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone Numbers: \_\_\_\_\_(h) \_\_\_\_\_(w)

Thank you so very much for taking the time to answer this questionnaire. The information you provide is invaluable to us!

Debra L. Finegan  
President  
Classic Reunions