



## **Reunion In A Box**

### **St. Mary's Springs Academy**

### **Office of Alumni Relations**

#### ***Reunion Committee:***

- Reunion committee should contact office about intent to host class reunion at least 6 months in advance
- Request assistance connecting with former classmates
  - The Alumni office will email any grad we have contact information for, on your behalf, requesting that they get in contact with you
- Establish a committee of volunteers to organize the event
- Consider talking to Holy Family to attend Mass and be recognized (pews reserved) or possibly have Mass in SMSA chapel if you have your own priest. Priest would need to send a letter from his bishop or religious superior explaining that he is a priest in good standing with his diocese/community. Letter would be sent to Holy Family Priest Designate. SMSA staff member would need to be available to unlock/lock doors of school.
- Schedule tour of campus with Alumni Relations Coordinator during reunion weekend (based on availability. Saturday morning tours would be preferred.)
- Provide the Office of Alumni Relations contact information for the Organizing Committee
- Set the date, time and type of reunion
- Secure the venue and determine such details as time, cost etc.
- Submit promotion information to the Office of Alumni Relations for inclusion in e-newsletter and/or Ledge Magazine (if timing is applicable), on our social media and the alumni website
- Determine when invitations will be distributed (by e-mail or mail)
- Prepare invitations for circulation to the class
- Contact the Office of Alumni Relations after the event:
  - with the updated list of event participants,
  - any photos that could be published in alumni publications or on the website,
  - and a small write-up from the event to go with the photos

## ***The Office of Alumni Relations will:***

- Support and work with the Class Connector and organizing committee
- Provide a class list to the Class Connector
- Add information about reunion to SMSA website/Facebook/Other social media
- Provide advice on local and on-campus location and catering options
- Provide update forms for your attendees

## ***REUNION IN A BOX***

**Local businesses that have partnered with SMSA for reunions.**

### **The Shack: 238-5587**

No room charges (based on availability)

Only food available is pizza but food can be catered from local vendor

### **Holiday Inn: 923-1440 (both hotel and convention center)**

Price range (based on availability) \$85-\$105

Banquet halls available (based on availability). Room size to fit group size.

No fees for banquet hall if meals are purchased at Holiday Inn.

### **Holiday Inn Express: 322-0460**

Price range (based on availability) \$ 105-\$115

Includes breakfast

No conference room available.

### **Country Inn and Suites: 924-8800**

Rate of \$82 per night (based on availability)

10 room minimum

Alums can use breakfast room after 1:00pm at no cost. Breakfast room holds 35 people.

### **Comfort Inn: 921-4000**

Rate of \$65 per night (based on availability)

No room minimum

Includes breakfast

Meeting room available that holds 10 people