

# *Planning Your Reunion at NWCS*

**On behalf of NWCS and your fellow classmates, thank you for planning your class reunion! At the Alumni Relations office, we are here to support you. This planning guide outlines the steps to take when organizing your reunion and is designed to help you think about many of the planning details.**

## **Prepare for Planning**

- Request a class list. We will provide you a spreadsheet of the most current contact information we have for your class.
- Form a planning committee. Have a friend or two join you in the planning. It will be more fun!

## **Things to Discuss & Decide**

- Pick a date for the reunion!!! Does it make sense to have your reunion around yearly NWCS events such as Homecoming (October), Graduation (June), Auction (April), Impact (October), Grandparent's Day (May), etc.? Be aware of local activities (Hoopfest, Bloomsday, etc.) particularly regarding out-of-town classmates and availability to attend.
- Are you and your classmates at a stage in life that a "kid free" activity would be more appropriate or is a family-friendly event more suitable?
- What would be the best venue for your group? Common venues include: restaurants with rooms for large parties, personal residence, golf/country club room, hotel meeting room, etc. Public, county, or city parks often have built in play equipment/activities which is suitable for a family-oriented reunion. A public library, personal residence with an adequate outdoor space or one of the NWCS options may be viable and inexpensive (free) venues.
- Consider costs and be mindful of price points. It is appropriate to ask participants to RSVP and pay in advance particularly if you are having to put deposits down for venues, catering, etc., but be thoughtful about costs and be prepared to justify the costs if asked by classmates. Think about the variety of ways to pay: Venmo, cash, check, pay-at-the-door, self-pay, etc.
- Please note that if you are using any service that requires gratuity take the time to discuss the company's gratuity guidelines with the contact person. For example, some restaurants automatically charge a non-negotiable gratuity percentage for large groups.

## **Spread the Word:**

- Contact your classmates (even if you think they wouldn't come) make phone calls, mail letters, or start a Facebook group.
- Ask classmates to "save-the-date" if the details are still being worked out.
- NWCS can use our social media accounts and website to post your reunion date(s), give details and provide contact information.

### **Other Things to Consider:**

- Gather memorabilia: Class books, memory books, class t-shirt, graduation mementos, yearbooks, photo's, etc. naturally leads to conversation, interaction, and fellowship. The NWCS archives have yearbooks and other Crusader memorabilia that can be borrowed for reunion.
- "In Memoria" display for classmates who have passed away.
- Make a playlist of popular music from your high school years.
- Planning Resources:
  - Eventbrite.com
  - Sign-Up Genius
- Contact the NWCS Alumni Relations office for help.
  - Jamey Clark, email: [jclark@nwcs.org](mailto:jclark@nwcs.org) phone: 509-238-4005 x158