

Ascension School
Class Reunion Guidelines
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Thank you for your interest in having a class reunion. Reunions are crucial to the development of our alumni program – *nothing we do to invite alumni to get involved at Ascension is as effective as a class gathering and only you, as an alum, can schedule and plan a reunion.* There is much that we can do, though, to help, and we love doing it.

Your job:

Pick a date and pick a site (and we always, always, want you to pick the Pine Room!) You decide on entertainment (if you want it) on decorations (if you want them) on a caterer (if you want one) and the type of drinks you have (or don't have) and on the cost. You decide if you want to be involved in making a class gift to the school. You begin with the class list I provide and do as much research to find your missing classmates as you are able to do. (You pass any updates back so I can update my records.) You send the invitations and take the reservations.

My job:

I reserve the Pine Room for you and work with you on dates. I meet with you as necessary to nail down details. We negotiate what help we provide for set-up and clean-up. (We have a student service organization that can also help with this.) I provide current information for your class. I post information that you give me regarding your reunion, your missing classmates, etc. on the school website, in the school newsletter and in the Dome. I help you determine your approach to a class gift—some classes do nothing, others incorporate some “padding” into their budget, others provide an “ask” and a response envelope with their invitation. I obtain a liquor license for your event. I arrange for you to have keys. I provide tours of the school if you are interested, take photos, reserve pews at Mass and arrange to have your class included in the Mass intentions. I will be available when you are setting up, and will be at your reunion for at least the beginning of the event.

The Bottom Line(s):

- A reunion is as big as you want it to be. You are planning it—you get to decide.
- You don't have to live in Oak Park. Email has made planning by long-distance quite manageable.
- Most classes find the process to be great fun—and sometimes life-changing. We have a wedding in a few weeks of classmates who “found each other” while planning a class reunion!

Call me! I'd love to help!

Lynn