



# CLASS REUNION PLANNING GUIDE

## ORLAND ALUMNI ASSOCIATION (OAA)

See Page 5 for OAA contact information.

### REUNION PLANNING CHECKLIST

The information in this checklist is described in more detail in the following pages. This checklist is to be used as a helpful reminder of the tasks you may want to tackle during your planning meetings.

#### 1. **Pre-Planning - See Section 6 on Page 2.**

- A.  Schedule first planning meeting and invite classmates to participate.
- B.  Request classmate list from OAA.
- C.  Gather current classmate addresses and contact information.

#### 2. **Planning Meetings - See Section 7 on Pages 2 through 4.**

- A. Select Chairperson and Task Leaders that will be responsible for the following tasks.
  - Chairperson       Recorder       Treasurer       Correspondence       Class Delegate
  - Arrangements       Social Media       Name Tags       Raffle/Door Prizes       Emcee
  - Photographer       Music       Program       Memorabilia/Decor       Memory Booklet
  - Memorial       Hosts/ Greeters       OAA Class Director       Pre or Post-reunion Gatherings
- B.  Set schedule for all planning meetings.
- C.  Select date for reunion.
- D.  Mail "Save the Date" letter or postcard as soon as a majority of the addresses have been collected. You may request mailing labels two weeks prior to the mailing date after returning address updates to OAA.
- E.  Decide type and location of reunion.
- F.  Make all arrangements and reservations (Venue, dinner, services, etc.).
- G.  Develop a budget and set a price for the reunion.
- H.  Set payment deadline about 2 to 3 weeks in advance of reunion.
- I.  Mail second letter not less than two months prior to reunion giving final details and requesting a deposit. You may request mailing labels two weeks prior to the mailing date after returning additional address updates to OAA.

#### 3. **HAVE FUN AT YOUR REUNION!!**

#### 4. **Reunion Wrap-up**

- A.  Send final correspondence to classmates (memory book, photo, OAA membership application, etc.).

#### 5. **Finalize Reunion Information with OAA - See Section 8 on Page 4.**

- A.  Send final updates for classmate contact information to OAA.
- B.  Submit newsletter article to OAA. Deadline is Nov. 1st.
- C.  Archive reunion documents in OAA office.
- D.  Deposit remaining class funds in the OAA bank account.

## **DETAILED PLANNING GUIDE**

See page 1 for a summarized checklist. See page 5 for all contact information.

6. **PRE-PLANNING** - This stage is usually begun by two or three interested classmates who "start the ball rolling". It is best to start at least six months prior to your reunion.
  - A. The primary purpose of a class reunion is for socializing and for renewing friendships and acquaintances. Eating and dancing are secondary. Make sure there is lots of time for visiting!!
  - B. The Orland Alumni Association (OAA) will provide a complete list of your classmates from our current database with mailing addresses, phone numbers or email addresses. Call Karen Gilmet or Kerrie Howard for a class list.
  - C. Set a date and place for your first planning committee meeting. The Orland Alumni Building is available for meetings. Seating capacity is about 15-20 people. The building is located on the east side of the high school campus between the OHS Cafeteria and the park. Call Kathy Congdon or Kerrie Howard to obtain a key.
  - D. Important! Invite all classmates in the local area (Orland, Willows, Corning, and Chico) so no one will feel "left out".
7. **PLANNING MEETINGS**
  - A. Chairperson: The Chairperson should volunteer or be chosen by the majority of those present at the first meeting. It is wise to change chairpersons for each reunion so that no one person becomes burdened. The Chairperson will ensure that the task leaders complete their duties, and shall be responsible for finalizing reunion activities.
  - B. Appoint Task Leaders: Appoint a person from the committee to be responsible for each of the following tasks.
    1. Class Delegate: It is a good idea for each class to designate a "contact person". Classmates should always know where that person is and how to contact them in the future.
    2. Recorder: Appoint a Recorder to create a record of your reunion, which is very helpful when preparing for future reunions. The Recorder will prepare a roster of names and contact information, save a copy of all letters mailed, record the names of those who attended, and take notes at committee meetings.
    3. Treasurer: Appoint a Treasurer to be responsible for a financial record of all class funds (the amount, where it is deposited, expenditures, etc.). A checking account should be opened with two signatures required. The OAA holds funds for many classes in a special account. Your class may have start-up money saved from a previous reunion or from your senior class account. Call the OAA Treasurer, Sylvia Lopez, to request disbursement of these funds to your Treasurer.
    4. Correspondence: Responsible for sending correspondence to classmates. This is usually a "Save the Date" letter or postcard and a "Reunion Registration" letter.
    5. Social Media: If you plan to use a web site or Facebook page to keep classmates informed, appoint someone to keep it updated and to check postings regularly. Remember that using Facebook or other social media sites will not reach all classmates. Post Office mailings are better for "Save the Date" and registration notices.
    6. Arrangements: Responsible to make arrangements and get price quotes for the reunion venue, dinner, etc. Report the quotes to Chairperson so that a budget can be developed.
    7. Photographer: Appoint someone to make arrangements with a photographer and get price quotes for class reunion picture. If the picture is taken prior to dinner, some photographers may deliver the finished photos the same evening. Some will deliver a digital copy of the photos at no charge. Make copies of the photos available for those who do not attend the reunion via mail, email or social media.
    8. Memory Booklet: A "questionnaire" can be sent with the first mailing requesting information as to their occupation, hobbies, family, and any other experiences that they wish to share for inclusion in a memory booklet. This information would also be used to create an article for the OAA Newsletter. The approximate cost for paper, printing, etc. must be considered in budget planning.

9. Door Prize or Raffle: Some classes conduct a raffle as a means of creating funds to finance future reunions. Raffle items are donated by class members. Tickets are sold during the social hour, and the drawing is a part of the program following dinner. This can be fun! Raffle items should be solicited in the first or second letter.
  10. Decorations and Name Tags: Name tags are important! Some classes include a high school photo on the name tag for easy face recognition of classmates. Guests should also have name tags with information to clarify who they are (spouse of classmate, teacher, etc.)
  11. Music: Live bands are expensive and recorded music is more economical. Allow time for the dinner and the program, and ample time for visiting before the music begins.
  12. Program of Activities: Self-introduction by each classmate is important because it enables classmates to identify names with the faces. Each classmate should stand and introduce their spouse/guest, and mention where they live and what they do for a living. Plan to use a wireless microphone if possible. Some classes have used video programs show old photographs or snapshots while relating memories. Programs using game show ideas are sometimes used to introduce class members or promote active participation.
  13. Emcee - Master of Ceremonies: A warm and hospitable personality will create a welcoming atmosphere. Organization is necessary so that the evening "keeps moving". The emcee should coordinate evening activities with the program task leader.
  14. Memorial for Deceased Classmates: Deceased class members should always be recognized. Their names should be read. A moment of silence, flameless candles, flowers, or photos is appropriate. Open-flame candles are usually not allowed. Some classes have an invocation or prayer before dinner. The OAA will provide a list of deceased classmates.
  15. Decorations and Memorabilia: Keep decorations simple and within budget. Balloons, crepe paper, etc. are simple decorations to create atmosphere. Movable bulletin boards provide space for snapshots that classmates may bring to the reunion for display old photos from high school days. Yearbooks or scrapbooks can be made available for browsing. Some classes have contacted the Alta Schmidt House Museum Archival Library for pictures and information. The Orland Historical & Cultural Society (OHCS) has a collection of yearbooks, OHS memorabilia, and classroom/group photographs that could be scanned or photographed for video presentations. Contact the OHCS or Gene Russell, OAA Historian.
  16. Hosts and Greeters: A relaxed and happy atmosphere is created for your reunion when classmates and their guests are made welcome at the door by smiling faces! Name tags can be given by the greeters and reservation money collected if needed. Inviting people to be greeters from a class close to yours can be fun!
  17. Pre or Post Reunion Gathering: Many classes enjoy getting together on Friday night, Saturday afternoon or Sunday at a casual location. Some have gathered at the Alumni Building to browse through pictures and to take a tour of the campus. This gives out-of-towners a place to go, and is great for a relaxed visiting atmosphere. Others have chosen to have a picnic or breakfast the following day to include children or parents of classmates.
  18. OAA Board - Class Director: Appoint a Class Director to serve on the OAA Board of Directors for the coming year. Coordinate this appointment with OAA President, Larry Donnelley. The Class Director will:
    - a. Ensure that an article about the class reunion is delivered to the OAA Newsletter Editor.
    - b. Represent your class by attending OAA meetings on the 3<sup>rd</sup> Wednesday of the month, August through May.
    - c. Serve on OAA committees when possible. The OAA welcomes new ideas and opinions!
- C. Schedule Meetings and Mailings: Set a tentative schedule for mailings to classmates, and for reunion planning committee meetings. See paragraphs 8E and 8I for more information.
- D. Classmate Addresses and Invitations: The first planning meeting is a good time to review the class list for whose addresses that are not current. Most active OAA members (designated by an "A" above their name) are current as they receive two mailings per year. Committee members can take the names of classmates they know and be responsible for verifying the mailing addresses. If a classmate's whereabouts is unknown, the OAA may have contact information for the classmate's parents, brothers, or sisters.
1. Please return corrected addresses to the OAA on the class list provided to you. This is the order in which they come up on the computer mailing list, which simplifies the updates. The OAA will furnish address labels for your mailings at no charge. Call Kerrie Howard or Karen Gilmet.

2. Non-Grads: Be sure to invite classmates who moved or did not graduate at OHS. Yearbooks and grade school photos will name most of them.
  3. Guests: Consider inviting elementary teachers as well as OHS teachers. Many will not attend. You may ask guests to pay for their dinner, but do not include reunion expenses. The OAA has addresses for some teachers.
- E. Date for Reunion: A "Save the Date" letter or postcard should be mailed as soon as a majority of the addresses have been collected. This letter can be a notice with brief details giving the date and place.
1. Remember that using Facebook or other social media sites will not reach all classmates. Mailings are better.
  2. Select your date and place as soon as possible as some classmates must request vacation time in advance.
  3. You could also include a questionnaire asking for personal history of the classmate for use in a memory booklet or in the OAA Newsletter. Use an incentive such as a chance to win a prize when questionnaires are returned.
  4. Dates to consider:
    - a. Older grads seem to prefer April and May. June and July are the most popular. August is vacation time for many. Spring and fall reunions are more difficult to attend for those with school-age children.
    - b. Classes that have been out of high school 50 years or longer often attend the OAA Golden Grads Luncheon on the first Saturday in May (during odd-numbered years only).
    - c. Reunions in October or November could be planned in conjunction with Orland High Homecoming, however the specific date for homecoming is not usually known until August.
- F. Type and Location of Reunion: Discuss the type of reunion you would prefer (dinner, dinner and dance, picnic, etc.). Out-of-towners seem to prefer Orland. Reunions at places such as Tahoe and Reno are exciting, but are expensive and minimize visiting time. A package-deal at hotels and country clubs has been successful for some. Cost will affect attendance. Following is a list of suggested locations offered in Orland and the surrounding cities.

Orland

Glenn County Fairgrounds  
 Veteran's Memorial Hall  
 Glenn Success Square Conference Center  
 Odd Fellows Lodge  
 Masonic Lodge  
 Moose Lodge  
 St. Dominic's - Parish Hall

Also, several Orland and Chico  
 restaurants and hotels have banquet  
 rooms for smaller gatherings.

Chico

Arroyo Room  
 Butte Creek Country Club  
 California Park Community Center  
 Canyon Oaks Country Club  
 CARD Recreation Center  
 Chico Women's Club  
 Eagles Hall  
 Elks Lodge  
 Masonic Family Center  
 The Palms Pavilion

Willows

Eagles Hall  
 Elks Lodge  
 Glenn Golf & Country Club  
 St. Monica's - Parish Hall  
 Thunder Hill Raceway Park  
 Veteran's Memorial Hall

Corning

Rolling Hills Casino

- G. Make all Arrangements: Confirm reservations for the reunion venue and all services, including verified costs.
- H. Budget: After the location and arrangements have been confirmed, a budget should be created to include other costs connected with reunion (correspondence, postage, memory booklet, rentals, music, decorations, name tags, etc.) so that a price for each individual can be set. You can usually expect about 50% attendance, and more recent classes should have about 65% attendance.
- I. Reunion Registration Letter: The second letter giving the final details and requesting a deposit should be mailed not less than two months prior to reunion. The deposit payment deadline should be set at about two or three weeks prior to the reunion. A deadline too early tends to discourage people from attending in the event personal plans may change. Always give classmates a chance for last-minute reservations by phone.

**8. FINALIZING INFORMATION AFTER REUNION**

- A. The Chairperson shall work with task leaders to finalize the class reunion activities. The information described in the following paragraphs should be sent to the OAA as soon as possible following your reunion.
- Deliver electronically by email to Kerrie Howard or Karen Gilmet (Excel, Word, or PDF format preferred).
  - Or by U.S. mail to "OAA", P.O. Box 1, Orland, CA 95963
- B. VERY IMPORTANT! OAA Database Updates: The following classmate information should be sent to the OAA to keep our database current and complete. These updates will be very useful to you for future class reunions.
1. Updated names, mailing addresses, and email addresses.
  2. Telephone numbers (land lines and mobile numbers).

3. Name of spouses. If the spouse is also an OHS graduate, please include maiden name and class years if known.
  4. Please make these corrections on the original class list provided to you by crossing out old information and adding new information. Making corrections on the original list makes it much easier to update the database. An emailed Excel spreadsheet also works well. If this is not possible, send any information you have available.
- C. Newsletter Article: A typewritten story about your class reunion and attendees should be submitted for publication in the OAA newsletter. It is too large a task for the newsletter editor to write it for you. Please send this information (email is preferred) to the Newsletter Editor as soon as possible after your event (Janet Wackerman, [janet.wackerman.jw@gmail.com](mailto:janet.wackerman.jw@gmail.com)), but no later than **October 31st**. Mentioning names, city where living and occupations of classmates is interesting to people reading the newsletter. Sample articles are available upon request.
- D. Archiving: In the OAA building, a file folder for each class year is available for your use to archive a memory booklet, reunion photograph, information about class funds, as well as other pertinent information for future reunions.
- E. Class Funds: Remaining funds from a class reunion may be deposited and held for your class in the OAA bank account until needed for a future reunion. A record will be kept of your class funds by the OAA treasurer, and returned to your class upon request. This is the best way to ensure your funds are not lost. Call the OAA Treasurer, Sylvia Lopez, to make arrangements.

### **THE OAA APPRECIATES YOUR SUPPORT - THANK YOU!**

The OAA very much appreciates your help to recruit your classmates to become OAA members. We have at least two mailings a year to all of our members, so we usually receive forwarding addresses when members move. This is a huge help in keeping contact information current. We have found the most effective way to recruit members is to include a membership application with your correspondence along with a personal invitation from you to join. The membership application is available from Karen Gilmet or Kerrie Howard.

#### **OAA CONTACTS FOR REUNION PLANNING**

**Orland Alumni Association (OAA)** PO BOX 1, Orland, CA 95963 [orlandalumni1@gmail.com](mailto:orlandalumni1@gmail.com)

<u>Name</u>	<u>Title</u>	<u>Address</u>	<u>Phone</u>
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Orland Historical & Cultural Society (OHCS)		P.O. Box 183, Orland, CA 95963-0183	
Regina Barletta Logan	Suggested Reunion Photographer	<a href="mailto:r39ina1986@gmail.com">r39ina1986@gmail.com</a>	(530) 517-0575