

Alumni Class Reunion Planner

LOCATION

The ideal location to hold your reunion is Holy Name itself, for the following reasons:

- Gives the alums a chance to physically and emotionally reconnect with the school grounds.
- Gives alums a chance to share an important part of their history with their significant others.
- Provides convenience for parish priests, sisters and other staff to participate.
- Affords an opportunity for school students to participate as well as helpers, tour guides, or speakers.
- Offers the opportunity to include Mass with the event.
- Offers ample free parking.

The event can be held in the Flanagan Center or the Gymnasium, depending on the size of the guest list, the type of entertainment included, and the availability of the spaces. The Flanagan Center is preferred for ease of set-up and clean-up.

TIMING

The Time of Day to hold your event is strictly your prerogative, based on the needs and interests of your fellow alums. Given that meals are an important and common social ritual in our society, it is highly recommended to incorporate a lunch or dinner reception. Weekends are obviously the preferred days of the week, for both alumni and school considerations. For dinner receptions, Saturday is the recommended day, with the reception following the regularly scheduled 5:00pm Mass. For lunch receptions, Sunday is the recommended day, with the reception following the regularly scheduled 11:30am Mass.

EVENT SCHEDULE

You will obviously want to tailor your event to the interests and personality of your class. It is highly recommended that you include the following components, in whichever sequence makes the most sense to you.

- Mass, dedicated to your class reunion.
 - You will want to have pews reserved in front of the Church for all reunion guests.
 - Your classmates, if possible, can serve in the various liturgical ministry roles: Lectors, Eucharistic Ministers, Singers, Ushers, and Offertory Procession.
 - The Prayers of the Faithful and Music can be customized.
 - You are also welcome to include special gifts or symbols with the offertory, along with the Bread and Wine.
 - You may want to officially offer the Mass for a deceased classmate or other beloved figure.

NOTE: This ideally is held at Holy Name of Jesus Church. If your event is held at a different location, you may still want to consider asking a priest to celebrate a Mass at that site or asking a sister to lead a Eucharistic Prayer Service.

- Lunch or Dinner Reception
 - This can be either buffet or sit-down.
 - It is recommended that you hire a caterer, giving you the greatest flexibility in type of food and quantity. To minimize the work required by your planning team, the caterer should handle all set-up, serving, and take-down related to food and beverage service.
 - It is recommended to include an invocation by a priest or sister.
 - For dessert, you may elect to purchase a Reunion cake.
- Cocktail Hour
 - You will want to give your guests 30-60 minutes near the beginning of the event to socialize and catch up with each other.
 - You will likely want to have cocktails offered with a hosted bar.
 - You will also likely want to have Hors d'oeuvres available.

- Tour of the School
 - This is a superb catalyst to evoke memories of grammar school days among alumni.
 - It is recommended to include a speech before the walk-through highlighting the status of the school today and changes that have occurred over the years.
 - It is also recommended to request current 8th grade students to serve as guides.
 - You will want to reserve 30-45 minutes for the walk-through portion.
 - Include the Assembly Room, Library and Gymnasium.

- Memories Presentation
 - This can take the form of a slide presentation or DVD. A DVD player and large screen monitor are available in the Flanagan Center. You will need to check the availability of A/V equipment for other locations. For powerpoint presentations, you will need to supply a laptop, projector, screen, computer speakers, and power cords.
 - Include class photos and old photos gathered from classmates.
 - Include teacher photos available from Holy Name School.
 - You may want to include current photos of your classmates, with families or loved ones.
 - You may also want to include memorable images from your grammar school era (eg. TV shows, Movies, Celebrities, Products, Fashion, Cars, History)
 - Include music, ideally from that era.

- Welcome Speech
 - This can be delivered by a member of the Planning Committee or by a representative of Holy Name School.
 - You will want to recognize everyone in attendance, as well as those unable to attend. Encourage those not able to attend to provide greetings to be read at the event.
 - You will want to thank everyone who helped to plan the event.
 - You will want to thank your class for their contributions to the Class Gift.
 - You may want to share a few special memories.

- Alumni Association Update
 - This is ideally delivered by someone from the HN Alumni Association or the School.
 - Your class is challenged to keep the Panther spirit alive by staying connected to the school and to each other.

- Group Photo
 - It is recommended to take a formal group photo of attending classmates at the event.
 - This can be taken by either a professional or amateur photographer. You want to request for someone with photography skills among your guests.
 - You will want to allow 10-15 minutes for this.
 - You may choose to provide prints to everyone via mailing or an on-line service.

Following is a sample schedule for your reference.

- a. Mass
5:00pm
 - i. Welcome by Celebrant
 - ii. Liturgy of the Word
 - iii. Liturgy of the Eucharist
 - iv. Memorial for Deceased Classmate
 - v. Presentation of the Class Gift

- b. Tour of School 6:00pm

- c. Dinner Reception
 - i. Cocktails/ Hors d'oeuvres
6:30pm

 - ii. Class Photo
7:00pm

 - iii. Welcome
Speech
7:15pm

 - iv. Alumni Association
Update
7:25pm

- v. Invocation
(Grace) 7:35pm
- vi. Buffet
Dinner
7:40pm
- vii. Dessert (Cake)
8:20pm
- viii. Memories Slide Show
8:45pm
- ix. Trivia Prizes
9:00pm
- x. Last
Call
10:45pm

OTHER CONSIDERATIONS

Following are some other, not necessarily recommended, considerations for your reunion.

- You may want to include optional childcare during the event. There are rooms of different sizes available on the Holy Name grounds. You will need to schedule a room with the parish secretary. You will also need to hire a minimum of 1 adult for the first 5 kids, and 1 additional assistant (teens OK) for each 5 additional kids. You will also need to arrange for the availability of all play and/or video equipment, as well as for setup and cleanup.
- You may want to invite a professional speaker to deliver a speech on a topic of interest at the event. It would be ideal if the speaker has ties to Holy Name school or the parish but not necessary. You will likely need to compensate the speaker.
- You may want to reserve a group of rooms at a local hotel or simply provide a list of recommended hotels for out-of-town guests. Since just about everyone is still familiar with the area and most folks still have family in the area, this is generally not needed.

LOCATING GUESTS

There are multiple resources available for locating your classmates, teachers, priests and coaches, some of them more costly than others. You will first want to obtain a class list from the Holy Name Alumni Association, which will include last known addresses at the time of graduation. Following are recommended resources, listed in the recommended sequence of employment.

Resource	Contact	Description
HN Alumni Association	holynamesfalumni@yahoo.com or Alumni Association Holy Name School 1560 - 40th Avenue San Francisco, California 94122	Has all class lists. Has updated contact info for some alumni.
Holy Name School	Mrs. Judy Cosmos, Vice Principal Holy Name of Jesus School 1560 40 th Ave., San Francisco, CA 94122 415-731-4077 jcosmos@holynamesf.com	Has teacher lists.
Holy Name Rectory	Mrs. Jackie Alvarez Holy Name of Jesus 1555 39 th Avenue San Francisco, CA 94122 415-664-8590 HNParishSecretary@holynamesf.org	Has contact info for registered parishioners. Some alumni and/or their parents or siblings are still in the parish. Some coaches are also still in the parish. Has contact info for priests.
Fellow alumni		Solicit help from classmates who have stayed well connected with old friends. Include list of “whereabouts unknown” with Save the Date announcement and

		with Invitation. Send periodic emails to classmates for help.
Holy Name Parish	Mrs. Jackie Alvarez Holy Name of Jesus 1555 39 th Avenue San Francisco, CA 94122 415-664-8590 HNParishSecretary@holynamesf.org	Place periodic announcements in parish bulletin with names you are looking for.
Family members of alumni		Send announcements or notices to any parents, siblings, or other relatives you may know.
Internet people locator service	Classmates.com	The best “keeping in touch” website. Sign up for gold membership to be able to email registered classmates. \$15 for 3 months or \$39.99 for 12 months. Search local high schools also.
High School alumni associations	Saint Ignatius College Preparatory Riordan High School Mercy High School Presentation Convent Sacred Heart/Convent Lowell High School	See attached list
Internet people locator service	Whitepages.com Zabasearch.com	Limited usefulness. Most useful for uncommon names. Use their “Find a Person” service. No cost.
Internet people locator service	Myfamily.com	Limited usefulness. Most useful for uncommon names.

	Sign up for their “People Finder” service. \$29.95 for 3 months
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PLANNING TIMELINE/CHECKLIST

Time Before the Event	Action Step
	Early Planning
8 Mos.	Form Planning Committee
7 Mos.	Secure Date & Location
7 Mos.	Determine overall budget
7 Mos.	Send Reunion Notification to alumni association
7 Mos.	Send copy of Reunion Notification to pastor
6 Mos.	Set overall target for Class Gift
4 Mos.	Determine what Class Gift funds will be used for
4 Mos.	Set up Reunion funds account with rectory
	Guest Management
8 Mos.	Begin locating classmates
6 Mos.	Send out “Save the Date” announcements
6 Mos.	Put reunion announcement in parish bulletin
6 Mos.	Request list of teachers with contact information from school (Do this prior to summer break)
6 Mos.	Request contact info for any priests from rectory
4 Mos.	Put reunion announcement #2 in parish bulletin
3 Mos.	Send out Invites
2 Mos.	Put reunion announcement #3 in parish bulletin
5 Wks.	Send out reminder postcards
4 Wks.	Call non-respondents
2 Wks.	Finalize guest list
	Mass Planning
6 Mos.	Send request for Mass dedication to rectory
4 Mos.	Send initial proposal to pastor
3 Mos.	Request Someone to write & read Prayers of the Faithful
2 Mos.	Secure Lectors (2) & provide readings
3 Mos.	Request any singers/musicians
2 Mos.	Determine any song requests
2 Mos.	Discuss and confirm plans with choir director
2 Mos.	Discuss and confirm plans with Liturgy Coordinator
1 Mo.	Secure Eucharistic Ministers (Up to 8)
1 Mo.	Request folks to carry up offertory gifts (2+)

1 Mo.		Finalize any additional gifts to be carried during offertory
1 Mo.		Confirm plans with sacristan and request pews be reserved
2 Wks.		Send final plan to pastor, including instructions and announcements for presider
Reception Planning		
6 Mos.		Secure caterer
6 Mos.		Determine type of meal service
6 Mos.		Determine type of beverage service
Varies		Pay deposit to caterer
6 Mos.		Determine event schedule
6 Mos.		Determine any entertainment
6 Mos.		Secure entertainment provider
Varies		Pay deposit to entertainment provider
5 Mos.		Determine if childcare is to be provided
5 Mos.		Determine any games/contests
5 Mos.		Determine plan for memories show
4 Mos.		Secure childcare provider(s)
4 Mos.		Secure Photographer
4 Mos.		Select menu
4 Mos.		Determine plan for decorations
4 Mos.		Determine any prizes/gifts
3 Mos.		Determine layout of room(s)
3 Mos.		Secure any A/V equipment needs
2 Mos.		Hire cleaning person for post-event clean-up
1 Mo.		Request microphone be put out
1 Mo.		Determine event clean-up plan
2 Wks.		Give final headcount to caterer
2 Wks.		Purchase/Complete prizes/gifts
2 Wks.		Purchase/Complete decorations
2 Wks.		Purchase/Complete games/contests
2 Wks.		Purchase guest book
2 Wks.		Prepare name tags
2 Days		Cut check for caterer
2 Days		Cut check for entertainment provider
1 Day		Set up
Post Reception		
2 Days		Request check for cleaning person
1 Wk		Provide list of donors for receipt letters to parish receptionist
2 Wks		Complete class directory
2 Wks		Purchase prints of group photo
2 Wks		Request checks for all expense reimbursements

3 Wks		Reconcile accounting with parish receptionist
3 Wks		Request check for Class Gift to school

REUNION RESOURCES

Following are other potential resources to consider to help plan your reunion.

Name	Contact Info	Description
Reunion Planning		
Myclassreunion.exe	Myclassreunion.net	Basic planning software. \$49.95 to download.
Minutiae Software Reunion Planner	Minutiaesoftware.com/reunion or 1-877-646-8842	Basic planning software. \$59.95 to download.
Reunion Planner Software	Reunionplanner.com	Detailed planning software. Standard edition - \$49.95 Professional edition - \$129.95
Locating Guests		
Reunion.com	Reunion.com	Similar to classmates.com but less users
Net Detective	Harris Digital Publishing Group cyberserious.com/search-find-people/classmate-searches.html 1-386-736-3882	\$29.00 for 3 years unlimited searches.
Decorations		
Party City	Various locations	Retail party store
Michaels	Various locations	Retail craft store
Oriental Trading Company	1-800-875-8480 www.orientaltrading.com	Party supply catalog

HOLY NAME ALUMNI ASSOCIATION CONTACTS

NAME	TITLE	ADDRESS	PHONE	EMAIL	COMMENTS
Holy Name School					
Judy Cosmos	Vice Principal	1560 40 th Ave., San Francisco, CA 94122	415-731-4077	jcosmos@holynamesf.com	For reservation of reunion room, date, time and place
Colleen Durkin Jim Garber	Alumni Association		415-664-8590 925-484-3736	cdurkin@holynamesf.com jvgarber@comcast.net	For obtaining original or current class list
Holy Name Parish					
Jackie Alvarez	Parish Secretary	1555 39 th Avenue San Francisco, CA 94122	415-664-8590	HNParishSecretary@holynamesf.org	Call for scheduling, site logistics, announcements, Mass memorial, priest info, funds management, general info
Fr. D'Angelo	Pastor	3240 Lawton St., San Francisco, CA 94122	415-664-8590	Pastor@holynamesf.org	Submit special mass requests
Wai Ha Tom	Parish Cleaning Person		415-681-9089		Call to schedule clean-up after event
		Flanagan Center Off.	415-664-8590		Call to request microphone for event
Sr. Cristina Ovejera	Liturgy Coordinator	1555 39 th Ave., San Francisco, CA 94122	415-664-8590		Call to coordinate liturgical ministers for Mass
Tony Eiras	Music Minister		408-309-3516		Call to coordinate music for Mass

Catering					
Ron Dumont	City Forest Lodge		415-753-8326		Experienced with Holy Name events
Photography					
Laurie O'Brien			415-378-6528		Holy Name Alumni
Entertainment					