



MOUNT DOUG  
ALUMNI



## **REUNIONS - AN ORGANIZING GUIDE:**

1. Ask at least 2 - 4 classmates to be on the committee with you.
2. Start your organizing about 1 - 2 years in advance of your year of celebration.
3. Get your annual/yearbook out & input all the grad names onto a spreadsheet with columns like: NAME (last name at school), (current), (first name), EMAIL ADDRESS, PHONE NUMBER, YES NO (interested) etc.... Remember to include STAFF in your list - they love to be invited too.
4. Go to our MDAA website - [www.mountdoug alumni.com](http://www.mountdoug alumni.com) - to Student Members & your class year & enter email addresses in to your list of those who are signed in to the website already. See Staff Members list for their email addresses too.
5. Try to find any organizers of any previous reunions your class may have had & contact them for organizing help & more contact info.
6. Go to Facebook, LinkedIn, Twitter, Classmates.com, etc. & the telephone book - look up classmates for contact info.
7. Decide when you want the reunion - on a weekend May to September is most popular time - then choose a date.
8. Create an email to send out to the known classmates about having a reunion & date and ask are they: 1. interested? and 2. do they want to help with the planning? 3. do you have contact info for these classmate whom we haven't found yet?- then list them in the email.

9. Send out that 1st email announcing your reunion and record replies on your spreadsheet. (use your or one of your committee members' email address or create an email address for replies)
10. In addition to emailing, a Facebook page can be created stating necessary info. about your reunion.
11. Be sure to go back to the MDAA website & click on Reunions... then Current and click on webmaster and send him a paragraph you'd like on that page to tell classmates the reunion info they need to know. This is a free MDAA service for your and your classmates.
12. Decide what format you will use to celebrate eg. 1 event - social, OR 2 events - 1 day or 2 -1 social (with or w/o partners) and 1 dinner &/or dance OR 3 events - a social, dinner/dance & a family picnic OR ?
13. Price rental facilities according to how your committee decides they want to celebrate - ie. what events & in what type of venue.
14. After venue visits, decide and book the venue well in advance & then email a SAVE THE DATE invite to all classmates with location so they can plan well in advance to attend. (send at least 10-12 mos. ahead).
15. Open up a bank acct. in your or your class' name to handle ticket money, etc. Appoint a treasurer & have him/her & one other be signers on the acct.
16. Develop a budget to pay for venues or items needed in advance eg decorations, etc..

17. Discuss with your committee a ticket event price. See if they want to also add a few dollars to that reunion ticket price to contribute/donate as a class to the MDAA student bursaries fund.
18. Then send out an email to all (or post on your social media page) with the date, venue, time & ticket cost. Have them send cheques or e-transfer to you. Give them a name or acct name to make them out to (or you can set up other payment methods).
19. Contact the MDAA Archives to see if they have any items for displays for the reunion to borrow & their banner & how they can help. At: **archives@mountdoug alumni.com**
20. If your committee agrees, contact MDAA to see if they (2 directors) will attend your reunion for about an hour to sign up alumni who aren't on the website yet & to sell MD pens, shirts & plaques & to donate a shirt & pen for door prizes at your event.
21. Decide if you are going to have an **In Memoriam** area/bulletin board at your reunion & assign someone to it or decide in your committee how you want it to look.
22. Do you have the **STAFF** contact info to invite them? Some are on the MDAA website under Staff Members or ask MDAA, we have some too.
23. See VIC HIGH ALUMNI website - under Reunions - Reunion Planning in a Nutshell - very good info. there too.
24. After your event, do remember to send some reunion photos to our webmaster, Ron Crocker at : [ron@crockerwebdesign.com](mailto:ron@crockerwebdesign.com) to post on MDAA website under Reunions - for alumni's pleasure!  
Also a group reunion photo can go in our Fall Newsletter, let us know.

\* Have fun in the planning & enjoy your Reunion!

- by Wendy Gedney - MDAA president - April 2018