



2019 Class Reunions Program – Reunions “In A Box”
*for the graduating classes of 2009, 2004, 1999, 1994, 1989, 1984,
1979, 1974, 1969, 1964, 1959 and 1954*

Class reunions are a big deal. Relationships are, too. The friendships and connections you made during your days at St. Vincent, St. Patrick, SPSV have made an impact on your life. Celebrate the relationships you have with your classmates by planning and hosting a casual reunion event. No tickets. No tux or dress rental. No fuss. Just you and your closest classmates reconnecting and rebuilding your relationships at a venue of your choice.

You will:

- Submit the Reunion “In a Box” application form 6-12 months in advance of your event.
- Contact your venue to reserve space for food and drinks. The SPSV Alumni Association is unable to pay for any reunion expenses.
- Budget wisely – your event must be self – supported.
- Promote your event. Contact your classmates to encourage attendance (via social media, phone calls, etc.). Work with the Development office to coordinate email blasts and/or additional social media promotion.
- Event day – arrive at least 30 minutes in advance to meet venue contact and set up registration table and décor. Have attendees sign in. Have fun! Pay your portion of the bill.
- Following the event send remaining Reunion “In A Box” supplies to the Development office along with event sign – in sheet, listing all attendees.
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The SPSV Development office will:

- Review event application.
- Create online registration for the reunion event as part of the master Homecoming and Family Weekend event platform and assist your Class Reunion coordinator with creation and execution of promotional plan, including:
 - 2-3 email blasts to all members of your class that SPSV has email addresses for
 - Social media posts to the main SPSV Graduates/Alumni Association Facebook page
- Send Reunion “In A Box” supplies and the attendee check-in form to the Class Reunion coordinator. Supplies may include:
 - Blank nametags, pens, sign – in sheet
 - Pom Poms and signs for décor
 - Giveaways and SPSV collateral
- Supply Class Reunion coordinator with:
 - List of participants

Do not sign any contracts on behalf of the St. Patrick – St. Vincent Catholic High School (SPSV). SPSV will not be held liable for any financial agreements made between Class Reunion coordinator for the reunion event.