

## Reunion Planning

Oak Hills Alumni & Educational Foundation



### Getting started

- Express an interest in planning an event with the Alumni Office at [OHHSalumni@ohlsd.org](mailto:OHHSalumni@ohlsd.org)
- Build a committee or support group to help with the process
- If your class has had a reunion before, reach out to those who have planned it previously
- Determine a date, ideally 12-18 months after planning begins
- Develop a budget for the event considering hall rental fees, food, beverage, entertainment, decorations, postage, gratuity, favors
- Request a class list [contact the alumni office at [OHHSalumni@ohlsd.org](mailto:OHHSalumni@ohlsd.org) to request a recent list]
  - o Please note: list may not be SHARED or SOLD for any reason other than to promote your reunion
- Begin looking for hard to find classmates or using social media to find additional contact information via Facebook and Classmates.com

### Costs and venue

- Determine a final budget for the entire event and final costs related to the venue
- Choose how you will begin to collect money for your event (door cost, drink tickets, or tickets bought in advance)
- Many classes choose to set up paypal accounts (the money cannot be run through the Alumni Foundation) to collect and pay for your event
- Consider using an alumni-owned business to host your event.
- Listed here are some venues other classes have used for their reunions
  - The Next Chapter
  - The Meadows
  - Receptions West
  - The Sanctuary
  - Rhinegeist event center
  - Hollywood Casino
  - Hillside Gastropub
  - JTapp's
  - Art Museum
  - Miami Township Community Center
  - Pavilion
  - The Madison in Covington
  - Paul Brown Stadium
  - Nathanael Greene Lodge
  - B&B Riverboats
  - Lawrenceburg Event Center

### Marketing

- Send reunion details including date, time, location, cost and contact person name and number to [OHHSalumni@ohlsd.org](mailto:OHHSalumni@ohlsd.org)

### Social media

- Determine which channels you are using (The Alumni Foundation will post all events on their pages. Contact [OHHSalumni@ohlsd.org](mailto:OHHSalumni@ohlsd.org) for best practices on setting up your own page and event.)
  - o Facebook, Twitter, email, and the Alumni newsletters are all great media options
- The alumni office will create an event listing on their Facebook page
- Send multiple event notifications via your social media channels

### What to expect from the Foundation:

- ✓ Publication of event on school marquee, Facebook page, Twitter page, website, newsletters, community press
- ✓ Class list in excel format
- ✓ Oak Hills branded door prize/raffle items (must be picked up at district office)
- ✓ The Foundation can hold any leftover funds in a restricted fund in their budget for use on a future reunion

### What the Foundation cannot provide for your event:

- Contacting classmates on your behalf
- Collecting money for your reunion tickets
- Making arrangements with the hall, venue, party establishment
- Postage for reunion invitations and mailings
  - o Please also note that we cannot provide our non-profit status for your private use

### Foundation contact information

[www.facebook.com/ohhsalumni](http://www.facebook.com/ohhsalumni)

[www.twitter.com/ohalumniassoc](http://www.twitter.com/ohalumniassoc)

[www.oakhillsalumniassociation.com](http://www.oakhillsalumniassociation.com)