HOW TO PLAN A REUNION

Prepared by: Downingtown Area School District Alumni Association

Form a Committee

Call local classmates to form a planning committee. For help the Downingtown Alumni Association can provide a list of local classmates, including addresses, phone numbers, and email addresses, where available. (see contacts below.)

If you are not successful in finding enough volunteers, place a notice on our Downingtown Alumni Facebook page. Stress that if there are no volunteers there will be no reunion.

Even classmates who are not local can participate by helping to find missing classmates, working collecting the registration, putting together a reunion booklet, or helping with computer tasks.

Preliminary Steps

Contact the Downingtown Alumni Association for information and help. Find out if they will be having a mailing soon so that you can announce the intention to organize a reunion and ask for volunteers. Contact the Alumni office to post a similar announcement on the Downingtown Alumni Facebook page and Downingtown Alumni web site www.downingtownalumni.org

1. Hold a meeting of that committee to make basic decisions:
   - The date(s) that would be acceptable
   - What would be included - dinner/dance, cocktail party, brunch, something local, gathering at someone's home, etc.
   - An acceptable price range
   - Suggested locations for the activities

   Then assign people to check on those places discussed as possibilities: their availability, the price, and what it includes, for example open bar vs cash bar, choices of food, cash advance, and deadlines. The preliminaries can be done over the phone.

   Note: The Downingtown Alumni Association has Pennsylvania tax exempt status (when discussing prices with potential facilities.)

2. Get a mailing out to your classmates with at least the basic information of date and an idea of what will be planned. You may want to solicit suggestions to get them involved as well. You will need addresses of missing classmates, so include that list in the mailing. It's also nice to include a membership form for the Alumni Association. At some point you will probably want to open a checking account. Using the Alumni Association tax exempt status will help. Call the Downingtown Alumni Office Coordinator.

3. At your next meeting decide what place(s) you will use, the exact date(s), and what price you will need to charge. Keep in mind your expenses for several mailings; printing a reunion program with list of classmates; decorations; cost of invited guest(s), such as your class advisor; music; etc. Plan on having money for a follow-up newsletter after the reunion, and possibly a directed donation for something towards Alumni Scholarships.

Mailings

The first mailing is your "early warning" to alert your classmates so they can make plans. If you do not have a specific date, at least give an idea such as "Spring 2018."

The second mailing will give specific information. By then you should know the exact date and cost, have suggestions on lodging, and you may want at this time to include a questionnaire or even ask for upfront money for the reunion. If you ask people to pay in advance be sure that you tell them a cut-off date by which time they can get a refund if they find that they cannot attend.

If you want a response to questions or money solicitation be sure to include an self-addressed envelope or email address. You might want to create a specific email address for your reunion responses or website.

The number of mailings will vary according to need and time available. The final mailing should include specific directions to the various activities and may be to all classmates or only those indicating their attendance.

Search for Classmates, an Ongoing Project

1. Assign one person to coordinate this project, although you may have many people working on it.
2. From your yearbook, graduation programs, etc. make a full list of all your classmates, including those who were in your class but may have not graduated. A computer will be helpful for keeping track of everything.

3. From the Downingtown Alumni Association get the addresses available for your class.

   Begin contacting people to find your missing classmates. It is much more efficient and inexpensive to make this contact by phone or social media. A short phone call will quickly determine whether the contact can provide the address you want.

   Be sure to inform the Alumni Association of all addresses you find so we can keep our database up-to-date for you. This is important. Send all changes, including phone numbers and email addresses to downingtownalumni@gmail.com

<div align="right">

Downingtown Area High School Alumni Association
540 Trestle Place
Downingtown, PA 19335
610.269.8460 ext. 6208
downingtownalumni@gmail.com

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Established in 1884, Downingtown Area High School Alumni Association is one of the Oldest Active Public High School Alumni Associations in the country!

LOCAL REFERENCES:

Borough of Downingtown Website: http://www.downingtown.org/

Uwchlan Township Website: http://www.uwchlan.com/

Downingtown Area Historical Society :
http://www.downingtownareahistoricalsociety.org/

Downingtown Thorndale Regional Chamber of Commerce :
http://www.dtrcc.com/

Western Chester County Chamber of Commerce:
http://www.westernchestercounty.com/

Many Downingtown Alumni\ in addition to the dinner/dance plan weekend activities see below suggestions:

- Friday night get together at local pub/hotel/classmate's house
- Organize a Golf outing
- Reunion booklet with addresses, photos, and bios
- Displays of memorabilia
- Coordination of reunion with Homecoming Weekend see website for dates
- Breakfast or brunch at Downingtown High School and tour of the school
- Invite Alumni Choir groups
- Sunday picnic at a local park
- Visit the Downingtown Historical Association
- Purchase Dowingtown souvenirs T-shirts, pins, caps, mugs, sweat shirts sold by High School , sports boosters, or classes.