



Bishop Garcia Diego High School Planning a Successful Reunion



Here are some valuable tips for organizing a successful
Bishop Garcia Diego High School Reunion

1. How to get started

- Track down and dust off your senior yearbook. Your yearbook will be the starting point to create your class roster.

2. Form a Reunion Committee

- The committee should consist of the "Senior Class" officers from your class. If those classmates are not interested or can not commit the time to planning a reunion, when you contact past classmates, ask who would like to be part of the planning process.
- Now that many people communicate through email, it will be easier to communicate and work with a committee to plan your reunion.
- Your reunion committee should consist of three solid people.
- BGDHS will help **produce and mail** the first "save-the-date" postcard and one additional first class mailing once your three member committee is formed. BGDHS will require contact information from all three committee members.

3. Contact Bishop Garcia Diego High School

- BGDHS will be able to provide a class list with contact information.
- Disclaimer: With this class list a disclaimer is attached, stating you may only use the contact information for reunion purposes.

4. Getting Organized

- Once you receive a class list from BGDHS, check your yearbook to make sure everyone is listed. BGDHS may not have everyone's contact information currently within the database.
- If classmates are missing, there are a few options:
 - Check the Phone Book
 - Check [www.yellowpages](http://www.yellowpages.com)
 - Check with other classmates
- You may be unable to locate some classmates and some may choose not to be part of their high school reunion and that is their choice to make.

5. Updating Information

- Any updated information you receive from your classmates, please be sure to share with BGDHS, so our database records continue to stay current.

6. Choosing a Reunion Date and Place

- Summer and Fall seem to be suitable times of the year for hosting a reunion. The date is set by the reunion committee.
- A great time to host a reunion and be able to participate in school events, would be the weekend of Homecoming when the school hosts a Tailgate BBQ for all Alumni. Check our school calendar at www.bishopdiego.org
- Be sure to check the Santa Barbara Chamber of Commerce for community events and functions such as Santa Barbara's Fiesta celebration, UCSB graduation and Summer Solstice. Although these may be super times to visit Santa Barbara, hotels may be difficult to find. You can check the Santa Barbara Chamber of Commerce website for hotels and special events as well. www.sbchamber.org
- BGDHS is a perfect location to host a reunion. We have two areas available, the main gymnasium and the Doolan Patio (covered patio with open-air barbecue area). Please review the pdf document on our website for more details on hosting a class reunion on campus. Officially school reunions do not require additional liability insurance since the event is sponsored in part by the Alumni Association.
- BGDHS will also assist with informing your class about the reunion by posting information on the school website and in the Cardinal CatchUp.

7. Prepare a Preliminary Budget

- Typically, a reunion will consist of some combination of events: **(1)** Friday evening gathering, casual, **(2)** Saturday evening formal dinner and dancing event and **(3)** Sunday a family BBQ gathering that includes the children. Some reunions host a golf tournament and/or town tour.
- Depending on how many days your reunion committee would like to schedule, determine a price for each day/event. This will help those classmates who may only be able to attend one of the reunion days.
- Your cost will need to cover, dinner (plus tax and gratuity if off campus and having catered), decorations, entertainment and the cost of your invitations, mailing, copies, etc.
- If there are classmates who live in Santa Barbara, they may be interested in hosting one of the events at their home.
- Be sure to make copies of all invoices and costs for the reunion. Many reunion reps will open a separate checking account to help with keeping track of the cost.
- At present there is no charge to use school facilities, but a donation and appeal to support the Alumni Endowment Fund is expected.

8. Preparing your First Mailing to Classmates

- Your letter should include a “Save the Date” and a preliminary schedule of your reunion, along with committee members and their contact information.
- Include in your mailing a contact form for each classmate to return with all correct information and family information. Also, include some “blast from the past” questions for them to complete: who they remember, who they are still in contact with, favorite teacher and why, favorite school moment?
- Include with your mailing a self addressed envelope to help with the return of all information.
- Be sure to ask if anyone else from the class would like to participate with the planning of the reunion, the more help the better!

9. Five Months before the Reunion

- Be sure to have booked your venues.
- Send out a second mailing, this will be the reservation form. This form will include an area for contact information and your itinerary. A request for the number and names of attendees for the reunion and any other events.
- Include in second mailing a list of hotels and community entertainment
- Include hotels that offer a babysitting service for those bringing their children.
- A deposit for the reunion (each reunion event) will need to be sent back with all other information.
- Consider a PayPal account online if you feel that will help.
- Remember the self-addressed envelop.

10. Three Months before the Reunion

- Continue to update your class with the schedule and who has already sent in an RVSP for the reunion. That may entice classmates to attend once they see who will be attending.
- Continue with reminders about reunion event fees needing to be paid in full, one month prior to the event.
- Confirm with any booking and information that would help them with their planning.

11. One Month before the Reunion

- Confirm all booking (entertainment, caterer, venues, etc) and be certain all commitments are in writing including costs.
- Send out a reminder letter to everyone who has sent in a RSVP for the event. Provide all reunion information.
- Collect all fees for the reunion.

12. One Week before the Reunion

- Prepare nametags, as these are very important to have. Maybe have their senior class photo on the nametag; just a thought!
- Have all other paperwork and décor ready for each day and each reunion event.

- Visit each venue and contact personnel from the venue!
- Contact all bookings and provide them with a map to each location.

13. Day of the Reunion

- If you can set up the day before the reunion, it is a good idea to make that arrangement.
- Be at your venue early to set up!!! You will enjoy the reunion knowing all is planned and set ahead of time.
- Keep the reunion flowing, so stick to your time schedule! Make general announcements throughout the event and be sure to thank everyone for taking the time to attend.
- Take lots of photos!! We'd love to see them here at BGDHS and perhaps include some in the Cardinal CatchUp or on our website.
- Most of all, **HAVE A SUPER TIME!!!!**

14. For more information contact Bishop Garcia Diego High School

Stacey L. Carr - Director of Alumni Relations & Special Events
4000 La Colina Road - Santa Barbara, Ca 93110
805.967.1266 ext 105 - scarr@bishopdiego.org