



Guidelines to Organising a Reunion

School Reunions are integral to the fabric of the Loreto Normanhurst Ex-Students' Association.

Following is a guide to assist you in organising your Reunions:

Step 1: Contact the Loreto Normanhurst Development Office - at development@loretonh.nsw.edu.au.

The School maintains class lists for each year and will facilitate contact.

Step 2: Date

The date of your reunion needs to suit the majority (keep in mind the country girls who will be involved in their harvest/shearing times) and girls who may be overseas and interstate. Please provide notification of the date to be included in *Loreto Life* – email to development@loretonh.nsw.edu.au.

Step 3: Committee

Organise a committee to help compile a list of your class members and update the details as you collect them. Set up a global email to send out to class members once you have current email addresses. The Reunion details can also be uploaded to the Ex-Students' website.

Step 4: Bank Account

Set up a bank account if you are going to be collecting money for the event on behalf of your class reunion. This is important so as to enable you to cover your costs and bank charges. Factor into your budget the cost of telephone calls, postage of invitations, stationery, photocopying, and production costs of photos for the Reunion and bank charges. We suggest there be two signatories on the bank account.

Step 5: Venues

Venues need to be thoroughly researched. Consider the menu (any dietary requirements), location (any parking) and cost. There may be a member of your class who is an event manager and knows of suitable, reasonably priced venues. Maybe a class member would offer her home – if so, would you consider funding the catering, cutlery and crockery, drinks and waiters. Keep in mind the amount of work involved in setting up and clearing up after the event and factor this into your costs. You may think a buffet lunch, cocktail function or formal dinner may be more suitable for your class? Or perhaps a picnic lunch with families involved.

Clarify the quantity and type of beverages that are to be covered in the venue quotes (remember those who do not drink alcohol), clarify at what point the drinks stop being “free” and need further payment. Don’t forget to spell out the hidden costs in the invitation.

A safe way to go is to cover the cost of the food and either choose a BYOG venue or individual purchase of drinks as you go.

Some venues will allow you to decorate the room so you can enlarge school photos and other memorabilia. Placemats or name badges made up from old school photos are great conversation starters. Please note use of the school crest must be approved by Loreto Normanhurst – email development@loretonh.nsw.edu.au.

The Loreto Normanhurst Reception Room is an option for reunion drinks dependant on availability. A tour of the School may be arranged – email development@loretonh.nsw.edu.au.

Step 6 – Invitations

Once you have decided on the date, the venue and the cost and have established your most up-to-date class list, you then prepare your invitations and forward them to the Development Office who will organise the mailing. If you would like assistance with your invitations, we can draft invitations in the format of our recent style guide – email development@loretonh.nsw.edu.au.

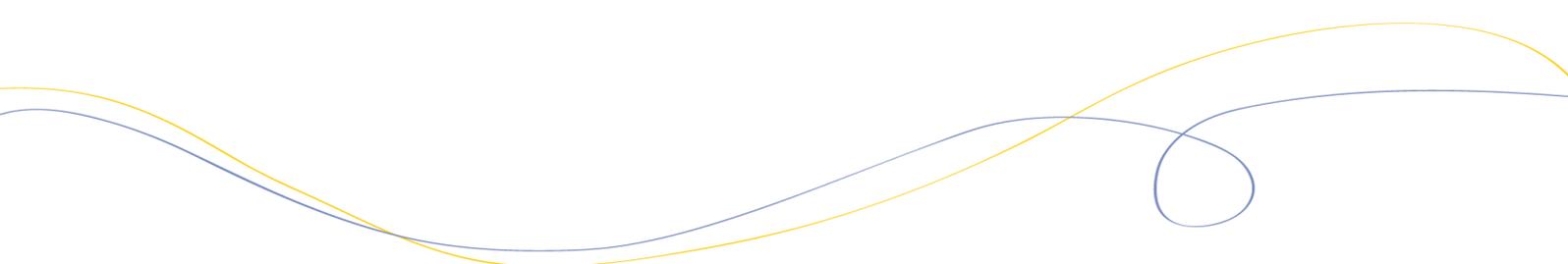
Note: your invitation can be used to ask those attending to bring old photographs from their school years so they may be displayed during the event.

Step 7 – Photos:

Make sure lots of photos are taken at your Reunion so they can be posted on the Ex-Students’ website and included in “*Loreto Life*”.

Step 8 – Donation to Ex-Student Bursary Fund:

Should you have an excess of funds at the conclusion of your Reunion you may wish to donate to the Ex-Students’ Bursary Fund on behalf of your class reunion. If so, please contact the Treasurer of the Ex-Students’ Association via ex-students@loretonh.nsw.edu.au.



Step 9 – Continuing Contact with the Association:

Your reunion is an opportunity to appoint two or three members of your class to the role of Year Co-ordinators – their role will be to liaise with the Ex-Students' Association providing continued information on your class – i.e. achievements, marriages, births and deaths etc.

Please ask the Year Co-ordinators to identify themselves to the President via email to ex-students@loretanh.nsw.edu.au or through the Development Office. Please also provide a copy of the current class list together with updated addresses, emails etc to the School, the President, for the Association's records and archives and, of course, continue contact with the Ex-Students' Association.

Enjoy the event, catching up with long time school friends and sharing that wonderful Loreto connection.

