



MID-PRAIRIE

Alumni & Friends Association

www.mphawksalumni.org

The Mid-Prairie Alumni & Friends Association has compiled this planning kit to assist you in organizing a well attended and successful class reunion. In this packet you will find a sample timetable, a guide in planning all the activities for your special weekend, and a questionnaire you may duplicate.

Upon your request, we will furnish a current list of your classmates' names, addresses, phone numbers and email addresses that we have on file, along with a list of those who graduated with you and whose current addresses are unknown. We request that if you receive information on these missing classmates, you pass it on to our department so that we can enter it in our database. Also, mailing labels are available upon request.

Please feel free to contact Kristi Strickland, Communications Specialist, at 319-646-6093 or kstrickland@mphawks.org for any other assistance or information you might need.

We hope you will enjoy a most successful class reunion!

Class Reunion Guidelines

Committee or Chairpersons

Organize a committee consisting of interested members of your class who are willing to assist in the preparation of a class reunion. Classmates living locally could help with arrangements concerning restaurants, lodging...etc.

Class List

Obtain a class list from the Alumni & Friends Association along with other pertinent dates surrounding your event (i.e. Homecoming, Kalona Days or Wellman 4th of July celebration).

Accommodations

Call one of the local motels to reserve a block of rooms for the reunion weekend if many of your classmates will be coming in from out-of-town. Many motels offer reduced rates so be sure to check this out and call early.

Activities

Determine what activities to include in the weekend events. Most reunions held during the summer months begin with a Friday night informal get together at a local restaurant or a classmates' home followed by a more formal event on Saturday evening. Many alums choose to utilize Kalona Days, Wellman 4th of July celebration or Homecoming events.

Other suggestions include: Family Picnic or Pool Party, Golf Outing, School Tour, Tailgate BBQ, Bonfire, Breakfast or Brunch, Dance and Dinner. The ideas are endless! There are many books on the subject as well as websites to assist in finding even more ideas!

Reunion Expenses

You do not have to spend a great deal of money to make it a great reunion! Good planning and careful budgeting are the essential elements of success. It is important to finalize your reunion costs as soon as possible so that you can establish the cost per person or couple. Remember that the cost can be a great factor in the attendance at your reunion. Keep a good itemized record of all expenses. If you can work it out so that you don't have to collect money, that is the best route to go. Other options may include setting up a Paypal account to collect before the event, collecting at the time of the reunion, or finding classmate to sponsor. Be sure to include the following items in your cost.

COSTS:

Duplicating costs as well as paper, envelopes, etc. Some copies, postcards, can be done via Kristi at 319-646-6093

Reunion booklet, mementos or souvenirs.

Reunion dinner. Be sure that any set cost with the restaurant includes the tax, tip and gratuity.

Group photo of your class

Refreshments for "Happy Hour." It is a good idea to have each classmate bring an appetizer if this is permitted at the event location.

Special activities. Golfing fees, etc., could be included in the price of the reunion, but it's easier for participants to pay at the golf course.

Some classes have opened a checking/savings account if there is money remaining after the event and all the bills have been paid. This gives the class "start-up" funds for the next class reunion. If a checking account is established, make sure more than one person is authorized on the account. Some classes also donate funds to either the Alumni & Friends Association or the Mid-Prairie Foundation.

If you are asking for reservations with payment, be sure to have a specific date for both the reservations and checks to be returned to the classmate in charge of your reunion finances.

Timeline and Checklist

Please keep in mind that most classes hold reunions in the summer so it is imperative that early advance letters be sent so that out-of-town classmates might plan vacation to coincide with the event.

EIGHT TO TWELVE MONTHS PRIOR:

- ___ An initial letter, postcard, and/or e-mail (along with Facebook page and post) notification to all classmates announcing the reunion date, naming the chairperson and committee and asking for volunteer help. Ask for a prompt RSVP as to if the individual would be interested in attending the reunion. This is also known as a SAVE THE DATE.
- ___ Include in this initial communication a list of those classmates for whom you have no contact info. Also ask classmates if they know of local relatives of missing classmates to whom you could contact for updated information.

SIX MONTHS PRIOR:

- ___ Contact any area facilities you may need to use for the reunion and reserve the space if needed.
- ___ Contact local hotel/motels to reserve a block of rooms for those coming from out-of-town (if needed)
- ___ Contact a local photographer for the group picture if desired.

FOUR MONTHS PRIOR: Send a second letter or email to all classmates from the committee which includes:

1. A list of those who have replied that they will attend the reunion
2. A tentative program of what is going on at the reunion. Include events planned at the school if your reunion is at Homecoming or event details surrounding Kalona Days or Wellman 4th of July celebration.
3. A questionnaire or Google form link, to be filled out and returned, detailing information to be used for a class booklet, [Powerpoint presentation](#) or to be put in a folder for classmates to read at the event.
4. A reminder to send the committee the names and addresses of those classmates for which you have no contact info.
5. Make available the listing of hotels/motels for reservations, or notification that a block of rooms has been reserved in the class' name.
6. In you have decided on a group photo, indicate the time the professional photographer will be available and the cost of the photo.
7. Ask for sponsors of certain activities or purposes – postage, refreshments, etc. Or explain that how expenses will be covered.

TWO TO THREE MONTHS PRIOR:

___ Send the reunion invitation and reservation form to classmates. Include the itinerary for the weekend with specific costs for various reunion activities, mementoes, class gift, etc. If collecting money, specify the date that reservations are due and when all monies should be turned in. Remind them to return their questionnaires or submit the Google form.

___ Begin preparing reunion booklet and presentation.

___ Invite past teachers and any special guests to reunion events with handwritten note.

ONE MONTH PRIOR:

___ Complete reunion booklet and print or have printed.

___ Finalize all arrangements and order any mementoes or souvenirs

REUNION IS HERE.....ENJOY! IT WILL BE A GREAT SUCCESS!

Reunion Questionnaire for Alumni of Mid-Prairie High School

(Please return this information to the reunion committee no later than _____)

Name: _____ Maiden Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone: Home: _____ Cell: _____

E-mail Address: _____

Spouse's Name: _____

Children's Names and Ages: _____

Current Job: _____

Interests and Hobbies: _____

Special Memory from High School: _____

_____ I am planning to attend the reunion

_____ I am unable to attend the reunion, but send a booklet to me.

_____ I am unable to attend the reunion, and do not wish a booklet.

An Alternative: The Modern Reunion

Finding Your Classmates Online

For younger generations, using Facebook or other social networking sites to find and communicate with classmates will be a cheaper and easier option. If your class graduated within the last 30 years, you will probably be able to locate many of your classmates online. Using Facebook, you can create a group or event and invite your classmates to join. This also makes it free and easy to share pictures and information, as well as communicate about events year-round.

Utilizing Kalona Days or Wellman 4th of July Celebration

Consider planning reunions around community celebrations, making planning a breeze and the fees to participate in a get-together almost non-existent. Creating a meeting place at a variety of already planned Kalona Days events or Wellman 4th of July events can be a fun way to reunite and spend time together! Planning one special event for your class to spend time just with each other can be as easy as hosting a bonfire or dinner at a local restaurant.

Some classes tend to be less formal and with advances in technology and utilization of the planning already accomplished by Kalona Days or Wellman 4th of July planning committees, planning your reunion doesn't have to put a strain on your time or finances!

Happy Planning!

How to Have a Successful Reunion!

Checklist

PRE-REUNION

1. ORGANIZE:

Contact classmates to see who will work on the reunion committee. Determine where to hold reunion activities. Make reservations as soon as possible.

Select a meeting place.

Determine reunion activities (ie; mixer, dinner, picnic, golf, brunch, scholarship, decorations, music, etc.) and make reservations.

Set up subcommittees to handle the activities.

Select one person to receive and compile responses and one person to act as the treasurer.

Meet as needed (is suggested once monthly) for 1 year to 6 months prior to the reunion.

Summarize what was accomplished at the end of the meeting.

Set goals for next meeting (things to be done).

2. COMMUNICATE:

Ask the MP Alumni & Friends Association for your class list with addresses. (Check list with your yearbook. The Alumni Association may not have everyone in your class. Include those who didn't actually graduate with you, but that you would like to have on your class list).

Attempt to locate classmates with missing addresses. Call local people and relatives, advertise in the newspaper, on your class page on www.mphawksalumni.org and include the list in your 'Upcoming Reunion' Alumni Spring News info. After receiving information, send the updates to Kristi Strickland, kstrickland@mphawks.org.

Compose letter to classmates with all reunion information.

Be sure your return address is on the envelope so you will know who did not get the letter, if the mail is returned.

Include a reply form that can be completed and returned via mail or through Google forms. If you are collecting money, state clearly to whom money is to be sent or provide a Paypal link to submit payments electronically.

Include a list of accommodations for the area so people can make reservations.

If giving money for scholarships, set a class goal and request a donation. (If you are giving a grant in your class name specify that the donation is to be sent to you). You may choose to donate either to the Alumni & Friends Association or the Mid-Prairie Foundation. Please specify to the MP Foundation how the donation is to be used.

Set a deadline for the reply.

Get stamps.

___ Consider a second letter/postcard to those who did not respond to the first letter.

___ Take photos of the committee working and designate someone to photograph the reunion activities.

___ Supply the Alumni & Friends Association with committee photos and a write-up of your events for the website and newsletter. Submit to kstrickland@mphawks.org

___ Return 'corrected' class list to the Alumni & Friends Association for their records.

POST-REUNION

___Furnish the Alumni Association with pictures and write up. Send to The News also.

___Be sure the Alumni Database is up to date.

MID-PRAIRIE ALUMNI & FRIENDS ASSOCIATION ASSISTANCE

Upon request, an Association board member or facilitator will come to your meeting with tips and suggestions to help you get started and to answer questions.

The association will provide a class list with addresses, hard copy and excel file. Labels are available upon request. A booklet of class members and their addresses may also be requested.

The Alumni & Friends Association will publish your 'Upcoming Reunion' in the Spring Alumni Newsletter and on the website. It will also be sent to The News.

The Alumni & Friends Association will also publish an account and photos of your reunion in the Alumni Newsletter and on your class website. Submit this to the association as soon as possible after the reunion.

Samples of letters, response forms, scholarship donation requests, etc. are available to see in the Alumni Office.

This reunion kit is available to download on the alumni website (www.mphawksalumni.org) as well as a list of potential event locations, caterers, hotels, etc. Be sure to check into both Wellman's (www.cityofwellman.com) and Kalona's Chamber of Commerce (www.kalonachamber.com).



Also, consider downloading Kalona's Heritage Hub app.