

OUR LADY OF MT. CARMEL SCHOOLS
REUNION PLANNING GUIDE
PUBLISHED BY
ALUMNI RELATIONS OFFICE



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INTRODUCTION

The Alumni Relations Office at Our Lady of Mt. Carmel Schools is pleased to offer this reunion planning guide for alumni. Traditionally, reunions are held in the summer months following graduation. However, more recently, reunions are being held at different times throughout the year.

An important element of the class reunion is the reunion gift campaign. This initiative allows classes to have a direct impact on Our Lady of Mt. Carmel Schools and its students as well leave their mark on the schools. Considering that Our Lady of Mt. Carmel High School is a newer school when compared to much earlier established Catholic high schools in the area, the Alumni Relations Office would like to build up the tradition of reunion/class gifts and eventually be able to establish endowments for students.

ALUMNI RELATIONS OFFICE

The Alumni Relations Coordinator at Our Lady of Mt. Carmel Schools is available throughout the reunion planning process to assist you. Our goal is to work with Class Captains or reunion organizers to ensure a successful, well-attended reunion.

At the arrival of your reunion year, the Class Captain for that class will be contacted by the Alumni Relations Office. The Alumni Relations Coordinator will be happy to assist in many aspects of event planning., including:

- Provide Class Captain or reunion organizer with an updated class list which can be reviewed for accuracy.
- Suggest reunion activities and locations.
- Communicate your event to teachers and staff at the schools.
- Provide printing and mailing of invitations using a design provided by the organizer.
- Provide email reminders to classmates as the date approaches.
- Provide class memorabilia as it is available.
- Post the reunion, when possible, on the schools' website and Carmel Crier Alumni Newsletter.

REUNION COMMITTEES

Forming a reunion committee of more than one person is the suggested method of reunion planning. This will ensure that all ideas and suggestions are communicated, the reunion is organized, and helps encourage participation.

Reunion Committees may also use a Reunion Planning Survey to see what type of event your classmates are interested in. Please see a sample in this guide.

EVENT PLANNING

Keep in mind that typically, class sizes at Our Lady of Mt. Carmel are small. You want to seek venues that do not require a high minimum guest requirement, a large deposit, or choose a venue where your group will be diminished.

Types of Events:

- A gathering at a Mt. Carmel event such as the Annual Vegas Night and Auctions or Fall or Spring Festival.
- A formal reunion at a venue where the class has a private room or area which to meet. This event typically includes a meal.
- An informal gathering where no reservations are made but the group agrees to meet. Typically there is no food or beverage provided.

Items to take into consideration:

Entertainment
Type of food/beverage to provide.
Location

Reunion Goals:

Having a reunion goal is a great way to get started. Is your goal to find missing alumni? Is your goal to increase attendance compared to previous reunions? Is your goal to donate a substantial class gift? Is your goal an informal “happy hour” gathering of close friends?

Reunion Book/Newsletter:

Creating a reunion book or newsletter is a great way to keep classmates as well as the Mt. Carmel community in touch with each other. By gathering a few pieces of information from each classmate, you can prepare a book which can be distributed at the reunion. Gathering photos and including them in the booklet is a wonderful way to make the booklet exciting. The Alumni Relations Coordinator will be glad to print your documents if you provide a finished copy of your booklet. (see Reunion Survey)

SUGGESTIONS

Because of our access to the entire Mt. Carmel Community, we are able to provide some suggestions for local businesses and services that will be helpful and supportive of your event.

VENUES:

Our Lady of Mt. Carmel Schools Annual Vegas Night and Auctions– this event is held each November at Martin’s East. It is an evening event featuring a catered buffet, open bar, games of chance including wheels, etc., door prizes, DJ, dancing, extensive silent auction, and raffles. The benefit to this event is that there is no work to be done. The caterer has set up for the event, the entertainment and food is provided, your class gets priority seating all together, and ticket sales are conducted through the Development Office at Mt. Carmel. All you need to do is contact your classmates and instruct them to send in the order form to Mt. Carmel. (see sample Vegas Night Order Form) The Alumni Relations Coordinator will be in contact with you, updating you on the number of ticket requests received.

Our Lady of Mt. Carmel Parish and School Fall and Spring Festivals-these informal gatherings are held the first weekends of October and May. Classes would be responsible for purchasing their own food and beverage at the event which is all available in the food court. Ample space is available in the food court for socializing. Families may purchase discounted ride bracelets in advance. This is a simple no commitment event.

The Riverwatch Restaurant-is an Essex landmark and has served as the venue for many reunions and gatherings. In the summer months, the waterfront restaurant features ample deck space and live music.

CLASS SURVEY

We hope that you have a few moments to share some information about yourself. We are gathering information, memories and photographs to share with our classmates at our reunion. Please return the survey as soon as possible. Even if you cannot attend the reunion, please participate in the survey. We are hoping for a high response. The reunion booklet will be available to all classmates whether they attend the reunion or not.

PERSONAL INFORMATION

Name: _____ Maiden: _____

I am currently living in the state of: _____ I am single married

If single, I am still looking content in a committed relationship

My spouse or significant other attended OLMC: Yes No

Number of children: _____

CAREER/EDUCATION

I attended college after graduation: Yes No

Name of college: _____

Degree Obtained: _____

I am enrolled as a student: Yes No

I have a career in: _____

What is your favorite leisure activity now?

If you had unlimited time, what would you like to do?

What is the “best” place you’ve visited since graduating?

REUNION PLANNING SURVEY

What city and state do you live in? _____

Please rank your interest in the type of reunion (1=no interest at all; 5= definitely want to attend)

- _____ A. An informal gathering at a pre-determined venue. No reservations required. Guests pay for food and beverage on their own.
- _____ B. A dinner at a meeting/banquet room at a popular area restaurant.
- _____ C. Happy Hour gathering at a fun bar.
- _____ D. A bull roast style reunion at Mt. Carmel.
- _____ E. Having the reunion around a Mt. Carmel sponsored event to support the school at the same time.