

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