

The Shrewsbury High School
REUNION HELP MANUAL

PREPARED BY THE SHREWSBURY HIGH SCHOOL ALUMNI ASSOCIATION



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Reunion Chair Job Description

The reunion chair is responsible for:

- Enlisting and managing a team of volunteers who ideally represent a broad cross-section of the class.
- Arranging and conducting meetings.
- Leading the reunion activities during the reunion weekend.

One year or more in advance

- ❑ **Recruit 6-10 team members.** Try to have an equal representation of men and women. Hold an initial meeting and split responsibilities equally. Designate someone to be the group secretary — to take, type up, and distribute the notes from each meeting.
- ❑ **Make the committee fun!** Though decisions can be stressful, make sure team members keep in mind that they are there to have fun.
- ❑ **Schedule meetings for the year at your first meeting.** Hold a meeting each month to keep members informed and motivated.
- ❑ **Get a notebook.** Keep yourself organized.
- ❑ **Have all committees keep detailed contact lists, to be shared with the group after the reunion so that one person does not lose the information.** The Finance Committee should keep a detailed budget to share with the group.
- ❑ **Write everything down into a schedule.** After reading over this handbook, write down everything you want to do during your Reunion Weekend, then determine how much lead time you'll need to prepare. Get a calendar for start dates and end dates. Share the schedule with the team members.
- ❑ **Determine dates of these activities.** First pick the date of your reunion weekend. The longer the weekend, the more time it gives time people to visit friends and family. Don't schedule the reunion weekend during a time when personal budgets are strained.
 - For 5th to 25th reunions, fall is the best time. (5th should be held Thanksgiving weekend since most classmates will be home for Thanksgiving.) Homecoming is another event to consider. Call Shrewsbury High School for the date (508-841-8800).
 - For 30th to 50th reunions, May is a good time.

❑ **Assign tasks:**

Cocktail Party (Friday) Committee

- ❑ **Estimate the number of classmates.** Figure out how many might attend to determine the size of the room you'll need. See Appendix A (page 27) for the projected reunion attendance for colleges and universities — similar for high schools.
- ❑ **Reserve your space.** Pick the location (a Shrewsbury site might be preferable), reserve the room from 6:30p.m. to closing, and send in your deposit, if required. When inquiring about a place, ask the following and get in writing:
 - How long will the bar be open? If the bar is open for only 4 hours, you will probably need to consider serving coffee after that time.
 - What is the deadline for calling in the final number of attendees?
 - How many extra people do they usually plan for if people attend at the last minute?
 - Do they have special access accommodations?
 - Can they accommodate for special diet requirements?

No class funds? The committee members can pay for their dinner at this time. This money will provide the needed deposits and mailings.

Tip: Questions To Ask A Caterer

1. Does the price include:

- Disposable china
- Napkins
- Tablecloths
- Silverware
- Warmers
- Serving knives
- Serving spoons

2. Does salad have Italian dressing on it? Are other dressings provided? What is the salad composed of?

3. Will rolls be pre-cut? Is margarine provided? Butter? Will serving platters be provided for the bread?

4. Is parmesan cheese provided for Italian food?

5. Drinks – soft drinks? Coffee/tea with cream and sugar? Stirrers?

6. What type of dishes will ziti and meatballs come in?

7. Can we pay by check?

8. Is a deposit required?

9. Do you deliver? Is there a charge?

10. Do you clean up?

11. What is the set-up time? Clean-up time?

12. Does the number of plates used or the number of people determine the cost?

□ **Determine the type of hors d'oeuvres.** Keep them simple. Shrewsbury High School reunion planners recommend cheese and crackers, fruit, vegetables, chicken fingers, shrimp, other finger foods, and desserts, served by wait staff or on a side table, which is less expensive.

□ **Figure out if your class will cheer on the Shrewsbury High School football team.** Plan on meeting at the game at a specified place on the field. Communicate the meeting place and time in the letter to classmates. Discuss this communication with the Publicity/Communications chair.

Tip: If your class plans to have a cocktail party at a home:

1. Consider liability issues.

2. Have the class treasury pay for liquor expenses.

3. Have reunion committee members provide hors d'oeuvres, if your committee wishes to have them.

4. Recruit a classmate to play the piano if you'd like. Have a sing-along.

5. Arrange to have a clean-up committee to assist host/hostess.

6. Consider that using someone's house may actually intimidate or offend some classmates. (One reason some classmates do not attend reunions is that they don't want to be compared to other classmates. Avoid the embarrassment. Choose a simple setting that is conducive to conversation.)

Banquet (Saturday) Committee

❑ **Estimate the number of classmates who will attend.** Figure out how many might attend to determine the size of the room you'll need. See Appendix A (page 27) for the projected reunion attendance for colleges and universities — similar for high schools.

❑ **Reserve your space at this time.** Research costs and availability of local establishments. Ask about types and costs of meals. You may want to split this responsibility with the Cocktail Party (Friday) Committee if your group decides to hold a Friday event. Consider a church — some will offer their auxiliary kitchen staff at low costs. A facility is usually "free" when its catering is used. When inquiring about a restaurant or banquet hall, ask the following and get in writing:

■ Do they serve alcohol? For how long will the bar be open? What is the cost of bartenders and drinks? If the bar is open for only 4 hours, you will probably need to consider serving coffee after that time.

■ What is the deadline for calling in the final number of attendees?

■ How many extra people do they usually plan for if people attend at the last minute?

■ Do they have special access accommodations?

■ Can they accommodate for special diet requirements?

■ Are other events planned in addition to yours that day? If so, will there be interference?

Pick the location (a Shrewsbury site might be preferable), reserve the room from 6:30p.m. to closing (have a cocktail hour/extended check-in time), and send in your deposit, if required. No class funds? The committee members can pay for their dinner at this time. This money will provide the needed deposits and mailings. Sign a contract at this time.

Tip: Signing A Contract

1. Read the fine print. If you disagree with a statement on the contract, discuss it with the establishment. Tell him/her that because you disagree with the terms, you will delete the statement. If both of you do not agree to the terms, tell the person that you will go elsewhere with your business.

2. Do not sign a contract whereby the establishment will change the price 30-60 days prior to the event.

3. Ask for other costs not mentioned in the contract.

Tip: Questions To Ask A Caterer

1. Does the price include:

■ Disposable china

■ Napkins

■ Tablecloths

■ Silverware

■ Warmers

■ Serving knives

■ Serving spoons

2. Does salad have Italian dressing on it? Are other dressings provided? What is the salad composed of?

3. Will rolls be pre-cut? Is margarine provided? Butter? Will serving platters be provided for the bread?
4. Is parmesan cheese provided for Italian food?
5. Drinks – soft drinks? Coffee/tea with cream and sugar? Stirrers?
6. What type of dishes will ziti and meatballs come in?
7. Can we pay by check?
8. Is a deposit required?
9. Do you deliver? Is there a charge?
10. Do you clean up?
11. What is the set-up time? Clean-up time?
12. Does the number of plates used or the number of people determine the cost?

Determine type of buffet or dinner and create the menu. Keep hors d'oeuvres simple. The cash bar and buffet, if you decide to have one rather than a sit-down dinner, should be set up in the banquet room so that the group is not split up.

Tip: How To Pick A Buffet vs. Sit-down Dinner

Buffet Advantages:

- Provides a variety of dishes.
- Lets hungry eaters have seconds.
- Allows people to mingle while waiting in line for food.
- Lets classmates chat at their tables without feeling rushed to eat.
- Does not generally provide dessert (or if it does, the dessert may not be worth the money). You can order a sheet cake from a local bakery and put small pieces at each table. Request a platter from the kitchen for each table. Check to see if there is a classmate who decorates cakes for a living and would like to donate a sheet cake. (But ask first — some places won't allow you to bring in food from the outside.)

Sit-down Dinner Advantages:

- Is more elegant than a buffet.
- Allows for all classmates to eat hot food, as opposed to buffet-style in which food may be cool by the time classmates get to it.
- Lets classmates often have two choices for the main course and have equal portions.
- Allows classmates to talk longer to people at tables while waiting to be served.
- Prevents classmates from having to stand in line balancing dishes.

Pick the music. If you want music, first consider whether most of your attendees dance or sit during the night and if it is difficult for classmates to hear each other talking above music. Usually music is too loud to hear people talk. (As they get older, graduates like to talk more and dance less. Hearing isn't as good as it used to be.) If you decide to have music, try:

- **Soft background music** (can be provided by taped music brought in by classmates). Ask if music can be piped into the room at the facility. See if classmates have old records, tapes, and CD's of music from your era that you can borrow. Take turns manning the music.
- **Organ music**

- **Live piano or harp music.** If the banquet site has a piano and your class has a talented pianist, plan in advance to have the piano moved in for entertainment.
- **A DJ.** A DJ is more economical than a band. If you want either, send in the deposit if required at this time.
 - If your class can stay awake past midnight, hire the DJ or band from 9p.m. to 1a.m..
 - When the deposit is paid, stress in writing that songs popular during your era should be played.
 - Sign a contract. Read the fine print. If you disagree with a statement on the contract, discuss it with the DJ. Tell him/her that because you disagree with the terms, you will delete the statement. If both of you do not agree to the terms, tell the person that you will go elsewhere with your business. Do not sign a contract whereby the DJ will change the price 30-60 days prior to the event. Ask for other costs not mentioned in the contract.
 - Discuss with the DJ or band that volume control is needed so that conversation can be heard above the music.
 - Ask if he/she has games that are played to "break the ice." Have the DJ describe the games to see if they are appropriate for your class.

□ **Take pictures.**

- **Candid.** Have a classmate or spouse take pictures during the night. Take money for film and development out of the class treasury.
- **Class photo.** Hire a professional photographer who has a wide-angle lens to take the class picture (without non-Shrewsbury High School spouses). Ask the photographer what the price is beforehand. He/she will have the Budget/Finance Chair fill out his/her address on the front of a large envelope and insert the cash in the envelope. Sell pictures in advance to classmates (have them send their money with their reply cards. Include names of people in picture when mailing the picture). If you sell photos to classmates, the Budget/Finance Chair should pay the photographer for the total price and put the profit back into the class treasury. If you have a class scrapbook, be sure to order a picture for it.

- **Take a video.** Recruit someone, such as a spouse, to take a video of the weekend. Videos can be sold as a class money-maker. Take orders through the invitation. Show the video at the next reunion.

Special Events Committee

Additional events are a nice way to stretch out the reunion. The most common complaint about reunions is "We didn't have enough time to visit with everyone I wanted to." Consider:

Thursday activity

Saturday daytime activity

Shrewsbury tour. If your class hasn't seen the sights in Shrewsbury for some time, consider renting a bus for a Shrewsbury tour. Take along someone from the Shrewsbury Historical Society to serve as a guide. If another class is holding its reunion the same day, perhaps you can split the cost of the

rental.

Shrewsbury High School tour. Consider a Shrewsbury High School tour. Headmaster Dan Gutekanst (dgutekanst@shrewsbury.k12.ma.us) would be happy to conduct tours of Shrewsbury High School for any reunion group (or he will ask another staff member to lead the tour). If your group would like to have refreshments, call the Food Services Director (508-841-8819) for a complete catering menu. (The cafe will have someone set up and clean up as part of the cost.) A custodian would not be needed if Mr. Gutekanst gives the tour.

Picnic. Consider an afternoon potluck picnic that allows classmates to bring their children. Local classmates can bring the food, and others can bring the drinks and chips. Be sure to reserve space early and to get shelter and cooking grills, etc.. Try to provide activities for the younger children.

Sunday brunch (start with 20th reunion):

- Estimate the number of classmates.** Figure out how many classmates might attend to determine the size of the room you'll need for the brunch buffet.
- Reserve your space.** Pick the location (a Shrewsbury site might be preferable) and send in your deposit, if required. No class funds? The committee members can pay for their brunch at this time. This money will provide the needed deposits and mailings.
- Determine type of buffet.** Develop menus.

Budget/Finance Committee

- Figure out how much money your class has.**
 - Is it at Shrewsbury High School?
 - Has it been gaining interest?
 - Can you take out money without the class treasurer's signature?
- If you have not done so already, set up a class checking account.** Pay all deposits and bills by check so you have records of payment. Many banks will let you set up this account for free. You may want to use two-signature checks to ensure that someone else is aware of what has been paid for and the amounts involved.
- Don't worry if you have no class funds.** Have committee members pay for events at this time. This money will provide the needed deposits and mailings. You can also consider a luncheon instead of a night banquet since it might be less expensive. You can also hold a fund-raiser:
 - Have someone take a video of your reunion. Charge \$15 per video.
 - Hold a 50/50 raffle.
 - Hold a raffle for donated prizes.
 - Charge extra for a reunion booklet.
 - Charge extra for group pictures if a photographer is taking the class picture.

□ **Figure out a price range for the cost-per-person.** Add an extra 10% to cover unanticipated costs. Consider increasing your cost-per-person by \$5 to give each classmate a one-year membership to the Shrewsbury High School Alumni Association. Make the cost as cheap as possible to make it as affordable as possible for classmates. Estimate the following expenses (if applicable) when choosing a price:

Cocktail party:

If a house party:

Liquor (consider liabilities)

Paper goods

Banquet:

Meal

Table centerpieces

Decorations

Cake for buffet

Music

Video for next reunion

Class picture for scrapbook

Scrapbook

Photographer

Entertainment

Memento

Advisors' meals

Corsages or a floral arrangements for advisor women

Brunch:

Meal

Publicity/Communications:

Stamps for mailings

Envelopes (consider post office envelopes that are pre-stamped)

Mailing labels for computer addresses

Invitation and/or postcard copies

Copies of senior pictures from yearbook

Reunion booklet

Laminate for nametags

Ribbon or yarn for nametags

Rolls of film and film development

Anything else you will want to spend money on

□ **Use some of your leftover funds.** If you have leftover funds, you can send a directory to all classmates, buy memberships for each classmate to the alumni association, or donate your funds to grants for Shrewsbury High School student groups through the alumni association.

Publicity/Communications Committee

- ❑ **Tell classmates the date.** Design, print, and mail a Save the Date announcement (postcard or letter) to all classmates to allow them time to plan their travel and vacations. Include:
 - Known reunion details.
 - Old school pictures from elementary to high school.
 - The name and address of the Data chair on the return address label so that wrong addresses are returned. Postal forwarding orders expire after 18 months.
 - Shrewsbury High School Alumni Association membership applications. (Many graduates do not know the group exists. The association will provide the applications. Call Membership Chair Judy Donahue at 508-845-6501 or e-mail her at jldonahue@townisp.com to include them in your mailing.)
 - Send out the autobiographical questionnaire with this mailing if you decide to have a reunion booklet.

- ❑ **Don't use bulk mail for this mailing.** Bulk mailings don't return wrong addresses.

- ❑ **Spread the word.** Let the following know the details of your reunion. **E-mail Sue Falzoi at sfalzoi@townisp.com for the most up-to-date information:**

Newspapers:

Community Advocate: adguy@communityadvocate.com

18 Lyman St., Westboro 01581

Contacts: Dave Bagdon, Editor, 366-5500

Jean Curran, News@communityadvocate.com, "Arts/Entertainment This Week" and "Community Schools" sections

Deadline: Friday noon, 8 days prior to publication

Shrewsbury Chronicle: Shrewsbury@cnc.com

230 Maple Street, Marlboro, MA 01752

Contact: Glenda Hazard, ghazard@cnc.com, "Bulletin Board" section ("Ongoing" section of Bulletin Board for updated info)

Phone: 508-490-7454

Fax: 508-490-7471

Deadline: Thursday at 2p.m., prior to the next Thursday issue

Weekly Record: swmaclean@aol.com

slip under door on Mon., Thurs., or Fri. at office: 89 W. Main St., Northboro

Contact: Sara MacLean, "Happenings" section

Fax: 978-368-1151

Deadline: 7p.m. Sunday

Editor: Karen Droogan, 508-393-1226 x791 or 508-393-4601,

nwsrecord@yahoo.com

Assistant Editor: Dave Wiggins 978-368-0176 x761

Worcester Telegram & Gazette

20 South St., Westboro 01581, phone (508) 366-0809, fax (508) 836-3848

Contact: tgwboro@telegram.com, "Bulletin Board" section

kkeenana@telegram.com, All community announcements (send to Westboro office)

Ellen Weingart, shrewma@yahoo.com, (508) 842-1975, "Shrewsbury News" section

Jackie Reis, jreis@telegram.com, (508) 793-9245, Reporter

Kerry Schmidt, newstips@telegram.com, (508) 793-9245, Sunday paper "Class Reunions" section

Deadline: 2 weeks in advance. Include as much of the following as possible: Name of high school, graduating year; reunion time, date, place, street address, town, your web site, cost of each ticket, and name, phone number, and e-mail address of contact person. They do not print names of classmates that you can't find. ALL INFO MUST BE RECEIVED IN WRITING. May fax to (508) 793-9281 or mail to: Telegram & Gazette, P.O. Box 15012, Worcester, MA 01615-0012 (or 20 Franklin St., Worcester, to drop it off), attention Class Reunions.

Regional:

Boston Globe: weweek@globe.com

40 Speen St., Framingham, MA 01701

Editor: Carol Beggy, cbeggy@globe.com

Reporter: Connie Paige, cpaige@globe.com

Contact: Stacy Collins, 508-820-4200, for Calendar, Community Bulletin Board, Listings, West Weekly – Sunday Edition and Globe Calendar

Boston Herald: comments@bostonherald.com

1 Herald Square, P.O. Box 2096, Boston, MA 02106-2096

Contact: Dan Rosenfeld 617-426-3000 x461, epurcell@bostonherald.com

Fax: 617-542-1315

Metro-West Daily (formerly Middlesex News): metrowest@cnc.com

P.O. Box 9157, Framingham, MA 01701-9151

Contact: Carol Baggey, Metro-West Guide Calendar

Fax: 508-626-4400

Cable TV (Shrewsbury Channel 19)

Contact: Patti Young, pyoung@ci.shrewsbury.ma.us or drop information off in the gray mailbox (Town Hall mail) at the Town Hall and address it to: Electric Light Department, Cable TV ad

SHS Alumni Association web site: www.shrewsburyalumni.org

Contact: Debra Falzoi, dfalzoi@hotmail.com

Can also submit missing classmates list for posting.

Classmates.com: www.classmates.com

Radio

Alumni News, alumni newsletter

Contact: Reunion Chair Sue Falzoi, sfalzoi@townisp.com or 508-845-6977

Data Committee

❑ **Obtain your class list from the Shrewsbury High School Alumni**

Association. Contact Database Chair Judy Donahue (508-845-6501 or jldonahue@townisp.com) for your updated class list (if they have your current one). Here's why you should get your class list from the alumni association, the only group that stores class lists, rather than use the list from your last reunion:

- Graduates frequently submit their updated addresses to the alumni association through the alumni association web site, www.shrewsburyalumni.org. This information is entered into the database, which lists the date of the most recent update.
- If someone different plans the next reunion, it may be difficult to track down the past organizers, or the past organizers may have lost the class list.

❑ **Update information.** Update names, addresses, telephone numbers, and e-mail addresses. Be sure to update your records from the wrong address letters from the Save the Date mailing. Write down the name of a contact person who you can call to get an updated address, such as a parent or sibling. If you have trouble tracking down classmates, try:

- Using the yearbook supplement in which addresses may have been located.
- Calling brothers or sisters who were in another class. If you can remember their names, you can browse through the alumni association database (with alumni from 1918-present). Call Database Chair Judy Donahue at 508-845-6501 to set up a time to look through the database.
- Looking through the alumni archives. Call Janet Pope at 508-845-1785 to see the archives.
- Calling parents still in the area.
- Looking on the Internet:

www.altavita.com

www.bigfoot.com

www.bigyellow.com

www.excite.com

www.google.com

www.goto.com

www.gradfinder.com

www.hotbot.com

www.infoseek.com

www.infospace.com/info.webtv/

www.lookupusa.com

www.msn.com

www.netscape.com

www.opentext.com

www.snap.com

www.switchboard.com

www.theultimates.com * highly recommended web site

www.webcrawler.com

www.whowhere.lycos.com

www.yahoo.com

www.alumni.net
www.classmates.com
www.classreunionsearch.com
www.greatreunions.com
www.highschoolalumni.com
www.planetalumni.com

- ❑ **Invite your advisors, teachers, and staff.** Teachers love to come to reunions. Don't discriminate — invite all of your teachers, principals, guidance counselors, nurses, etc.. If possible, offer a reduced rate or no charge for the banquet and no charge for other events.
- ❑ **Purchase address labels and envelopes.** Purchase printed mailing labels for your class through the alumni association for \$10 per 100. Contact Database Chair Judy Donahue at 508-845-6501 or jldonahue@townisp.com to purchase mailing labels. Judy will need your up-to-date class list.

Program Committee

Entertainment can make or break the success of the reunion. Try the following:

- ❑ **A printed program with the night's events and the class list.** The program should also include committee contact information and the web address www.shrewsburyalumni.org to let classmates update their addresses if they should relocate and keep in touch with their classmates.
- ❑ **Find an MC (who can be an MC — preferably someone skilled in public speaking and who will be careful not to offend anyone).**
 - **Welcome the attendees** and express appreciation for their attendance.
 - **Thank the reunion committee members.** Provide a list for the MC.
 - **Have a moment of silence for deceased classmates.**
 - **Ask trivia questions,** such as:
 - What was popular during our time that doesn't exist now?
 - Name some of the popular songs during high school days.
 - What happened in history during our last 4 years?
 - What was the class song? Colors? Motto?
 - What was the theme of the Junior Prom? Senior Prom?
 - Who was nicknamed _____?
 - What were some favorite expressions?
 - How many classmates married another classmate?
 - How many classmates are cousins?
 - **Give out gag gifts** (be careful not to offend anyone)
 - Person who traveled the farthest – map
 - Most children – aspirin
 - Least hair – comb
 - Most newly married
 - Most grandchildren
 - Most marriages
 - Longest marriage

Oldest children

Youngest children

■ **Reunion scrapbook.** Announce that it will be circulated.

■ **Address availability.** Announce that addresses will be available at the check-in table for those who want to locate classmates (if you don't provide a sheet of addresses for all from the check-in list).

■ **Centerpiece give-away.** If you'd like to give away the centerpieces, announce that a colored piece of paper has been put under a utensil or a penny under a cup.

■ **Advisor speeches.** Have advisors and other teachers in attendance say a few words.

■ **Tell everyone about the alumni association web site:**

www.Shrewsburyalumni.org. Instruct everyone to notify the Shrewsbury High School Alumni Association through the web site if their addresses change before the next reunion. Also let them know that they can keep in touch with their classmates through the web site.

■ **When it's time to serve the buffet, have a trivia contest to see which table goes first instead of calling table numbers.** Whoever jumps up with the correct answer first gets first table position to eat. By the time the next question is asked and answered correctly, it's time for another table to get in line, and so on. Make sure questions aren't so hard that no one knows the answers or so easy that the entire room is likely to jump up at once. It's a great way to keep everyone entertained while they're waiting their turn.

■ **Hold an auction.** One class asked classmates for donations for an auction. Classmates donated a watercolor, a basket filled with Shrewsbury memories, and a framed hall mirror with a pen and ink drawing of Beal High School. They made more than \$1000 for expenses for their next reunion.

■ **Identify classmates contest.** Collect old pictures from classmates and have a contest to see who can correctly identify them.

■ **Hula-hoop contest.** Provide hula-hoops.

■ **Bubble gum-blowing contest.** Provide gum.

■ **Raffle.** In advance, items should be obtained from merchants who are class members or other local merchants. Consider gift basket ideas, such as Shrewsbury items, from the class of 1953:

Collectors "Cats Meow" of the New SHS, Old SHS, Beal High School, Colonial emblem, or Donahue Rowing Center

Red Sox Shirt

Pair of hand painted wineglasses

Bottle of Chardonnay wine with "SHS Class of 1953" label

Shrewsbury Women's Club cookbook

CD music of the 50's

Tapestry-woven throw of Shrewsbury's famous landmarks

Book Remembering Lake Quinsigamond by Michael P. Perna, Jr.

Box of candies and nuts

\$25.00 American Express Gift Voucher

Gift membership & newsletter from the Shrewsbury High School Alumni Association

Ticket to the April alumni children's event

■ **Mixer.** The reunion committee picks someone to dance with, then their partner picks someone, or pick pictures or nametags out of a hat to be dance partners.

■ **Have classmates write down their memories.** Put paper and pens or pencils tables. Collect the papers and read them out loud. Screen them first!

- ❑ **Have the DJ run specialty dances, i.e. the limbo.**
- ❑ **Play a video of the last reunion or your commencement and/or graduation.** One class had a wide-screen TV with a video showing their commencement and graduation. Someone purchased the video that aired on public access after their graduation.
- ❑ **Show a slide show or video of pictures sent in by classmates.** Use pictures of classmates and their high school friends. Ask graduates to put their names on the back of their pictures and the names of their friends in the pictures. Return the pictures at the reunion.
- ❑ **If you decide to have no music, give everyone a chance to speak or tell a joke.**
- ❑ **Have placemats.** Laminate pages from your yearbook, especially pages showing people attending your reunion. Save these placemats for your next reunion.
- ❑ **Pass out "old-timers" poems or lists like "You Know You're Old When..." from the Internet.**
- ❑ **Cover tables with copies of yearbook pages, pictures, LP covers, or other memorabilia.** Cover the tables with clear tablecloths or glass tabletops.

Reunion Booklet Committee

(if any, organize at the 10th, 25th, 40th, and 50th reunions.)

- ❑ **Create a questionnaire.** Send it out with the Save the Date announcement.
- ❑ **Collect photos.** Make sure the Save the Date mailing includes a request for photos from classmates. Also try contacting the Shrewsbury High School Yearbook Advisor for pictures that were never put in the yearbook. Call Shrewsbury High School at 508-841-8800.
- ❑ **Compile a list of classmates with addresses.** Do not include phone numbers.

Six months in advance

Cocktail Party (Friday) Committee

- ❑ **Finalize hors d'oeuvres selections.**

Banquet (Saturday) Committee

- ❑ **Finalize menu selections.**

- ❑ **Choose table decorations.**

- Decide on an even number of chairs for people at each round table (8 chairs maximum on 5' diameter round tables – 10 chairs is too crowded).

- Request that an extra table be set up for guests arriving after dinner.

- Select the color of tablecloths and napkins.

- Choose centerpieces. Consider cost. Some centerpieces that would have to be purchased could be used again and perhaps even sold at the reunion. Ideas:

- **Blue & gold centerpieces with beautiful sunflowers, small blue roses, and baby's breath, complimented with the SHS colonial emblem.**

Rent these centerpieces, graciously donated by the class of 1966, from the Shrewsbury High School Alumni Association. The rental fee per arrangement: \$5 (\$10 replacement fee). The fee goes toward the SHS student grants program. For more information, contact Reunion Help Chair Sue Falzoi at 508-845-6977 or sfalzoi@townisp.com.

- **Blue & gold helium balloons** attached to a covered brick, decorator bag, sandbag, jar, or mug.

- **Flowers, live or dried, plants, pasta, or dried fruit in a basket, jar, or old shoes** from a thrift shop or alumni from the era of the graduation — platforms, sneakers, spike heels, saddle shoes, etc.. Place each on a sheet of blue or gold colored paper and, using a small baby food jar, place greens and a few flowers inside the shoe to make a centerpiece. Wrapped candy or other items could also be used. If the shoes are really old and dirty, you may consider spray painting them all bronze or gold, since they are Golden Oldies. You can also collect old flowers from local florists, dry them in a food dehydrator, and put them in baskets with ivy and bows.

- **Luminaries.** Get paper bags (white or colored) filled with sand and containing a candle.

- **Time Capsule,** with small objects from the year of graduation, such as peace sign necklaces, incense, tape cassettes, 45 records, love beads, etc.. The History Channel at www.historychannel.com could yield stories about the year of graduation that could be included. Xeroxed yearbook pictures, glued onto colored cardboard, could also help fill out the capsule.

- **Mirrored tile and candles with hurricanes.** Call local florists for leftover petals and greenery. They can save these up to a week, and you can sprinkle the petals around the candles. Tell the florist it's for a reunion and that you'll give them advertising in your programs — they might help for free. You can add curled ribbon confetti to the displays. These candles create a more formal effect.

■ **Then and Now pictures or articles.** Bring some small-framed pictures. Make sure you don't stick to just the "in-crowd" if you choose pictures. A small candle on the table would illuminate the pictures or articles, provide atmosphere, and will easily burn all night. A round plastic, colored tablecloth with a paper doily in center set under the photos is a nice touch. The photo displays will encourage people to walk around and talk with other people.

■ **"Required reading" or textbooks stacked in the middle of the table.** They'll bring graduates back to the old days. You can even tie each stack with blue or gold ribbon and put a big bow on top.

■ **Wrapped boxes.** Wrap small or medium boxes in blue or gold wrapping paper.

■ **Centerpiece contest.** As an icebreaker, have a table full of "stuff" — anything goes, and the weirder, the better. Ask each table of alumni to go to the stuff table, select seven items, and make a centerpiece. Have a prize for the funniest, most creative, ugliest, etc. Take pictures.

■ **Donations.** Find out if any classmates work for a florist and would provide free arrangements (alumni who are very successful can show off their company and maybe drum up new clients). Ask local merchants if they would like to donate a centerpiece, with their card attached as an advertisement — a tax deduction. Every centerpiece would be different, but it would be free and not require any work, except writing thank you notes.

□ **Choose room decorations.** Choose a theme, if desired, like 50s/60s.

□ **Follow up with music, pictures, and video if necessary.**

Special Events Committee

□ **If you're planning a Sunday brunch, finalize menu selections.**

□ **Follow up with any other planned activities.**

Budget/Finance Committee

□ **Continue to pay for products and services.**

□ **Plan the fund-raiser, if necessary.**

Publicity/Communications Committee

□ **Continue to spread the word.**

□ **Finalize plans for the invitation.** See samples on www.shrewsburyalumni.org. Include:

■ What, when, and where

■ Activities planned. Add:

■ If meals will be served

■ Appropriate dress for each event

■ List of events children are invited to attend, if any

- Cost-per-person
- Info on lodging accommodations and the group rate that has been negotiated for reunion attendees, if any
- List of missing classmates
- Where you will meet after the Shrewsbury High School football game if you plan to attend as a group
- The return address of the Data Chair, since incorrect addresses should come back to him/her for updating the list
 - Request for classmates to bring photos to the reunion (and request for them to put their name and address on the back of each picture if they want them back)
 - Request for classmates to bring memorabilia for a display, if you decide to have one. Recommend ticket stubs, prom programs, newspaper clippings, and school newspapers.
- A thank you to those who have helped put the reunion together
- A reply card, including:
 - A form for name, address, phone number, e-mail address, contact names and telephone numbers (in case the classmate can not be located in the future), and special diet requirements (vegetarian, kosher, vegan, etc.)
 - Check boxes for classmates to select events they will attend
 - Check box for graduates to indicate whether or not they'd like to be listed on the address list handed out at the reunion, if any
 - Instructions to return the reply card and payment by a designated date. Emphasize that those who pay at the door will be charged a specific amount over the normal reunion fee.
 - Order form and request for check for all classmates (even those not attending) for:
 - A reunion booklet, if any
 - A picture, if any
 - A video, if any

Classmates should send back the order form and check with the banquet reply card.
- **Print invitations.** For a gala 25th or 50th reunion, print engraved invitations with a reply card. (Be sure your class can afford it.)

Data Committee

- **Continue to track down missing classmates.**
- **Purchase address labels and envelopes for the invitation mailing.** Coordinate the size of the envelopes with the Publicity/Communications Chair, who coordinates the invitation. Give your updated information to the Shrewsbury High School Alumni Association Database Chair Judy Donahue (508-845-6501), who can print the labels for you at \$10 per 100. (Include the names of deceased and classmates not found when you give Judy your list.)

Program Committee

- Continue to plan and follow-up with activities.**

Reunion Booklet Committee

- Collect photos.**
- Compile autobiographical information that classmates send in.**
- Begin to assemble booklet.**

Four-five months in advance

Cocktail Party (Friday) Committee

Banquet (Saturday) Committee

Special Events Committee

Budget/Finance Committee

Program Committee

Reunion Booklet Committee

- Follow-up with tasks.**

Publicity/Communications Committee

- Mail the invitation.** Have a team party to address and stamp invitations. If you'd like to send the invitations out via bulk mail:
 - Remember to use bulk mail only if you've sent out a Save the Date mailing. With bulk mail, you won't be able to receive back incorrect address mailings to update your records.
 - Call the School Department (508-841-8400) to ask if their bulk mailing can be used for a class. Costs vary.
 - If the mail isn't broken down precisely, it will not be mailed.
- Invite your advisor(s) and teachers as your guests.** Your class should pay for their meals. Give corsages or floral arrangements to advisor women. Find a relative/parent who can make the floral gift.
- Continue to spread the word.**
- Contact the following to have them post signs on their marquees to welcome your classmates:**

Shrewsbury Nurseries

Contact: John Lebeaux, 508-842-2831

Your reunion site

Contact: The person with whom you booked the reunion

Data Committee

- Find out information about your classmates from the checks that come in.** You can find important information like phone numbers and spouse's names that you may not already have on payment checks.
- Collect and keep a record of responses for each reunion weekend event from the invitation mailing.**

One month in advance

Cocktail Party (Friday) Committee

❑ **Confirm the location.** Call the location (if different from the caterers) to confirm the event. Inform them of final attendance estimates. Be sure to write down the name of the person with whom you spoke.

Banquet (Saturday) Committee

❑ **Confirm the location.** Call the location (if different from the caterers) to confirm the event. Inform them of final attendance estimates. Be sure to write down the name of the person with whom you spoke.

❑ **Prepare the check-in table.** Recruit two people who will:

■ Prepare the list of attendees and the class list so that classmates can update address for those not in attendance.

■ Check off each name and guest on the meal list.

■ Have attendees write their names in the scrapbook.

■ Get yearbooks for the table.

❑ **Prepare the nametags.** Have nametags for all events. Pre-print them if possible so they are legible. Use large print and include maiden names. Try these:

■ Plastic name badges that pin to a shirt

■ Stickers, which won't put holes in blouses

■ Senior photo nametags. You can have someone photocopy the senior yearbook pictures of the attendees. Laminate the pictures, leaving approximately one inch at the top for punching a hole through the laminate. Insert a ribbon through the hole and have graduates hang the laminate around the neck. If you use this idea, you can find free laminating material and contact paper at Flexcon in Spencer. Make an announcement to have people drop their nametags in the box near the door so they can be used at the next reunion. See Appendix B (page 28) for a sample.

❑ **Prepare easels, posters, and memorabilia space.**

■ Ask people on the reunion committee if their place of employment has two easels that can be borrowed.

■ Use easel boards or 3 sides of a large box for your display. Cover the sides with contact paper (you can find free contact paper at Flexcon in Spencer). Try these ideas:

■ **"The Good Old Days" poster.** Make a collage of pictures of classes from elementary school to high school and letters from classmates who couldn't attend the reunion. Use pictures that classmates have sent in and/or pictures from the yearbook office. (The letters for the caption can be laminated and used for each reunion.) Add lists of the top 10 songs, movies, TV shows, books, etc. from your graduating year or era. Also display yearbooks, old jerseys, a football helmet, ticket stubs, prom programs, newspaper clippings, school newspapers, and/or a graduation cap and gown.

■ **"Time Marches On" poster.** Make a collage of *Time* magazine covers depicting the high school years in history. (The letters for the caption can be laminated and used for each reunion.)

- **A map**, locating all classmates attending the reunion.
- Save a table for memorabilia that your classmates bring. Leave space for items like ticket stubs, prom programs, newspaper clippings, and school newspapers.
- **Prepare the decorations.**
 - Put helium balloons along the wall. Balloons can be bought at iParty next to Michael's on Route 9 in Shrewsbury. When you buy the balloons, remember to tie down the strings of the balloons around the seatbelt in the back seat. The balloons won't fly to the front seat or out an opened door.
 - Contact Shrewsbury High School to see if they have a banner that can be displayed.
 - See if there are any decorations left over from your prom that are in storage that you can use or look in your yearbook to see how the dances were decorated and use those ideas. Recreate an old school dance. Streamers are relatively inexpensive, too, and are usually what was used in the past.
- **Coordinate the set up of any necessary equipment.** A microphone, podium, VCR, and/or a TV may be needed for entertainment.
- **Buy a scrapbook.** Bring it to each reunion. Include:
 - Photos (group and candid) taken at each reunion weekend. List people in each picture.
 - A copy of the invitation(s)
 - A sign-in page(s)
- **Create and print comment/suggestion cards to be passed out at the reunion.**

Special Events Committee

- **If you're planning a Sunday brunch, inform caterers of final attendance estimates.**
- **Call to confirm the event at the chosen location.** Be sure to write down the name of the person with whom you spoke.
- **Follow up with any other planned activities.**

Budget/Finance Committee

- **Deposit checks you receive from classmates.**
- **Make sure you have enough money to cover expenses.** Plan a fundraising event if necessary.

Publicity/Communications Committee

- **Continue to spread the word.**

Data Committee

- Continue to collect and keep a record of responses for each reunion weekend event from the invitation mailing.**

- Recruit more attendees.** If you would like more people to attend, especially if the number of attendees will not cover expenses, divide up the list of people you haven't heard from for a Phone-a-thon. An effective phone-a-thon can convince individuals who are uncommitted or who have not responded to attend the reunion.
 - Compile a list of people not attending the reunion.
 - Split the list among the committee to make telephone calls to personally invite them.
 - If there is someone on the committee who works for the telephone company, perhaps they can make the long distance calls.

Program Committee

- Finalize entertainment selections.**

Reunion Booklet Committee

- Finish assembling the booklet.**

- Print the booklet.**

One week in advance

Don't panic! Go over your lists of tasks and make sure everything has been done or will be done. Remember to:

- Delegate the remaining tasks.**
- Prepare the following to bring:**

To the cocktail party (if a house party):

- Food and drinks
- Paper goods

To the banquet:

- Cake
- Centerpieces
- Checkbook
- Decorations
- Easels
- Film
- List of attendees (for check-in table)
- Mementos/display items
- Music
- Nametags
- Pens (for check-in table)
- Props for entertainment activities
- Reunion booklets
- Scrapbook
- Stereo/boom box
- Still camera
- Thumbtacks
- Video camera
- Video from last reunion
- Yearbooks from your senior year

During the reunion

- Set up:**
 - Check-in table with 2 chairs
 - Decorations
 - Easels near door

- Distribute comment/suggestion cards.**

- Distribute reunion booklets, if any.**

- Give back any pictures or any other memorabilia sent in.**

After the reunion

- ❑ **Give your updated class list to the Shrewsbury High School Alumni Association.** Include the names of deceased and classmates not found. The alumni association keeps these lists on file since many graduates submit their updated addresses through the web site and in case classes lose their lists. The class lists on file are not used for the general public. Contact Membership Chair Judy Donahue at 508-845-6501 or jldonahue@townisp.com to submit your class list.
- ❑ **Decide who will be in charge of the next reunion.** Add new members to your committees if there is interest.
- ❑ **Submit your reunion photos to Shrewburyalumni.org.** Let those who could not attend and graduates in other classes see what your classmates look like now.
- ❑ **Select a date for the next reunion, if possible.**
- ❑ **Send thank you notes.**
- ❑ **Store reunion supplies in a convenient location.** You can re-use many of the supplies, including displays and centerpieces.
- ❑ **If you have extra funds, consider:**
 - Sending a mailing to those who did not attend. Tell them what they missed, when the next event is scheduled, and whom to contact to volunteer to help.
 - Giving to the Shrewsbury High School Alumni Association. The alumni association uses its money to award grants to clubs, classes, and organizations of Shrewsbury High School as well as the SHS Alumni Association Scholarship Fund.
- ❑ **Evaluate the reunion.** Go over the following within one week of the reunion while everything is fresh in people's minds:
 - Time of year
 - Could we have chosen a better date?
 - Would it have been better to choose a long weekend to provide travel time?
 - Cocktail party
 - What could we do different next time?
 - Was the time convenient?
 - Should we have snacks next time?
 - Should we include a Shrewsbury High School football game as part of our weekend next time?

■ Saturday banquet

- Location: Should we have it there again?
- Food: How was the service? Was the food good? Was there enough variety? Do we need a meat carver? Should we consider a sit-down dinner/buffet next time?
- Centerpieces: Any ideas for next reunion?
- Music: Too loud? Should we have music next time? Ideas?
- Pictures: Any suggestions?
- Entertainment program: What could we do for the next reunion? (contact other classes for ideas)
- Nametags: Should we continue the same for next time?
- Easels: Were people interested in the information?
- Decorations: Should we just have table decorations?

■ Sunday brunch

- Should we do it again?
- Was it well attended?
- Was the time convenient?
- How was the food?
- Should we go back to the same place?

- Was it worthwhile having the reunion booklet?
- How can we make our next reunion better?
- Compile list of names of the class group picture.

□ **Have all committees share detailed contact lists with the group.** For example, the Finance Committee should share a detailed budget with the committee so that the records have less of a chance of getting lost.

□ **Send out the reunion booklets.** Mail the reunion booklets to those who did not attend if you have one for every classmate, or mail it to those who purchased the booklet but were unable to attend the reunion.

□ **Send out the group photos, unless the photographer mails them.** Mail the group photos to those who purchased them. Include names of the people in the picture when mailing it.

□ **Send out the videos.** Mail the group videos to those who purchased them.

□ **Submit changes to this manual or reunion suggestions to shsaa@hotmail.com.**

Appendix A (Colleges and Universities)

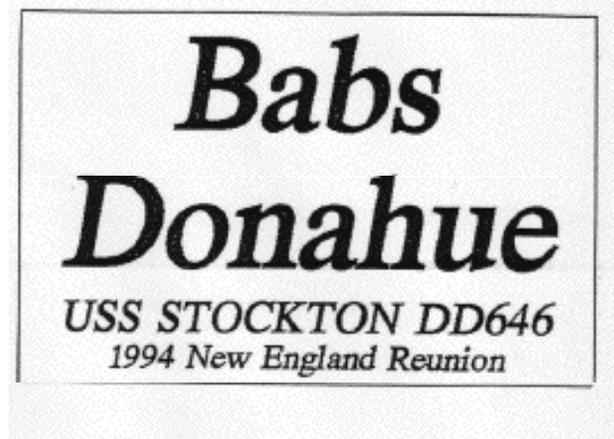
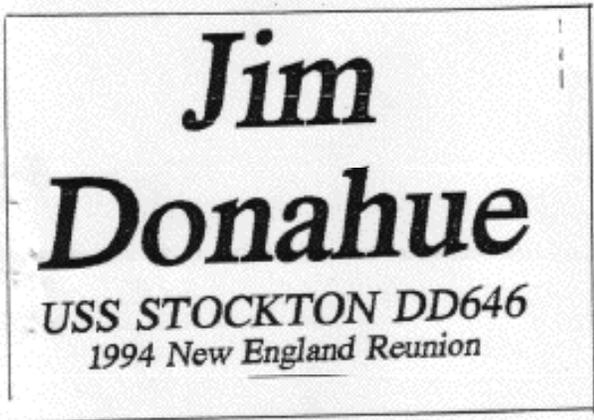
REUNION 1998 PROJECTED ATTENDANCE

Class	Reunion	Average Total Projected Percentage Attending	Projected # In Class With Mailing Addresses	Total # of Alumni Attending	Total Projected Attendance
1933	65th	15%	47	12	20
1938	60th	25%	78	25	40
1943	55th	30%	111	25	40
1948	50th	40%	151	60	85
1953	45th	20%	144	30	50
1958	40th	28%	193	40	65
1963	35th	14%	212	30	50
1968	30th	16%	335	45	65
1973	25th	18%	440	60	85
1978	20th	10%	412	41	75
1983	15th	10%	565	40	60
1988	10th	10%	581	58	80
GRAND TOTAL ALL REUNIONS			<u>3,269</u>	<u>461</u>	<u>655</u>

Appendix B

Computer Nametags

Insert in plastic with the pin on the back of the plastic.



Laminated Senior Picture from Yearbook

The name is also from the yearbook. Attach ribbon.

Sources

Susan Donahue Falzoi '66, Reunion Chairperson for the Shrewsbury High School Alumni Association

Highschool-reunions.org

Reunion contacts

Stretcher.com