**Reunion Guide**

Hope this Reunion Guide will be of help in planning your next reunion. Please feel free to contact Brian McKenna ‘88 or Jana Boysen Young ‘82 with reunion questions. We can be reached at the Alumni Office at 440-247-4387 or by email at alumni@chagrinschools.org.

Good luck and happy planning!!

Jana Young

Brian McKenna

**COMMITTEE**

Start by selecting a committee. You can never start too early & I would recommend more than a year in advance. Although there is less to do at that point, a reservation & deposit for your big event would be wise to do. Your selection should include local classmates that are from many of the cliques. The more you bring in, the more welcome all will feel to come & your attendance will demonstrate that point. Having two or three chairpersons & a committee of over 5 would be terrific. With technology today, you can include committee members from a distance, and they can play several roles.

**BEFORE YOUR FIRST MEETING**

While obtaining the class address list, the Alumni Association will be able to inform you of any funds that we could be holding in your class’ name. When you graduated your class $ is placed in an umbrella CFAA account. It may help to have positions delegated like treasurer, overseer of address list, decorating, etc.

Send out an email to as many classmates as you can requesting current information, especially e-mails. Also, invite any classmate to be involved in the planning process. It is important that classmates feel that the decision process is open to all classmates. With Facebook, one should be able to find many lost classmates. We also recommend creating a Facebook Class page, like Chagrin Falls High School Class of 19\_\_. With several schools with a CFHS initials, we recommend using the full name of our school. Also, go with Class of 19\_\_, instead of \_\_-year reunion. You will want to use this Facebook group for future reunions.

Some classes will create a Google account just for their class. The account can be called ChagrinClassof\_\_@gmail.com. This can be a place to host documents and emails can be funneled through here.

**FIRST MEETING**

Hand out the revised address list & divide up who else they can locate. Don’t forget to call parents for young alum’s addresses. You should then proceed to show them the reunion letter for the Class of ’88 for their thoughts. For reunions up to the 30-year or 35-year and even later ones, it has been customary to be on Memorial Weekend. Make sure that the entire committee has each other’s pertinent information (phone & e-mail).

Please try to consider the overall costs of those traveling from a distance when you finalize the plans. You certainly want a nice event, but with airfare and spouses the costs can be prohibitive to young families.

By the Way - There is an all-class reunion held at Town Hall on Friday night that has a minimal cover charge. It includes beer, wine, soda, and chips. With many classmates getting in during the evening, this can be an excellent starting point. The party runs from 7:30 to 11:00 & most go off in smaller groups to local bars. It is typically a crowd that is in their 30s and older, but all alumni over 21 are welcome.

**5 - Year Reunions**

If you are planning your 5 year reunion, then I recommend a very informal one-event reunion at a local pub in the late afternoon or early evening on Saturday. With how big some class accounts are, appetizers & non-alcoholic drinks could easily be paid for with your money and just have a cash bar.

**10 - Year Reunions**

Since many of your classmates are just getting on their feet 10 years out, please be considerate of costs. It will help ensure the highest turn-out.

**Things to Consider**

Getting your classmates to attend can be challenging. If they feel they have had some input, then the likelihood of coming will increase. You can set up a survey/poll on Google, Facebook and other sites. Put a variety of questions down to get a feel for what people would like to do and spend for the weekend.

**Friday** – If you are not heading to the All-Class reunion and want to have some type of gathering on Friday, then a good recommendation would be to meet up at a pub. People will be coming in from many places, so a full fledged event is not necessary. Also, this could be a time where you open up the event to alumni that may be close to your class, but graduated from another year.

**Saturday**

**Morning** - A few places to start in the morning: Gurney, South Russell Village Park, or Blossom. The playground at Gurney is terrific to take young children. Have some donuts and juice available and start up around 10:00 a.m. You could do somewhat the same thing at S. Russell Park. They have a nice pavilion that can be rented for $25. Here is the [link](http://southrussell.com/government/boards-committees/parkscommittee/pavilion-permit/) for the permit. You also have the Chagrin Valley Jaycees doing special activities for children on Saturday morning. The activities occur under the Big Top Tent, which is where the bands play later in the evening. You’ll have to check times, but there’s no set-up work and afterwards the kids can do rides.

**Tours & Alumni Choral Concert** – The CFAA will have the Historical Room open Saturday morning. Tours are available of the schools. Just email us. Also, in 2010, an annual alumni choral concert was begun on the Saturday afternoon. Information on the concert will be in the April Tiger Tales. Please note they took a break in 2016, but plan to be performing again in 2017.

**Alumni Sporting Events** – On Saturday morning, we have had an alumni baseball game and soccer game. Some years, we have also had a lacrosse game in the afternoon.

**Golf Outing** – After seeing different classes try this, I feel the best thing to do is to set aside 3 or 4 tee times for those that are interested. Have two committee members make the commitment to go this event. Be open to calling in some fellow Chagrin grads from other classes that will fill-in your foursomes.

**Evening** - The big event will also bring about the greatest discussion within your committee. Choose a location that is close, a price within reason for all to attend, and a format promoting quite a bit of interaction between classmates. While discussing this evening, your committee will need to deal with your financial situation. If your class has funds to cover deposits, then you have no worries. On the other hand, committee members may have to put $50 to a $100 in an account to get the ball rolling.

Committee members should also see who has class mementos that would be great for the night. The senior slide show should be with the Class President. It would be helpful to have a committee member in charge of taking highlights from OABR, senior banquet, sporting events, concerts, & pictures that classmates will be sending in. About 2 hours into the event, once all the hellos had happened, would be a great time to show the videos. A committee member can also make Top Ten lists of funny classmates’ anecdotes.

Popular locations have been Pine Lake Trout Club, Hillbrook, Beantown Park, Burntwood, Paninis, CVAC, Winking Lizard, Punderson, the Aurora Inn, the Greenville (usually for the 5 year reunion) and Chagrin Valley Country Club used effectively on this evening. A big help would be to have a sibling(s) of one of the committee members do check-in to free up the responsibilities of the committee.

You can scan in yearbook pictures to make name tags. You can either print them on labels or send them to<http://www.reunionnametags.com/reunion.html> I believe it is about $4 to $5/tag.

**Sunday** – This day is naturally dedicated to the parade. Some will want to still do things together, while others will want to watch the parade with family or other friends. An option could be to do a pre-parade picnic, which will give some a chance to see classmates’ children, but still go off to their respective spot for the parade. Please know that the Alumni Association has two 18 by 30 white tents that are for rent at $100 per tent.

**PayPal & Class Account**

The CFAA is willing to assist with overseeing the finances for your reunion. We will hold your money not only during the reunion, but between reunions. Once you figure out the price for your reunion, we can set up PayPal for your classmates to pay for the reunion. The location for classmates to pay is <http://chagrinalumni.org/donations>. We can tailor the options to however you like. It can allow for people to pay for certain reunion events, for the overall event and even add in a donation.

**Newsletter**

We do need your help in sharing your reunion news in the Tiger Tales. We do 3 issues a year - January, April, & August. Due dates for your blurbs are due Dec. 1st, March 1st, and July 1st.

Blurb Recommendations

~ 1 year out (August issue) - List the date the event will take place so people can plan ahead. Let classmates know who is in charge and how to contact them. You can also list your Facebook group so people can start to discuss ideas.

~ 6 months out (January issue) - Let classmates know of the general plans. Continue to list the contacts and Facebook group.

~ 1 month out (April issue) - Will likely be like the last blurb, but you may fill in more details.

~ 2 months after (August issue) - Put together a few sentences or paragraph to recap the event.

We would also like you to share your updated contact list with us.

**FOLLOW-UP ITEMS**

A successful fundraiser for Saturday night could be a silent auction or raffle on the Saturday evening with proceeds going to both their class fund and the CFAA. Typically, a member on the committee oversees it by gathering donations from classmates. You would be amazed at how many want to give to the auction and how much some will spend that evening for the items.

Besides Evite, keep emailing the class on the details of the weekend. You can also include a “missing classmates list” at the end of the emails. This could also be done on your Facebook group.

You will want to decide if you would like to invite faculty to your event. Some classes will invite them to a cocktail hour. We have many addresses of the retirees at the CFAA Office. Naturally, we don’t ask them to pay and invite their spouses.

A memento would be nice to give out on Saturday evening. An item with “Chagrin” &/or graduating year are nice to give out to each attendee. Natalie Gross Remington ‘86 has a promotional and apparel company. The CFAA and many reunions have worked with her successfully over the years. Her website is <http://www.truevisionmarketing.com/>

**Insurance**

If you are having the reunion at someone’s home or at a location that does not have a liquor license, then you may want to consider event insurance. We get this every year for the All-Class reunion. We could easily do this for your event as well. As of 2016, it would likely be $65.

**Donation**

Don’t forget the help you got from your Alumni Association by telling your classmates to send in their annual dues or join as lifetime members. We appreciate any class donations, which have ranged from $100 to $2000. It can be given in the name of a classmate, teacher, or administrator.

**Non-Profit Status**

As you know we are a non-profit. This can provide your reunion with two additional benefits. If part of your costs go to a donation, then it can be tax deductible. The second benefit is many purchases can be tax free. If you are going to do a big purchase at Michaels, Party City, or for a memento, then you can save a bit of money. Please email us for the necessary Tax ID #.

**Reunion Book**

A reunion booklet is a great idea and can be handed out on the Saturday evening. Below are a sample of questions that classmates can fill out. This works out great through email. You may consider putting the booklet in a PDF to keep costs down. It could also be shared prior to the weekend to garner more excitement.

 Name (Include maiden):

Spouse (Include where he/she is from):

Children (Include their birthdates & ages):

List anything we should know about them

Address (as of reunion weekend):

Phone: (home or best one to reach you at)

Email Address:

Occupation:

Place of employment:

College(s) & Degree(s):

Address you primarily grew up at:

Most interesting thing you have done since CFHS:

Most interesting/unusual story of running into a classmate since graduation:

What we hope to be doing by the 40th?

Best Places You’ve Been To

Greatest achievement/award since graduation:

Biggest regret since graduation:

Hobbies/Interests that you now enjoy:

Future plans of interest:

Most memorable events at CFHS:

Memorable stories of classmates:

Whatever happened to:

What’s on your Ipod from the 80s:

What stories to you tell your children about Chagrin?

Favorite Teachers:

Favorite high school car and driving story:

What’s up with your siblings:

Best scholastic, athletic or extracurricular achievement:

 When you think about the actual high school building, what comes to mind?

 Have you served in our military?

 How long have you been married:

 How many jugs (detentions) did you get & what was the most memorable offense?