

**PEABODY MAGNET HIGH SCHOOL**  
**Class of 2003**  
**10-year Reunion**



**ACTION PLAN**

## OVERVIEW OF PLAN

- Class Reunion will be held during Peabody's 2013 Homecoming weekend.
- Online Registration is projected to begin on February 16<sup>th</sup>. Rates are currently unknown.
- Join a Reunion Committee by January 11<sup>th</sup>.
- The Class of 2003 has established a Book Award for college going seniors!

## REUNION DATES: TBA

The class voted unanimously on Thursday, December 27, 2012 at the 1<sup>st</sup> Class Reunion meeting to host a 3-day 10-year Class Reunion during Peabody's 2013 Homecoming weekend. As such, the official reunion dates will not be available until the school has released the 2013 football schedule and select a Homecoming date. It is anticipated that Homecoming/Reunion dates will be made available late spring semester or early summer. Fortunately, the event lineup that the class has endorsed is appropriate for short term planning.

## EVENT LINEUP

The Class of 2003 has endorsed the following event lineup for Peabody's Homecoming weekend:

- Friday:** Homecoming Parade, School Open House (school tour), and Homecoming Game Night
- Saturday:** The Reunion "FunDay" (open to immediate family and/or close friends) and the Reunion Soiree (an upscale party)
- Sunday:** Worship Service and Brunch

## COMMITTEES

Reunion planning will be done primarily through committee work. The success of the Reunion is, thus, dependent upon active participation in committees. The following committees have been established to successfully implement our 10-year Class Reunion: Marketing and Branding, Finance, and Special Events and Programs

(Parade, School Open House, Game Night, “FunDay,” Soiree, Worship Service, Brunch, and Book Award). Committee details and tasks are outlined below.

### **Marketing and Branding Committee**

The Marketing and Branding Committee is entrusted to carry out the following tasks and pay particular attention to the corresponding notes, if provided:

#### **TASKS:**

1. Select a Reunion Theme.
2. Create a concept for and order the two official reunion t-shirts, including shirt types, colors, and designs.
3. Create a concept for and order the official reunion banner, which will be displayed at the parade, game, “FunDay,” and Soiree.
4. Select and order reunion souvenirs.
5. Create a concept for, assemble, and professionally print reunion souvenir booklet.
6. Create and distribute the official reunion announcement to classmates.
7. Craft and deliver press releases to appropriate media.
8. Locate and collect information on classmates.
9. Develop and implement publicity plan for Soiree.
10. Prepare slideshow presentation, featuring high school memories, for Soiree.

### **Finance Committee**

The Finance Committee is entrusted to carry out the following tasks and pay particular attention to the corresponding notes, if provided:

#### **TASKS:**

1. Open an appropriate bank account, request a debit card, and order checks.
2. Create a PayPal account.
3. Develop a reunion registration system capable of collecting Reunion fees, monitoring registrations, and reporting data.
4. Organize and implement fundraising initiatives, if necessary.
5. Monitor the Reunion accounts and budget.
6. Co-authorize spending.
7. Produce finance reports.

#### **NOTES:**

1. Recommendation: uticketit.com and regonline.com are appropriate sites for hosting registration.
2. This committee should be limited to 5 persons.

### **Special Events and Programs Committees**

The Special Events and Programs Committees are entrusted to plan, organize, and implement a high quality event or program, appropriate for generating a memorable experience. Special Events and Programs Committees task are outlined below.

## **Homecoming Parade Committee**

### **TASKS:**

1. Locate Homecoming parade date, time, parade lineup, and route.
2. Prepare and submit Homecoming parade entry forms.
3. Identify a truck and flatbed.
4. Identify music and speakers, if necessary, to be utilized during the parade.
5. Purchase 5 large bags of "house" candy.
6. Create a concept for decorations and make necessary purchases.
7. Establish parade participant criteria and guidelines.

### **NOTES:**

1. Homecoming dates may not be announced until the end of the spring semester.
2. Be mindful of the deadline to submit a parade entry form.
3. It has been recommended that the purchase of "house" candy be included in the Class Reunion Registration rate.
4. In order to participate in the parade with the class, participants are required to wear a class reunion t-shirt and bring at least one bag of candy.

## **School Open House Committee**

### **TASKS:**

1. Determine if classmates are interested in roaming the halls of Peabody for old time sake.
2. If there is a significant interest, request permission from the appropriate person/s to allow the class into the building after the parade for a quick, semi-guided tour.
3. Announce to the class when and where to meet for the open house.

### **NOTES:**

1. The school may be officially closed after the parade due to an early student release day.

## **Homecoming Game Night Committee**

### **TASKS:**

1. Reserve a section in the bleachers for classmates and their guests.
2. Request permission to display reunion banner in the stadium.
3. Organize, in advance with the appropriate person/s, a brief recognition of the class celebrating its 10-year reunion.

### **NOTES:**

1. The class recognition can be via press box announcement and/or formal on the track.
2. Classmates are asked to wear reunion t-shirt.

3. Classmates are to purchase their own game ticket from the gate, priced at \$7 each.

### **Reunion “FunDay” Committee**

#### **TASKS:**

1. Locate a facility, space, and/or tent conducive for the event (pavilion or covering, electrical outlets, water hydrant, trash bins, parking, basketball court or baseball diamond, playground equipment, etc.) and make a reservation, hold dates, and/or make a deposit, if necessary.
2. Identify menu and food and beverage costs and make necessary purchases at the appropriate time.
3. Locate necessary cooking and serving equipment.
4. Locate coolers for drinks and ice.
5. Locate and purchase cups, flatware, napkins, plates, ice, hand sanitizer, etc.
6. Identify grill chefs.
7. Identify and make any necessary reservations and/or deposits for inflatables, volleyball set, beanbag toss, and basketball equipment.
8. Identify and/or purchase playing cards and dominoes.
9. Locate and contract a Dj.
10. Display class reunion banner on the day of the event.
11. Purchase decorations, if necessary.
12. Locate extra tables and chairs, if necessary.
13. Purchase trash bags and other clean up materials, if necessary.
14. Locate a photographer.
15. Create a backup plan.

#### **NOTES:**

1. Recommended Menu: Hamburgers, hotdogs, buns, cheese, condiments (mayo, mustard, ketchup, bbq sauce, and relish), salad for burgers (lettuce, tomato, onion, and pickles), baked beans, macaroni salad, chips, and pop sickles.
2. Classmates are asked to limit their invites to immediate family members and/or close friends.
3. Classmates are asked to wear class reunion t-shirt.
4. In case of inclement weather, “FunDay” could be moved to Sunday, funds can be used towards a future book award program, additional souvenirs can be purchased and mailed to classmates, or classmates can be reimbursed for the cost of the event outside of non-returnable materials and set contracts.

### **Reunion Soiree Committee**

#### **TASKS:**

1. Locate a rental facility (or facilities) appropriate for the event and make any holds, reservations, and/or deposits, if necessary.

2. Locate security for the venue, if not already included in rental facility agreement.
3. Identify a setup time and time of event.
4. Create a concept for layout and decorations (and lighting) and locate/purchase the appropriate resources for making the event meet our expectations of an upscale party.
5. Identify a catering company and appropriate menu. Make any necessary holds, reservations, and/or deposits.
6. Locate a cash bar and/or develop a BYOB policy.
7. Locate and contract a Dj for the duration of the event.
8. Create a guest ticket policy (When and where can tickets be purchased? How much are tickets? What does the money goes toward? What is the age requirement to purchase ticket/s and entry?).
9. Create a dress code policy (What is appropriate attire?).
10. Reserve Audio/Visual equipment for a slideshow presentation.
11. Locate a photographer/videographer.

**NOTES:**

1. Recommendation: Convention Hall, Best Western, etc. NO clubs or bars! This is an upscale party.
2. Attire: Think Perfect 10 party.
3. Recommendation: Doorman's discretion for entry.

**Worship Service Committee**

**TASKS:**

1. Identify approximately three locations for worship service.
2. Conduct a snap poll to see who is interested in participating and where the majority would like to worship based on the committee's initial selections.
3. Announce the worship service of choice, location, and time to classmates.
4. Notify the worship service location of the special group in attendance.
5. Reserve seating, if possible.

**NOTES:**

1. Be sure the location can accommodate a sizable group.
2. Consider identifying classmates who are willing to offer carpool for those without transportation.

**Brunch Committee**

**TASKS:**

1. Identify restaurants who offer a Sunday Brunch and can host a sizeable group.
2. Conduct a snap shot poll to see who is interested in participating and where the majority would like to dine based on the committee's initial recommendation/s.

3. Announce the restaurant of choice, location, and time and send out an electronic RSVP by an appropriate deadline in order to determine the size of the group for the reservation.
4. Provide the restaurant with the official headcount.

**NOTES:**

1. Classmates are to cover their own meals.
2. In case the restaurant doesn't split tabs, a system may need to be created to make one purchase or arrangements need to be made in advance to allow staff to prepare for separate checks.
3. Brunch time should follow the Worship Service; therefore, coordinate with the Worship Service committee on time.

**Book Award Committee**

**TASKS:**

1. Create a Name for the Book Award.
2. Identify # and amount of awards to be distributed.
3. Identify eligibility criteria for the award and application materials to be submitted for consideration.
4. Identify when and where application packets can be obtained and deadlines for submitting packets.
5. Create an application packet, including an overview of the award, eligibility criteria, application materials to be submitted, deadline date, where/how to submit a completed application packet, and committee contact information.
6. Notify Mr. Dotson and a guidance counselor at Peabody that we'll be doing such an award and provide an application package for review and approval.
7. Upon approval, make a formal announcement of the availability of application packets and deadline to submit a completed application packet.
8. Organize a small committee to review applications and select recipients.
9. Identify when is Senior Awards Day and create Senior Awards Day packets for recipients, including a certificate and check for the specified amount.
10. Announce awards during Senior Award Day.
11. Follow up with award recipients for proof of enrollment by Labor Day.

**NOTES:**

1. Classmates voted to include a \$10 Book Award contribution in the Class Reunion Registration rate.
2. The # and amount of awards may be difficult to determine at first given the limited amount of time to collect reunion fees from classmates prior to the announcement of the book award. Thus, a suggestion is to acknowledge at least 2- \$250 awards will be awarded (or something to that extent). The final amount of awards and value can be determined later.
3. To ensure recipients enroll in a college or university the following fall semester, they may need to show some proof of enrollment. If they are not

enrolled, then perhaps they may be required to refund a percentage of the award.

## **NEXT STEPS**

1. Classmates are encouraged to join a committee by January 11<sup>th</sup> and participant in a committee meeting or shared correspondence by January 21<sup>st</sup>.
2. During the first meeting or exchange of shared correspondence, the committee shall select two Co-Chairs to lead each Committee. The Class President will appoint co-chairs if no one volunteers to lead the committee.
3. During the first meeting or exchange of shared correspondence, the committee shall review the tasks and notes for their committee and make appropriate committee assignments.
4. A summary of each committee meeting or exchange of shared correspondence should be submitted to the Class President by a representative from the committee. The Class President will be responsible for providing frequent updates to the class to keep everyone informed of reunion plans.
5. An update on high priority tasks shall be provided to committee co-chairs and subsequently to class officers by January 31<sup>st</sup>.
6. Class officers shall have a meeting or shared correspondence by February 8<sup>th</sup> to discuss and analyze committee reports and high priority tasks updates and determine projected total cost of production of the 10-year reunion and set official registration rates (Early Bird, Regular, and Late Registration Rates) and deadlines.
7. Classmates will engage in an open, electronic discussion about Reunion details and proposed registration rates between February 8<sup>th</sup> and 15<sup>th</sup>.
8. Early Bird Reunion Registration shall begin on February 16<sup>th</sup>, barring any unforeseen circumstances. Early Bird Registration is used as an incentive to encourage classmates to complete registration as soon as possible to establish seed money in the reunion account to cover immediate expenses, deposits, and jump start money for the Book Award program.
9. Complete committee tasks not contingent upon confirmation of reunion dates and provide ongoing updates.
10. Await announcement of Homecoming dates to solidify reunion plans.

## **How to join a Reunion Committee?**

Send an email to [peabodyclassof2003@hotmail.com](mailto:peabodyclassof2003@hotmail.com) or [iberry2@illinois.edu](mailto:iberry2@illinois.edu) or send a Facebook message to Ivory Berry, including your name, email address, contact number, and committee of choice by January 11<sup>th</sup>.