

# CLASS REUNIONS

***Would you like to reconnect with your former class mates? St Michael's College is here to help!***

St Michael's College is offering its support to class reunions of 10, 20, 30, 40, 50, 60 years. The organisation of these reunions will be a joint effort between a committee formed by old scholars of each reunion year and the Community Relations team at the College. A reunion is not just for graduates but for all who attended St Michael's College and would have otherwise finished Year 12 in the year of the reunion.

A class reunion convenor/s for each reunion year will be identified or self nominated and will be somebody who is prepared to get things underway and approach others to form a class reunion committee (e.g. Year College Captain).

## **Role of the class reunion committee**

The main focus of the reunion committee is to use their respective networks of friends to find and connect with old scholars and encourage them to attend. They will also coordinate the logistics of the night:

### Administration

- The College will provide a list of names from that year for the committee to review for completeness. Setting up a Facebook group and inviting class members is a great way to update records and inform members the details of the reunion. Due to privacy, the College can make initial contact to class members we have recorded email addresses for, directing them to the Facebook group and providing committee contact details.
- Assign names to each committee member for them to approach to encourage their attendance.
- Provide a list of past/current teachers that the committee would like to invite. Don't restrict to just your year, some reunion attendees attend to see staff they met throughout school (the College can communicate with them and they will be invited free of charge, the College will cover the cost).

### Contact Information

- The committee should provide the College with a final list of names with correct contact information for future communication.
- St Michael's College will also collect updated contact information from the event booking site to update the database.

### Venue Liaison

- Contact venues and organise details.
- Finalise catering needs and final numbers with the venue in conjunction with the committee.

### On the Night

- A few speeches may be organised on the night (see below). If available, St Michael's College Principal John Foley will attend.
- Check attendance on the night that guests have paid (upon entering guests should show their ticket (printed or on mobile) for entry otherwise payment must be made on the night).
- Take additional photos on the night and send to the Community Relations Department to be uploaded on the website and Facebook and published in the school magazine and The Star Newsletter.

Proposed dates need to be discussed with Olivia Peressin to avoid possible clashes with other St Michael's College events and to enable promotion of the reunion through the College's communication channels.

## Composition of the class reunion committee

Ideally a committee should be formed that consist of a diverse group of people who know different sets of old scholars. Consider having the same percentage of male and females as in that year's class.

One of the committee members should be appointed the overall organiser to assign responsibilities and chase up committee members on how things are progressing. They would be the liaison person with the Community Relations Department as required.

## Role of the Community Relations Department at St Michael's College

### Administration

- Provide a list of class names to the committee as a starting point for correspondence.
- Email those we have recorded on the database directing them to the Facebook group and provide committee contact details.
- Liaise with the convenors to select a date (to avoid clashes with other events).
- Contribution of \$500 (to go towards room hire, food, decorations etc.).
- Invite past/current teachers – list of invitees to be provided by the committee (St Michael's College to cover the costs of those staff attending)
- A tour of the Campus is available if this is something the committee wishes to include
- Organise a photographer for 1 hour of the event
- Organise name tags (if required)

### Promotion

- Promote and publish a 'Save the Date' on the St Michael's College website, Facebook, The Star Newsletter and Magazine.
- Publish reminders.
- Setup a class reunion registration via an event booking website 2-3 months prior to the event.
- Provide reports on the progress of the registration.
- Send out formal invitations 8 weeks prior – committee to ensure the contact list is updated and as inclusive as possible.
- Set up a Facebook event page which will include a link to the event booking site to record guest attendance.

## Marketing & Community Relations Coordinator

Olivia Peressin is the direct contact to organise class reunions with. Olivia can be contacted on:

E        Olivia.Peressin@smc.sa.edu.au  
T        08 8150 2343

## Costings and venue

St Michael's College will contribute \$500 to the class reunion – which can be used for room hire fees or food & drink.

It's up to the committee to decide on the format of the event - whether a formal dinner (e.g. food + drink package = approx \$70pp) or cocktail style (e.g. finger food + buy your own drinks = approx \$20pp). Get a general consensus on the preferred format and costings from the group before committing. Financial responsibility rests with the convening Committee. Receipting of money and payment to the venue/suppliers can occur through the College, however any over run or loss will not be covered by the College.

A list of venue options to consider and approximate pricing which includes old scholar and St Michael's College community run venues can be provided.

## On the Night - Speeches

This is up to the committee to decide if speeches will occur on the night or not. If agreed to go ahead with speeches, things worth considering in addition to the normal 'Welcome Speech' include:

- if any teachers are going, do they want to say a few words;
- someone to remember those that have passed away and a moments silence;
- if available to attend, the Principal of St Michael's College, John Foley may say a few words.

## Other Considerations

- A tour of the Henley Beach Campus is available, should this be of interest.
- If there is a SMOSH match scheduled nearby, this could be a meeting point or if the reunion is on a Friday night, make it a recovery session?
- Consider those who still play sport on Saturdays.
- Avoid Crows & Power home games.
- For others coming from interstate, is it worth organising a recovery brunch/lunch the next day?

***Give the committee at least 6 months to organise the event to maximise its success.  
Good Luck!***