



A Guide to Planning McNicholas Reunions

We want to help plan a memorable night for you and your classmates! Whether it has been five years since your graduation or 50 years (or more!), your reunion is the one time when your whole class can come together to relive the glory days from the classroom to the lunchroom, the athletic fields to the theatre productions, the dances to the parties. Let's plan to make your reunion great. Come home to McNicholas!

□ GET STARTED (December/January)

Our office will contact your class officers or the reunion committee members who planned your last reunion. If you would like to get involved, please let us know! We will work with you to select your Reunion Committee and main point of contact.

We'll also share our list of your classmates with contact information we have on file. Now is the time to start completing this list and finding lost classmates. All through this process, please keep the Alumni Office informed of updated contact information for your classmates so we can include them in communications about your reunion.

Most classes include spouses, significant others, and sometimes former teachers. It's your night, so let's get everyone there who wants to be there!

□ PICK YOUR TIME, DATE, AND VENUE (January/February)

Meet with the Alumni Office and your Reunion Committee to pick your date, time, and venue. You'll also want to determine your ideal cost per person and decide on other key details. Here are three options for date, time, and venue:

① Reunion Weekend

We make planning your reunion easy with our Reunion Weekend on Aug. 26-27, 2022. See below for a schedule of events.

Friday, Aug. 26, 2022

5:30 p.m. Tailgate parties

7:00 p.m. Football Game vs. TBD @ Penn Station Stadium

Informal reunion parties can continue after the game at a venue of your choosing

Saturday, Aug. 27, 2022

4:00 p.m. Alumni Mass, Convent Chapel

5:00 p.m. Meet the new President, Campus tours

Off-campus reunion gatherings at a venue of your choosing

If you choose Reunion Weekend, we will support you with:

- discounted tickets to the football game
- tent and tables for your Friday night tailgate party
- set up for drinks, food, etc.

② Rocketoberfest

Rocketoberfest is our craft beer festival on the first Saturday in October. Enjoy food, live entertainment, and craft beers from around Cincinnati and the country—all in a great outdoor campus venue. Celebrate your reunion with the rest of the McNick community!

The Alumni Office will provide all the support we normally would if you scheduled your reunion on Reunion Weekend. There will be a small entry fee for tasting tickets. You can purchase additional tickets inside the event. All proceeds help fund the McNicholas Military Memorial Committee and provide scholarships to incoming students.

③ Go your own way

Choose your own weekend and venue, and we'll do our best to support your reunion event.

□ SAVE THE DATE (4-5 months before your reunion)

McNick will send a "save the date" email to all your invitees. (What, where, when, and invite others to help plan the reunion). Before the email goes out, your class should consider setting up a class Facebook page. Your Reunion Committee should start promoting the reunion informally—social media works great for this! We will also post info on McNicholas alumni social media.

□ PROMOTE YOUR REUNION (3 months before your reunion)

A second email should be sent to keep people interested. This email can be sent from the Alumni Office or from one of the committee members. Tell them how many have shown interest (you could even list names) and that the more people attend, the better your reunion will be. Keep promoting the reunion with social media and contacting your classmates directly.

□ MAIL INVITATIONS (2 months before your reunion)

McNick will mail an invitation to your classmates. The invitation will include all the details, an RSVP card, return envelope, and a gentle Alumni Scholarship Fund solicitation. The Alumni Office will keep your Reunion Committee in the loop on registrations.

□ FINALIZE DETAILS AND BUILD EXCITEMENT (1-2 months before your reunion)

We'll work with you to make sure all the details of your reunion are nailed down. Build excitement for your reunion through social media and personal contacts. Remember, McNick will act as the collection bank for your reunion. All checks will be made payable to McNicholas High School and all online charges will be directed to McNicholas.

DURING YOUR REUNION

The day is finally here! Enjoy the night and relive those glory days! McNick will provide "update my information" cards for your classmates to share their new contact information.

AFTER YOUR REUNION

Stay connected with your classmates! Get each other's contact information and stay in touch. The McNicholas community is a special place, and you never know what a connection to someone may bring.

A FEW OTHER THINGS

Alumni Scholarship Fund

Did you know tuition at McNicholas is over \$12,000 now? Thanks to our very generous alumni, we are able to help reduce the cost to families through our Alumni Scholarship Fund. Each year, we provide scholarships and tuition assistance so that more young people can benefit from the unique experiences and opportunities a McNicholas education provides.

Using the McNicholas Campus for your Event

It may be possible to schedule your reunion on campus in the Café, Convent courtyard, or library. There will be a small charge for clean up. We can also provide tables and help with setup.

Photos and Archives

Please let us know if you would like photos and/or archival information so that we can connect you with Sr. Judi Keehnen, CSJ '59, our school archivist.

Non-Disclosure Agreement (NDA)

Alumni lists may not be used for solicitations, including political purposes. Please read and complete the NDA included in your Reunion Committee folder.

Payments

McNicholas will act as the bank for your reunion. We can either reimburse your Reunion Committee for expenses or pay directly. Work with the Alumni Office on the details.

Save the Date Postcard

In addition to a "save the date" email, we can mail a postcard. We can design, print, and mail postcards for \$0.50 per card.

Mailed Invitations

We will design, print, and mail your invitations at no charge if you allow us to gently solicit a gift to the Alumni Scholarship Fund on the invitation.

If you have questions or need more information, please contact Stephen Rice, Alumni Relations Manager, at srice@mcnhs.org or at 513-231-3500 x5851. Let me know if there is anything that I can do to help you. Come home to McNicholas and enjoy your reunion!