



MOUNT DOUG ALUMNI



REUNIONS

AN ORGANIZING GUIDE:

1. Ask at least 2 - 4 classmates to be on the committee with you.
2. Start your organizing about 1 - 2 years in advance of your year of celebration.
3. Get your annual/yearbook out & input all the grad names onto a spreadsheet with columns like: NAME (last name at school), (current), (first name), EMAIL ADDRESS, PHONE NUMBER, YES/NO (interested) etc. Remember to include STAFF - they love being invited.
4. Go onto our MDAA website - www.mountdoug alumni.com - to Student Members & your class year & enter email addresses in to your list of those who are signed in to the website already. See Staff Members list for their email addresses too.
5. Try to find any organizers of any previous reunions your class may have had & contact them for organizing help & more contact info.
6. Go to Facebook, LinkedIn, Twitter, Classmates.com, etc. & the telephone book - look up classmates for contact info.
7. Decide when you want the reunion - on a weekend May to September is most popular time - then choose a date.
8. Create an email to send out to the known classmates about having a reunion & date and ask are they: 1. interested? and 2. do they want to help with the planning? 3. do you have contact info for these classmate whom we haven't found yet?- then list them in the email.
9. Send out that 1st email announcing your reunion and record replies on your spreadsheet. (use your or one of your committee members' email address or create an email address for replies)
10. In addition to emailing, a Facebook page can be created stating necessary info. about your reunion.
11. Be sure to go back to the MDAA website & click on Reunions then Current and click on webmaster and send him a paragraph you'd



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like on that page to tell classmates the reunion info they need to know.
This is a free MDAA service for you and your classmates.

12. Decide what format you will use to celebrate eg. 1 event - social, !OR 2 events - 1 day or 2 -1 social (with or w/o partners) and 1 dinner &/or dance OR 3 events - a social, dinner/dance & a family picnic OR ?
13. Price rental facilities according to how your committee decides they want to celebrate - ie. what events & in what type of venue.
14. After venue visits, decide and book the venue well in advance & then email a SAVE THE DATE invite to all classmates with location so they can plan well in advance to attend. (send at least 10-12 mos. ahead). Look into food/catering; music, live or canned.
15. Open up a bank acct. in your or your class' name to handle ticket money, etc. Appoint a treasurer & have him/her & one other be signers on the acct.
16. Develop a budget to pay for venues or items needed in advance eg. decorations, etc...
17. Ask the committee if they want to have alum Bev Highton &/or Brian Lamb come to one of their meetings to tell them about having their class possibly donate to MDAA toward bursaries for MD students. (contact them by finding them on MDAA website see Student Members) Extra \$ could be added to ticket cost for this purpose.
18. Then sent email out with the date, venue, time & ticket cost. Include a bit extra for the MDAA bursary fund if the group agrees to that. Have them send cheques to you. Give them a name or acct. name to make them out to. (can set up other payment methods)
19. Contact the MDAA Archives to see if they have any items for displays for the reunion to borrow & their banner & how they can !help. At: archives@mountdoug alumni.com
20. If your committee agrees, contact MDAA to see if they (2 directors) will attend your reunion for about an hour to sign up alumni who ! aren't on the website yet & to sell MD pens, shirts & plaques & to !donate a shirt & pen for door prizes.
21. Decide if you are going to have an In Memoriam area/bulletin board at your reunion & assign someone to it or decide in your committee



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how you want it to look.

22. Do you have the STAFF contact info to invite them? Ask MDAA, we have some.
23. Send a final email to all who have purchased tickets a few weeks before event as a reminder & to get them excited about attending.
24. See VIC HIGH ALUMNI website - under Reunions - Reunion Planning in a Nutshell - very good info. there too.
25. After your event, do remember to send some reunion photos to our webmaster, Ron Crocker at : ron@crockerwebdesign.com to post on MDAA website under Reunions, Past - for alumni's pleasure!

** Have fun in the organizing process & enjoy your Reunion!*

- by Wendy Gedney - MDAA president - March 30, 2016