



The key to a successful event is detailed planning. We can help you make sure your event is well organized and a success!

Please view our event checklist and tips below to help you get started with planning your St. Dom's Reunion.

- **Form your committee:** Gather a group of classmates to discuss the type of event you want to have and how you will divide the responsibilities. We can provide a contact list for your class.
- **Establish your Event Timeline:** To assist you with your event, the Alumni Office needs at least three months' notice.
- **Save the Date:** Select a convenient date and time. Things to consider: Is it near a holiday? Are there other big events going on at this time?
- **Consider the location:** Your Reunion can be held in the St. Dom's Auburn Campus Commons at no cost for the use of the room. Off-campus locations may charge a room fee.
- **Secure any necessary contracts.** If you are doing your event off campus, there may be a room contract. Other common contracts include caterers and/or entertainment.
- **Budget for your Event:** Research and clearly define the costs that would go into the event. This could be a cost that you incur as the host, or a cost that the attendee would incur.
- **Choose a classmate to be the Emcee:** It is customary to have a classmate welcome attendees, lead a prayer, and reflect on your years at St. Dom's. It is also common to recognize any deceased classmates at some point during the event. If your event is held on-campus, we can assist with audiovisual equipment, photos, yearbooks, an In-Memoriam display, and some artifacts. Classmates can also provide photos and artifacts.
- **Get the Word Out:** We can design and mail save the date cards and invitations. Your assistance with updated contacts for your class is requested. We will also post your

event on our St. Dom's Alumni Facebook page, the St. Dom's website, and send email notices to the classmates who have an email address on record.

- **Supplies for your Event:** If your event is on-campus, we will supply white linens and table centerpieces. We will also provide any additional tables you need to display memorabilia. You may provide your own linens and design your own centerpieces.
- **Food and Beverage:** Select and finalize any food and beverage needs. Establish who is providing the food and beverage. Consider whether the beverages are included in the cost to attend the reunion or if attendees will purchase them at the event.
- **Attend and be a Fabulous Host!** Arrive early, check in with the venue if necessary, set up any food and beverage if required, decorate, and be ready to greet alumni, parents and friends.
- **Feedback:** Please provide feedback about your event and provide an updated guest list.

How the Office of Alumni Engagement can help:

- **Event Planning Support:** Nicole Nadeau Adams '00, the St. Dom's Alumni Associate and alumni liaison, will provide guidance and support throughout your entire event planning process.
- **Invitations:** We can create and send save the date cards and invitations, email notices, and post the event details on the Alumni page of the St. Dom's website and St. Dom's Alumni Facebook page.
- **Accounting:** The Office of Alumni Engagement can process the ticket sales and pay the expenses for the reunion through the St. Dom's Business Office. Included in this feature is our ability to coordinate and track RSVPs.
- **What's Happening at St. Dom's?** If desired, we will attend your reunion and provide an update on St. Dom's any exciting news happening.
- **Event Materials:** St. Dom's will be happy to provide some of the branded materials that you will need for your event. For example: name tags, sign – in sheets, signage, and memorabilia. Any additional materials needed can be discussed during your event planning process.
- **Contact Lists:** Produce alumni contact information when needed.
- **Social Media:** Assist with social media postings if applicable.

If you have any additional questions about starting your event or what goes into hosting, please email Nicole Nadeau Adams '00 at nicole.adams@portlanddiocese.org or call 207-782-6911.