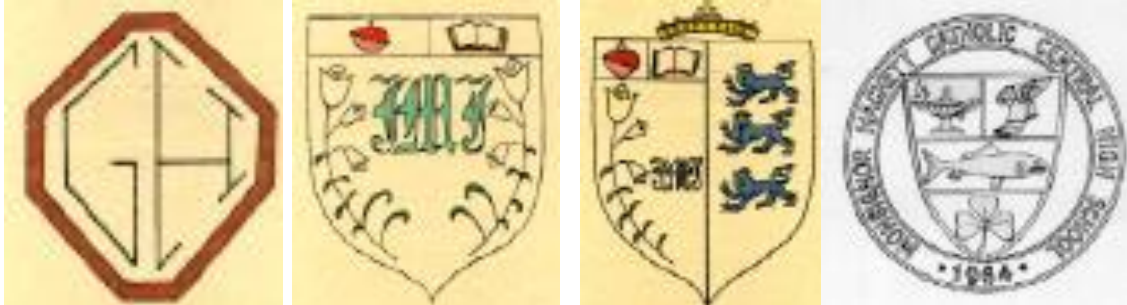


Gibbons Hall ~ St. Augustine ~ Msgr. O'Brien ~
Hackett High School ~
Msgr. John R. Hackett Catholic Central



A GUIDE TO PLANNING YOUR CLASS REUNION

Irish Alumni Office
Hackett Catholic Central High School
1000 West Kilgore Road
Kalamazoo, MI 49008

Web site: www.hackettcc.org
269-381-2646
269-381-3919 fax
www.hackettcc.org

OVERVIEW

The Hackett Catholic Central Alumni Office developed this resource guide to help Class Reunion Committees. The goal of this guide is to share ideas and activities that have made reunions memorable for other classes. These ideas can be easily adapted to your specific situation.

THINGS TO CONSIDER

The following sections describe tasks that past reunion organizers have listed as important. The order in which they are listed is not significant. In fact, many of the items must be dealt with simultaneously.

THE PLANNING COMMITTEE

The planning committee should consist of group of at least four or five interested classmates. The planning process can begin as early as nine to twelve months in advance. A little extra planning time can prevent last minute headaches. Initially the committee should meet at least once a month to allow enough time to find as many people from the class as possible and to iron out as many scheduling difficulties as possible.

At least one member of the committee should live in Kalamazoo or Portage to personally deal with the local arrangements. Smaller committees make the scheduling of meetings easier and help the decision making process go smoothly.

ADDRESSES

The Hackett Irish Alumni Office maintains an alumni database. This database information is available to the reunion committee for addresses of classmates. The first time the list is used it is important to verify that all members of the class are listed by checking it against a yearbook or graduation program. The Alumni Office has a copy of the commencement programs.

In exchange for supplying addresses and mailing labels, the Irish Alumni Office asks you to share any changes in status or addresses you receive with them. This will enable alumni news to reach as many alumni as possible and help you plan future reunions.

REUNION FORMAT

The following suggestions may help your committee formulate plans for your reunion. As you can tell from the following list the classes have chosen different activities for their reunions. Some have had very casual, one-night gatherings while others have planned two or three day events. One idea is to start with a casual Friday night gathering at a local "watering hole," a formal dinner dance on Saturday and a family picnic on Sunday.

Barbecue/Pig Roast/Picnic - These are inexpensive ways to have a reunion in the first years after graduation. Any of the local county parks may be suitable locations.

Dinner Dance - Plan a dinner dance at any of the local hotels or conference facilities and hire a band or DJ. Many local hotels offer reduced room rates for your out of town attendees if you book your event with them.

Golf Outing - Contact one of the many local golf courses that has a banquet facility and hold your outing there. Fill the day with eighteen holes of golf with a dinner to follow at the golf course.

Other Option - Consider including a tour of Hackett Catholic Central as one of your options. There have been several recent upgrades at the school that may be of interest to alumni. A prayer service or mass could be scheduled in the chapel.

Entertainment is another detail that is unique to each class. The decisions regarding a master of ceremony, music, giveaways, contests and games are ones that are made by the committee based on the interests of the class. Formal programs are conducted by some classes, with speakers and other activities which require an MC. Some classes choose to have a band, others have a DJ and some have no music at all. Door prizes, including items from Hackett, are

awarded for things such as longest marriage, most children, or farthest traveled may help personalize the reunion.

DATE AND PLACE

Coordinating the date and the place to hold the reunion should be the first order of business when planning the reunion. The place chosen will set the tone for the event. The time of year may determine attendance. Summer is traditionally the time of reunions and weddings, which can make scheduling difficult. Perhaps the planning of a fall reunion in conjunction with Hackett's homecoming could make for an interesting change by tying it directly to a common high school experience.

Enclosed with this guide are places where past reunions have been held with some measure of success. Most places will require a deposit to hold the reservation. It is up to the organizers to come up with this money (see the Finances section for more information).

FINANCES

Keeping track of finances for the reunion is one of the most important responsibilities of the committee.

Formulate a budget - Most reunions are not free. Shown is a sample budget. Obviously, this will change depending on the format of your reunion. The committee should formulate a budget early in the planning process to assure that you at least break even on your reunion. You may even wish to build in an amount for a donation in the name of the class.

Revenue: Registration fee

Expenses: Room rental
 Catering
 DJ/Band
 Publicity/Mail
 Decorations
 Door Prizes

Designate a Treasurer - Assign one person the responsibility for receiving and disbursing money. The treasurer should keep accurate records of money paid by attendees and is responsible for paying all reunion expenses. The treasurer must also stay in close contact with the reservation chairperson to assure that all reservations as well as payments are collected and recorded.

A difficult decision can be determining a per-person cost. The final cost will be dictated by other decisions (place, entertainment, caterer and mailing costs). However, having some upper limit in mind at the beginning will help temper some of those later decisions.

PUBLICITY

Notify the Alumni Office as soon as a decision has been made to hold a class reunion so they can begin preparations to assist your committee.

There are several methods of contacting former classmates:

- direct mail by letter, flyer or post card
- Public service announcements on local radio and television stations to the station manager.
- Kalamazoo Gazette for publication in its reunion section.
- Hackett Catholic Central Website: hackettcc.org will keep information up to date.
- *Shamrock* - The *Shamrock* alumni newsletter is available to alert alums of an upcoming reunion. Be brief and give a phone number and address for response. *Shamrocks* are published in January and May in addition to the Annual Report in September.

INCIDENTALS

Organizers should decide if teachers, coaches, and/or administrators who were part of your high school experience are to be invited to the reunion. In many cases, their addresses can be obtained from Hackett.

The Irish Alumni Office at Hackett is willing to arrange for copying, labeling and mailing of reunion announcements. We will also help with the design of any letter or flyer.

Two mailings are preferred:

The first is an announcement to determine interest in a reunion and allow people time to mark their calendars and make travel arrangements. This announcement also contains all pertinent information. The who, what, where, and whys of the reunion as well as costs associated with the event. It should be sent six months to a year preceding the reunion and include a response card indicating if the person is interested in attending a reunion.

The second is an invitation with another response card to confirm a reservation, an information sheet with the itinerary, and perhaps a form that interested classmates can fill out detailing their life after graduation.

Once you have updates and current addresses from your classmates from the registration forms, please share with the Alumni Office. They will update their files and provide you with a directory of classmates which can be made available to everyone at the reunion.

THE REUNION

The day of the reunion, committee members are needed to meet and greet fellow classmates at the reunion site. Some things that will be needed are:

List of attendees

Name Tags

Reunion directories

Booklet

Pens

RESOURCES

LOCATIONS

Kalamazoo County Parks and Recreation Department
2900 Lake St. Kalamazoo
269-383-8778

Kalamazoo County Convention and Visitors Bureau
269-381-4003

CATERERS AND FACILITIES

Daane's Catering

8901 Portage Rd.
Kalamazoo
269-327-5500

The Park Club

EMA Enterprises

Mike Leeuw (HCC parent)
28840 North M-40
Paw Paw MI 49079
269-628-2164

Catering by Tiffany

10023 Oakland Dr.
327-3707

Just Good Food

383-1083
303 North Rose St. Kalamazoo

Maggie's Catering

2715 W. Michigan
Kalamazoo
269-381-1312
Fax 269-381-4529
www.maggiescatering.com

Pines West

Catering by Tarnow, Inc.
Food and Facility
2425 South 11th St.
Oshtemo
269-372-2203

University Roadhouse

Food and Facility - up to 40
Chris Housler '83
1332 W. Michigan
Kalamazoo
269-345-7990

The Ample Pantry

Bill Farrell
4325 W. Michigan
Kalamazoo
375-8300

Everyday Gourmet

Robert Ailstock
615-3410

The Air Zoo

6151 Portage Rd
www.airzoo.org