

Lancer Reunions

Thank you for giving your time to organize your class reunion! Class reunions are hosted each year for the 10th, 20th, 30th, 40th, (and soon 50th!) reunions for each class of Lancer alumni. Below, you'll find venue options, marketing, and ticketing recommendations we hope will give you some guidance and support for your planning. We encourage reunions to line up with our Lancer Golf Classic in August. Reunions held the same weekend make for a fun weekend of activities, but the weekends surrounding the tournament can also be a great way to get your classmates together as a kickoff or a follow up event to make the fun last even longer.

Venue

The location of your reunion is completely up to you! Some classes pick a favorite brewery, or a local restaurant, while others have opted for a food truck in the Kennedy Catholic courtyard. Interested in hosting your reunion at Kennedy Catholic? We would love to have you. Take advantage of the summer weather and transform the courtyard with decorations, food, and music. The cafeteria, and Dillman Center for smaller groups, are also available in case an indoor venue is preferred, or in the event of inclement weather. As soon as you have a date selected, please check with us to ensure availability as the space is used by many of our school groups.

Kennedy Catholic doesn't require a facility rental fee but we do ask that you cover the cost of having a facilities team member onsite. They will help with setup, cleanup, and any technical needs throughout the event. **This cost is \$35 per hour and includes at least one hour before and after the anticipated start and end time. In addition to a staffing fee, we do require insurance. Generally, this fee is about \$200.** If you plan to have alcohol onsite, please be aware that a banquet permit is required by Washington state. This is for events where the alcohol is included with the ticket price or is brought by guests. Permits can be purchased here: <https://lcb.wa.gov/licensing/banquet-permits>

Marketing

To help get the word out, we advertise reunions on our website, in our monthly digital Communi-K magazine, and in our annual Lancer for Life magazine. You can send details directly to nufferr@kennedyhs.org.

We will also help craft emails to your classmates. We'll send an initial email for a save the date, as well as a follow up email with ticket information and event details. In addition, our talented designer will create a hard copy Save the Date, which we will print, post, and mail for your class. We'll work with you to include all details and send a proof for approval before we finalize printing. Our average lead time for this project is five business days.

Ticketing

Organizing payment can be one of the most challenging parts of any reunion. To help, we are able to host ticket sales on Kennedy Catholic's Brown Paper Tickets online account. We can provide guidance on setting ticket prices (including early purchase discounts), keeping track of sales, and providing registration lists for the event. Payment goes through the system, and your reunion will be sent a check for the proceeds approximately 2-3 weeks after the event.

Class Page

We encourage you to take advantage of your Alumni Class Page, hosted through our website. It allows you to message any of your classmates who are connected and share group messages and photos easily. It's a great way to easily poll classmates about the best date for a reunion. Access using the left side bar on the main alumni webpage.

Connecting

Everyone wants to feel like they are a part of the event, and personal invitations are a great way to include everyone. To help make this easier, consider breaking down your list of classmates into activities they were involved with and connecting with a couple of people from each group.

You may find that many of your classmates have moved or changed their contact information over the years. Consider asking each member of your committee for three people who they know have moved with their current address, and then ask each of those people for the same.