

# Presentation Academy Reunion Toolkit

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# Timeline

## 12-18 months in advance:

- Contact a few classmates and form a reunion committee
- Start a reunion website - you could use Pres Facebook events or Eventbrite
- Visit school: inform them of reunion; obtain class list
- Prepare preliminary budget
- First committee meeting

## 8-12 months in advance:

- Finalize date of event (if possible)
- Book venue
- *Book caterer, if not provided by venue*
- Revise budget
- Finalize ticket pricing
- Send broadcast e-mails hyping the reunion (ongoing until event)
- Invite the non-paying guests (teachers, coaches, etc.)



# Timeline continued

## 4 -8 Months in advance:

- **Send out invitations by email or by post (lots of programs and templates online for ideas)**
- **Plan décor, centerpieces, displays, registration kits**
- **Sketch a detailed diagram of the room and set-up**
- **Collect content for any displays (ongoing until event)**
- **Make your reunion truly unforgettable by giving back to Presentation! Your contribution will have a lasting impact on future generations of women. The 40<sup>th</sup> and 50<sup>th</sup> reunion classes are especially invited to create a class scholarship, and all classes are encouraged to fundraise for the alumnae Sisterhood Scholarship.**



# Final Weeks- Timeline

## The Final Weeks:

- Prepare guest lists for registration table
- Give final meal count to caterer
- Prepare name tags
- Prepare all office supplies and signs needed for registration desk
- Prepare detailed schedule of the big day

## Reunion Day:

- Decorate room, tables, displays
- Set up registration area
- (If necessary) Ensure required audiovisual equipment is set-up
- Pick up or ensure delivery of registration kits, giveaways, mementos



## **Post Reunion:**

- Upload reunion photos to Pres Alum Page and Facebook Site
- Send thank-you notes to all donors / sponsors / committee members
- If you plan on future reunions, send a follow up note to classmates
- Share your knowledge with other classes from Pres

**All Alumnae are invited to the ALL Class Reunion on Sunday, June 9, 2024  
whether it's your reunion year or not!**

Mass will be held on Sunday, June 9, 2024 at 11:00 a.m. in the Arts and Athletics Center Theatre. Brunch will follow immediately in the gym and Pres will be open for tours. The cost for brunch is \$25 for any class that is not celebrating their 50<sup>th</sup> reunion. You must RSVP by June 1 to Karen Schneider.

For more information or questions, contact Alumnae Relations Associate Karen Schneider '77 at or 502-583-5935 ext. 117.



# Venues

## ***Venue suggestions include:***

- ***BBC Bourbon Barrel Loft***: Address: 300 W Main Street, Louisville 40202
- ***The Royal Room***- Capacity 75 Address: 6314 Meeting Street, Louisville 40059
- ***Woodhaven Country Club***- Capacity 500 Address: 7200 Woodhaven Rd, Louisville 40291
- ***Corner Café***- Capacity-60 Address: 9307 New Lagrange Road, Louisville 40242
- ***Bluegrass Karting & Events*** -Capacity 100 Address: 2520 Ampere Drive, Louisville 40299
- ***Upland Brewing*** Address: 707 W Riverside Drive, Jeffersonville 47130
- ***West Sixth Nulu*** Address 817 E Market Street, Suite 101, Louisville 40206
- ***O'Shea's*** Address: 123 W Main Street, Louisville 40202
- ***Noble Funk Brewing Company*** Address: 922 S Second Street, 40203
- ***Bristol Bar & Grille*** Address: 614 W Main Street, Louisville 40202
- ***Flanagan's Ale House*** Address: 934 Baxter Ave, Louisville 40204
- ***Molly Malone's*** Address: 933 Baxter Ave, Louisville 40204
- ***Champagnery*** Address: 1764 Frankfort Ave Louisville 40206

## ***Other options may be:***

- **Bowling**
- **Go Karting**
- **Throwing Axes**
- **Restaurants**
- **Bars**
- **Hotels**
- **Presentation Campus**
- **Racetrack**
- **Topgolf**
- **Parks (pavilion rental available)**

