

REUNIONS

~ AN ORGANIZING GUIDE: (revised)



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, but a basic organization can be done in less time too.
3. Find your annual/yearbook and 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), COMMENTS, etc.
4. Remember to think about including **STAFF** - they love being invited! Maybe 1 or 2 classmates can handle inviting them. We can help with contact information for some of them.
5. Go to our MDAA website: **mountdoug alumni.com** to Student Members & your class year & note (star?) the classmates who have registered on our site already. We can help get their **email addresses**.
6. Try to find any organizers of any previous reunions your class may have had & contact them for organizing help & more **contact info**.
7. Go to Facebook, LinkedIn, Instagram, Twitter X, Classmates.com, & other social media & the ol' telephone book to look up classmates for contact info.
8. Decide **when** you want the reunion on a weekend May to September is most popular time then **choose a date**. Then **BOOK a VENUE** for your event well in advance. You may want to choose 2 dates in case the venue you'd like is booked for your first choice date.
9. Create an email to send out to the known classmates about having a reunion & date (Save the 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.
10. 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 specifically for reunion replies).

11. In addition to emailing, create a Facebook page - most reunion groups do this - stating necessary info. about your reunion & ways to reply to you.

12. Be sure to go back to the MDAA website & click on Reunions then Current and click on Webmaster and send him/her the info you'd like on our MDAA website there about your reunion.

13. Decide what format you will use to celebrate:

1 event - a social, OR

2 events, eg. 1 social (with or w/o partners) and 1 dinner &/or dance OR

3 events, a social, dinner/dance & a family picnic or whatever you all create.

14. Price rental facilities according to how your committee decides they want to celebrate ie. what events & in what type of venue. We have some venue suggestions that other classes have used successfully if you need help there.

15. 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) especially for out of town classmates. Price food/catering; music, live or canned if the committee wants it.

16. 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.

17. Develop a budget to pay for venues or items needed in advance eg. decorations, etc... so you will have a better idea of ticket price.

18. Ask the committee if they want to have alum to come to one of their meetings to tell them about having their class possibly donating to MDAA toward bursaries for MD students. Extra \$ could be added to ticket cost for this purpose.

19. Then send 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. (other payment methods can be set up, eg. e-transfers)

20. Contact the MDAA Archives at archives@mountdoug alumni.com to see if they have any items to borrow for your reunion displays, such as their Welcome Alumni banner.

21. If your committee agrees, contact MDAA to see if 1 or 2 directors will attend your reunion for about an hour to sign up alumni on the website & to sell any MDAA items and promote the association and to take a group photo if desired.

22. Decide if your committee is going to have an In Memoriam area/bulletin board at your reunion. This will list your classmates who have died. Assign 1 or 2 people to create this.

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 1 or 2 reunion photos to us especially for us to post on our MDAA website under Reunions, for alumni to enjoy in our next newsletter after your reunion.

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

~ by Wendy Gedney MDAA president - Mar. 30, 2016 - updated Jan, 2024