



PLANNING PACKET FOR REUNION CHAIRS



Incarnate Word Academy Alumnae Office

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Reunion Planning Timeline

- ◇ 12-15 Weeks in Advance—Reunion Planning Session with Alumnae Office (this can occur as a teleconference or in person)
- ◇ 10-12 Weeks in Advance—Tentative Plans for reunion to Alumnae Office—if off campus, please submit contract (if required) to be signed by Incarnate Word.
- ◇ Final Updated Contact information for class emailed to Alumnae Office.

(Please note: Indicate the information on the spreadsheet that needs to be updated by highlighting edited fields. *It takes a long time to enter multiple class updates! If you tell me what you change, then I can correct our database. If you change nothing , just leave it as it is. Thanks for your patience.*

- ◇ Approximately 8 weeks in advance—Invitations Printed
- ◇ Approximately 6 weeks in advance—Invitations mailed
- REUNION PLANNING MEETING—This can be in person or via teleconference
- ◇ RSVP's, Money due to IWA Alumnae Office

FREQUENTLY ASKED QUESTIONS FROM CHAIRS

◇ **My class wants to plan an off campus reunion—what do we need to do?**

1. Estimate your attendance—determine if you would like to include spouses/guests
2. Call venues to find availability.
3. Consider pricing, gratuity, decorations and come up with an estimated cost and see if that is manageable for your class. Typically, classes that keep cost under \$40 per person have better success.
4. Some venues require a contract. If this is required, IWA administrators need to sign it. It needs to be emailed or faxed to IWA (fax: 314-725-2308) for signature. Please allow enough time, especially in summer months.
5. If you have an off-campus reunion, the alumnae office asks that you add an additional \$5 per person to the cost of the event to cover costs such as registration fees, postage, supplies. Some classes add an additional amount, to incorporate a Class Gift into their Reunion.
6. Communicate to the Alumnae office your plans and your contact at the venue.
7. Invitations will be printed at IWA, and mailed by IWA. Registration will all come through IWA. We would prefer that people register online, however if there are a few who would prefer to send a check, that is fine.
8. Kathy will communicate weekly via email about who is registering, answer any questions from registrants and will post invitation to Social Media through the Board Social Media and Membership Coordinator to encourage attendance.
9. After the registration is closed, someone needs to be designated to handle the payment process to the venue. Kathy will if possible be in attendance for the beginning of your event, but very likely will not be there at the end.
10. Kathy will give you instructions for the day of the reunion of some things to not forget like “who actually came” and “take a picture” as well any give-away information.

Places of recent past Reunions: Llywelyn’s Pub (CWE, Webster, St. Charles), various Country Clubs, Chandler Hills Winery, Hendel’s

FREQUENTLY ASKED QUESTIONS FROM CHAIRS

◇ **Can our Spouses/boyfriends attend?**

Of course, if that is what is decided by those who are planning your event. Each reunion class will have a web page available through www.iwacademy.org/reunions that will have downloadable invitations, online registration link, and any other information you wish to have on it (*our web-site redesign is not yet completed*).

◇ **I/My Classmates would like to: Make a photo slide show, show our Graduation video, Bring our Yearbooks, play music that was popular at the time, bring other memorabilia to the Reunion...can we do that:**

Of course! If you want to bring different things that will help make your reunion more fun, that's up to you and the classmates you talk to.

◇ **What does the IWA Alumnae Office do for my Reunion?**

1. Collect all updated contact information, update database
2. Design and Mail reunion Invites
3. Collect RSVP's and Money
4. Set Up online registration if requested
5. Work with Caterers and set up different spaces on campus (if on campus)
6. Send class emails via Constant contact if requested
7. Compile pictures for publication in "The Word" or the "Red Knight Insider" post reunion

Finally, the IWA Alumnae Office is here to support you and help make your reunion a fun and memorable time.

◇ **What do I need to do?**

Your email address and/or phone number will be on your class invitation, so you will serve as a contact person for your classmates if they would like to help or know more.

Find missing classmates and/or find new/updated contact information and send it to the Alumnae Office by the deadlines noted on the timeline. It is very important that all of the information is accurate early on so that we can make sure that each member of your class knows about the reunion. We need married last names, husbands names, addresses, home numbers, and e-mail addresses...all very important. A personal call or connection from you to invite them to the reunion helps make your classmates feel extra welcomed to the reunion event.

FREQUENTLY ASKED QUESTIONS FROM CHAIRS

◇ **What do I need to do? (Continued)**

Organize (either yourself, or a group of fellow classmates) as you contact them to bring memorabilia or other special things you would want to include at your reunion.

If you want to organize your Memory Book, IWA can provide you with a link to a google form that will collect you Memory Book information. We can then help with the process of printing and compiling your Memory Book.

PRO TIP: Have committee members reach out via phone calls and encourage friends to attend! This time-consuming gesture is always appreciated and ensures better attendance.

CLASS OF: _____

Class reunion chair contact information to be printed on invitation for questions:

NAME: _____

PHONE: _____

E-MAIL: _____

Will class be filling out the online memory book form? Yes _____ No _____

OFF CAMPUS REUNION QUESTIONNAIRE

Name of Venue: _____

Address of Venue: _____

Venue Contact Name: _____

Is a signed contract required by the venue? NO _____ YES _____ (and we will be sending it to IWA for
Signature)

Approximate # of Guests expected: _____

Are spouses invited? YES _____ NO _____

Cost to charge per person: \$_____.00

Remember to include \$5.00 per person add on fee for IWA expenses

Reunion Treasurer Assigned?

Name: _____

Wording for invitation for off campus

event: _____

