



**Sheridan Historical Society, Inc.**  
c/o City of Sheridan, Colorado  
4101 S. Federal Blvd.  
Sheridan, Colorado 80110-5399

## **Sheridan High School Reunion Quick Reference Guide**

### **Reunion Committee(s):**

#### List of committees

- planning (main reunion committee)
- venue
- reunion website
- searching for classmates
- phoning
- decorations
- prizes
- nametags
- memorial table/video
- registration table

### **12-18 months in advance:**

- Put out feelers for committee
- Start a class page or website (Facebook, classreports.org etc.)
- Contact school: inform them of reunion; obtain class list, determine if yearbooks are available  
Graduation/commencement programs and annuals are also a quick way to get a list of classmates
- Prepare preliminary budget
- First committee meeting
- Open bank account (you can keep this bank account open for future reunions)  
You will need a Federal EIN to open a bank account  
See separate instructions for obtaining EIN
- Send out 'Save The Date' cards (emails, Facebook)
- If the date is not fixed, set up an online poll with three options
- Collect online Classmate Profiles and pictures (ongoing until event)
- Missing classmate search (ongoing until event)
- Post Missing Classmates page on website (and update as you go)

### **8-12 months in advance:**

- Finalize date(s) of the event(s) (if possible)
- Book venue(s)
- Book caterer, if not provided by venue
- Determine if there are informal events surrounding the reunion
- Revise budget
- Finalize ticket pricing
- Send broadcast e-mails hyping the reunion (ongoing until event)
- Invite the non-paying guests (teachers, coaches, etc.)
- Start early-bird ticket sales and incentive programs

- Book entertainment (if having)
- Set up memorials page on website
- If you are hiring a photographer or videographer, get quotes
- Plan the festivities (awards, games, speakers)
- Canvass classmates & businesses for giveaways
- Plan Memory Book (and solicit ads if you will include them)

## **Events and Payments**

State the various payment options

- Credit cards
- PayPal
- checks
- Venmo

Create a downloadable registration form

Decide if reunion tickets will be mailed out or not

State cancellation and refund policy, for example:

“Cancellations and Refunds will be accepted in writing until \_\_\_\_\_ by Certified Mail to \_\_\_\_\_ . All refunds are subject to a \_\_\_% administrative processing charge. Refunds will be processed after the reunion. No exceptions.”

List the reunion events with the venues and addresses, dates and times being held.

Also include short descriptions of the events, ie. “Enjoy a Dinner Buffet and Dance to the Sound of \_\_\_\_\_”

### **4 -8 Months in advance:**

- Telephone classmates who you found but have not yet responded
- Plan décor, centerpieces, displays, registration kits
- Sketch a detailed diagram of the room and set-up
- Order any printed decorations (banner, custom balloons, etc)
- Order mementos (keychains, pens, etc.)
- Collect content for the displays (ongoing until event)
- Enlarge any photos that will be displayed (class photo, teachers, etc.)
- Turn up the heat for ticket sales
- Send out invitations by email or by post

### **1-3 Months in advance:**

- Assemble slide show
- Assemble video
- Arrange supplies for name tags
- Get volunteers to work the registration desk (if possible)
- If you plan to have paper tickets, (not recommended) send them
- Broadcast email reminders
- Cut-off for final ticket sales (if your venue needs notice for extras)
- if you plan to have a program booklet, assemble it now

### **The Final Weeks:**

- Prepare guest lists for registration table
- Give final meal count to caterer
- Prepare name tags
- Compile registration kits
- Prepare all office supplies and signs needed for registration desk

- Arrange for a float for the cash box
- Memory books should be delivered
- Confirm with all vendors, suppliers, donors, etc.
- Prepare detailed schedule of the big day

### **Reunion Day:**

- Decorate room, tables (center pieces), displays
- Set up registration area
- Ensure required audiovisual equipment is set-up
- Review check-in procedure with registration workers
- Pick up or ensure delivery of registration kits, giveaways, mementos.

### **Items to bring to the reunion:**

- Registration packets - alphabetized (i.e. nametags, programs, drink tickets, etc...)
- Registration table supplies (list of attendees, highlighters, pens, extra nametags, cash box, stapler, tape and scotch tape.)
- Memorial display or DVD
- Reserved sign(s)
- School Banner
- All contracts

### **Post Reunion:**

- Upload reunion photos to website
- Send thank-you notes to all donors / sponsors / committee members
- If you plan on future reunions, send a follow up letter to all alumni
- Share your knowledge with other classes from your school

### **Some other items to take care of after the reunion:**

- Send thank you notes to classmates who served on your committees.
- Email a post reunion survey to find out what you classmates liked or didn't like about your reunion and get ideas where they would like the next reunion to be held.
- Create a list of lessons learned to help the next reunion planning committee
- Refund money to people who cancelled their tickets
- Create and email a memory book and directory to all
- If you have money left over hold it future reunions or give a donation to your school.

### **Helpful resources:**

[www.reunionplanninghelp.com](http://www.reunionplanninghelp.com) – get a planning guide

[www.myevent.com](http://www.myevent.com) – Class reunions made easy

[www.10digit.us](http://www.10digit.us) - name, address, telephone number

[www.classmates.com](http://www.classmates.com) - married name, photo, location

[www.intelius.com](http://www.intelius.com) - aliases, age, cities lived in, employers, relatives (relatives listed are not always accurate)

[www.peoplefinders.com](http://www.peoplefinders.com) - age, last city lived in, locations, relatives (locations and relatives are not always accurate)

[www.pipl.com](http://www.pipl.com) - aliases, age, addresses, employers, phone numbers

[www.whitepages.com](http://www.whitepages.com) - age, address, relatives, phone numbers

[www.zabasearch.com](http://www.zabasearch.com) - name, address, telephone number

[www.coloradovoters.info](http://www.coloradovoters.info) - Colorado registered voters, helps to find classmates in Colorado

You should also check the Social Security Death index for classmates you haven't been able to locate <http://www.genealogybank.com/gbnk/ssdi>

### Other important information:

- Keep everyone updated regularly on updates. If your class is small or you expect a small attendance, consider extending the reunion invitation to other graduating classes (all class reunion). Since some classes might not have reunions, you might find this a popular approach. If you do decide to open up the reunion in this way, make sure you have a lead person from each class to assist in identifying and notifying their class about the reunion.
- Make a list of what you want in a venue and visit several different ones for comparison. (Make sure ask the catering manager to email the total cost and estimate per person to you, including service charge (gratuity) and tax.
- What is the location of the venue? Is it convenient?
- What amenities does this hotel have? (complimentary breakfast, managers reception?)
- Can you get a block of rooms at a discounted price for your group? Do you need to guarantee that a certain number of rooms will be booked?
- Parking? Cost to self-park or valet overnight and just for the event?
- Some equipment you might need from the venue TV/DVD, screen and projector, microphone, podium, registration table, memorabilia table, easels, A/V equipment and band set up.
- Band or DJ?
- Program - you may want to create a program and give one to each guest, along with their name tag, when they check in at the registration table.

Be creative with the brochure - Tri-fold

left side: Welcome - write a letter to your class to reminisce and thank them for coming.

middle - reunion program schedule

right - dinner buffet menu

- Registration table -although people are discouraged from just showing up at the door, be prepared to accept a check or cash because you don't want to turn anyone away. You need to know how many dinners you can accommodate over the number you gave the catering manager (usually 3-10%) and have a plan as to how much you will charge the classmate with dinner and without. Sometimes people do not want to pay for dinner but would like to join the party afterwards. Just make sure you have a cash box.
- Memory table - to honor classmates who have died

### Venues - Contact Numbers

River Run Park	303 269-8400
Centennial Park	303 762-2680
The Broken Tee	303 762-2670
VFW (Hampden Avenue)	303 789-9733
Northgate Event Center	720 532-1571
Monaghan's	303 789-7208

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