REUNION PLANNING WORKSHEET

1. Contact as many classmates as possible
   a. mail, e-mail, school website, Facebook
   b. possible poll to see date / venue preferences
   c. update contact info with the Alumni Coordinator

2. Select / Reserve a Venue: Some suggestions
   • Napoleon House (not ADA compliant)
   • Ralph's on the Park
   • Southern Yacht club (need a member)
   • Zea’s on St. Charles
   • Landry’s on the Lake
   • JAX Brewery
   • Rock N’ Bowl
   • Audubon Park (rent a shelter)
   • Audubon Zoo (Tea Room or Swamp Room)
   • Southern Oaks Plantation
   • Mardi Gras World
   • Pavilion of the Two Sisters (Botanical Gardens, City Park)
   • NOMA / Sculpture Garden
   • National WWII Museum
   • The Aquarium

3. Class Tour of the School before/after the big event

4. Selling TICKETS to your event
   Mail in checks or easily manage through Eventbrite.com website

5. Consider a Reunion Gift to School
   Examples of previous classes:
   • Class of ’60: Side iron gate – raised $7,400
   • Class of ’61: Building Signage – raised $8,700
   • Class of ’62: Project Undetermined – raised $4,000
   • Class of ’63: Cafeteria Furniture – raised $30,000
   • Class of ’66: Diversity Garden – raised $10,615
   • Class of ’73: Annual Fund in Memory of deceased classmates – ongoing yearly
   • Class of ’82: Annual Fund Gift – raised $12,287 (continuing to raise money)
   • Class of ’87: Movable Art Gallery – raised $4,220
   • Class of ’01: Brick Paver – raised $562

Alumni Coordinator / Alumni Association Assistance

   • Contact Alumni Association Treasurer for Seed Money ($200 if not used yet)
   • 2 mailings for your event (postage & printing)
   • class contact lists
   • Franklin give-a-ways (buttons, pens, decals, etc.)
   • reunion photos