

# Rosary High School & Rosary Academy Alumnae Reunion Guide



714.879.6302 | 1340 N. ACACIA AVE. | FULLERTON CA. 92831 | [WWW.ROSARYACADEMY.ORG](http://WWW.ROSARYACADEMY.ORG)

Revised 9/2017

Dear Rosary Alumnae:

The Advancement Office encourages all class reunions to allow you to bring together each class, rekindle your sisterhood ties, and share in the memories formed during your time at Rosary. The responsibility of planning and executing the reunion lies solely with the reunion class. However, Rosary is happy to help support in several ways. This document is a guide to help in the planning and successful execution of your reunion. At any time, please free to email or call us with questions. We are happy to help and make suggestions.

-The Rosary Advancement Office

Advancement Office Staff:

Maggie La Bonte '09 | Advancement & Alumnae Coordinator  
714.879.6302 x125 | [mlabonte@rosaryacademy.org](mailto:mlabonte@rosaryacademy.org)

Kristie Rueff O'Campo '02 | Director of Advancement  
714.879.6302 x107 | [kocampo@rosaryacademy.org](mailto:kocampo@rosaryacademy.org)

## Steps in Planning a Reunion

### 1. Organize a Committee

Planning a reunion is a lot of work, so getting a committee together will make the entire process easier. If possible, try to get this committee together a year in advance and delegate different areas of the reunion to the various committee members. The Advancement Office can help identify classmates who are interested in being on the committee. Some areas of responsibility:

- Venue & Catering
- Attendance/Reservations/Finances
- Class Contact – search and find classmates whose information is not current. At the end of the reunion, the reunion coordinator should give updated information to the Advancement office.
- Outreach/Publicity/Social Media – help create messaging and reach out to classmates
- Decorations/Memorabilia/Name Tags
- Set-up and Take-down of the reunion
- Handouts/SWAG/Slide Show during reunion if you want
- Vendors (i.e., DJ, Rental Company)

*If you are planning a Tri-School reunion, make sure that Connelly and Servite are represented in the committee.*

### 2. Planning the Reunion

Before you start planning, here are some questions to consider:

- Do you want this to be only a Rosary reunion or a Tri-School Reunion?
- Do you want the reunion to include spouses/significant others? Children?
- Do you want the reunion to be held on Rosary's campus or off campus?
- Do you want to do a dinner or heavy appetizers?
- Will you be serving alcohol? Open bar or cash bar?
- What price point are you comfortable with for tickets?
- Do you want any particular Rosary staff (past or present) to attend?

Once you have answered the questions above, decide on the following:

- Select a date – please allow enough time to secure a venue and notify classmates
- Select a venue – a list of potential venues is provided on page 10
- Style of the Reunion – formal or informal (sit down dinner, buffet, heavy appetizers); depending on what you do, this will affect the cost of the event.
- Event Timeline – guest speaker, speeches, trivia, nostalgia, slide show
- Honor those who passed away

### 3. Budget

When you are preparing your budget, consider your anticipated costs. Reunion events must cover their own costs, through ticket sales and underwriting. Rosary does not provide funding for reunions. Potential expenditures:

- Venue
- Catering – food and beverage including alcohol
- Rentals
- Entertainment
- Photographer
- Decorations
- Invitations/Postage (if mailing)
- Handouts/SWAG

### 4. Communication

There are several ways to get the word out to classmates about the upcoming reunion:

- “Save the Date” postcard and/or email
- Emails (from reunion committee, class captain, and Rosary communication)
- Phone Calls
- Facebook groups or other social media platforms – find out which platform your class uses the most and use that platform to keep members updated on the reunion
- Rosary website
- Rosary social media

Here are some suggestions to promote the reunion:

- Emails/social media posts
- Teasers on who will be there
- Announce fun activities planned
- “Then & now” photos/updates on specific classmates
- Flashback pictures or anecdotes of your time in high school
- Yearbook photos

### 5. Managing Finances

There are several ways to manage finances. Some classes open a checking account for the reunions, use PayPal or Venmo, or create an event on [www.eventbrite.com](http://www.eventbrite.com).

Rosary is happy to help manage funds and collect payment through our website. However, there are some restrictions, and this option must be discussed at the beginning of the planning process.

## 6. Invitations, Evites, & Website/Social Media

Choose which method is best for reaching your classmates, or use a combination of methods. For example, send an evite to those with an email address and mail a flyer to those with just a mailing address. Sending only evites will reduce costs of printing and postage. Invitation and/or website/social media should include:

- Who, what, where, when, time
- RSVP date, cost, and where to purchase tickets
- Committee contact information for questions
- Dress code

**Important:** The reunion committee should keep a record of all RSVP's and any contact information changes, and email those details to the Advancement Office for database updating.

## 7. More Tips

- Name tags – provide all guests with a name tag. Include their yearbook photo as a nice and fun touch!
- Reunion booklet or handout – you may want to consider encouraging alumnae to send in their biography or an anecdote about their time at Rosary prior to the reunion to share with everyone. This is an added cost to keep in mind.
- Slide show of photos from high school or past reunions
- Party favor – do you want to give everyone a gift as a reunion keepsake?
- Photo booth
- Memorabilia – Rosary is happy to lend any memorabilia we may have for the reunion.

## Timeline

### 8-12 months out

- Contact the Rosary Advancement office and inform them you would like to organize a reunion.
- Establish a committee.
- If doing a Tri-School reunion, please inform Rosary and they will reach out to the alumni offices at Connelly and Servite.
- Develop the reunion budget, including your estimated attendance, expenses, and income.
- Set a date and book your venue.
- Consider what vendors you would need and call for quotes.
- Set up social media, if desired, to help spread the word on the reunion.
- Start publicizing the reunion through Rosary (website, social media, communications) and through committee communications to the class.
- Begin searching for “lost” alumnae.
- Contact Rosary Advancement office:
  - To help promote the reunion
  - Update on reunion progress and details
  - Update on any “lost” alumnae contact information

### 4-6 months out

- Hold planning meetings – these can be held at someone’s home, or they can take place at Rosary.
- If you cannot meet in person, make sure regular email communication between all committee members takes place to keep up progress.
- Assign tasks to committee members/volunteers.
- Book Vendors.
- DJ, Photographer/Photo Booth, Rentals, etc.
- Find out when they need deposits and final payments.
- Send out “Save the Date” emails/communications.
- If you are giving out any SWAG, order the items.
- Contact Rosary Advancement office:
  - To help promote the reunion
  - Update on reunion progress and details
  - Update on any “lost” alumnae contact information

### 2-4 months out

- Send out invitations (printed or evite).
- Start recording all RSVPs (acceptances and declines).
- Make sure all committee members/volunteers are making progress with their tasks.
- Contact Rosary Advancement office:
  - To help promote the reunion

- Update on reunion progress and details
- Update on any “lost” alumnae contact information

### 1 – 2 months out

- Send out reminder communication promoting the reunion.
- Encourage all committee members and those going to reach out to fellow classmates what haven’t responded yet.
- Confirm bookings with all vendors and location.
- Check in with all committee members to check on progress and see where help is needed.
- Purchase any decorations needed.
- Contact Rosary Advancement office:
  - To help promote the reunion
  - Update on reunion progress and details
  - Update on any “lost” alumnae contact information

### 1 – 2 weeks out

- Provide final numbers to venue and caterer.
- If you are using items provided by the venue, make sure they have them and available for use at event (microphone, podium, signage, check-in tables, etc.).
- If vendors need final payment day of reunion, make sure payment is ready .
- If you need volunteers, secure them and give them their tasks for the reunion (check-in, decorating, etc.).
- Prepare name tags, any handouts/booklets, party favors.
- Send any final reminders about the reunion to all confirmed guests.
- Contact Rosary Advancement office:
  - To help promote the reunion
  - Update on reunion progress and details
  - Update on any “lost” alumnae contact information

### Day of the Reunion

- Decorate the venue.
- Set-up the check-in table and any items the venue does not set-up.
- Confirm completion of all last-minute tasks.
- Make sure all volunteers have their tasks and have been briefed.
- Make sure at least one committee member is present at the venue throughout the day to meet with vendors. At least 2-3 members should be present at least 2 hours before the start time.
- Have FUN!

### Follow up

- Send an email to class thanking them for coming and making the reunion a success, and include a link to see photos that were taken
- Please contact Rosary Advancement office and update them on how the reunion went, sharing any fun details and pictures that can be included on our social media, website, and alumnae newsletter.
- Update any additional updated contact information on alumnae.



## **Support from Rosary**

**The responsibility of planning and executing the reunion lies solely with the reunion class. However, Rosary is happy to help support in the following ways:**

### Class List

Rosary's Advancement Office maintains a database of all alumnae. We are happy to provide a class list to the committee with each member's contact information (mailing address, phone number, and email address). Some alumnae may be "lost", meaning we do not have any current contact information on that alumna. Rosary asks that you help us in updating these "lost" alumnae with their updated information if you are successful in contacting them.

### Promotion

Throughout the entire planning process, please keep the Advancement Office current on any and all details, so we can help promote the reunion. We are able to help promote the reunion through:

- Rosary website
- Newsletter to alumnae
- Email communication to class from Rosary
- Rosary social media (Facebook, Twitter, Instagram)

After the reunion, please contact the Advancement Office and update them on how the reunion went, sharing any fun details and pictures that can be included on our social media, website, and alumnae newsletter.

### On-Campus Venue

Rosary has several locations on campus that can be used for a reunion. If you chose to hold your reunion on campus, please contact the Advancement Office. However, please understand that all campus facilities are subject to availability, and the school's needs take first priority. Please note that a reunion on campus will still involve some costs. Possible on-campus locations:

- Quad
- Karcher Center
- Assembly Hall
- Lawn

If you chose to host your reunion on campus, we are happy to provide a tour of the campus. The tour can be tailored to fit the interest of the group. If you hold your reunion off campus but would still like a tour to be part of the reunion that can be arranged as well.

## Venues and Vendors

Venue Name / Venue Address	Contact
<b>Rosary Academy</b> 1340 N. Acacia Avenue Fullerton, CA 92831	Advancement Office 714.879.6302
Astor Classics 1563 S. State College Blvd. Anaheim, CA 92805	714.502.9494
Doubletree Suites 2085 South Harbor Blvd Anaheim, CA 92802	Erika Santana 714.750.3000
Embassy Suites Anaheim South 11767 Harbor Blvd Garden Grove, CA 92840	Tiffany Tustin 714.539.3300
Pasea Hotel & Spa 21080 Pacific Coast Hwy Huntington Beach, CA 92648	Christeen Orr 714.698.6155
TAPS Fish House & Brewery 101 E. Imperial Hwy Brea, CA 92821	714.257.0101
J.T. Schmid's 2610 E. Katella Ave Anaheim, CA 92806	714.634.9200

Vender Name	Type	Contact
HAZ Party Rental	Rentals: tables, chairs, linens	714.993.7900
Events by Noonan	Rentals: tables, chairs, linens	562.991.5110
Pegleg Entertainment	DJ	714.527.8443
Intertwined	Event planners; alumnae owned	949.748.8786
Striking Elegance	Event Planning	562.755.2383

Images

