

REUNION PLANNING

FAQ

Can the Alumni Office help our class plan our reunion?

ABSOLUTELY! The alumni office is here to help with all your reunion planning needs.

What services does the alumni office offer when planning reunions?

The alumni office can be involved as little or as much as you like. Below are a few of the many services we offer, but please don't hesitate to ask about other ideas you may need assistance with:

- Venue suggestions & booking
- Contract negotiations
- Budget creation and oversight
- Design and mailing of save-the-dates / invitations
- Set up of online registration
- Track registration and payments
- Nametags
- Onsite assistance (ie. registration)
- Memorial and Tribute ceremonies/gifts

How far in advance should our class start planning?

The earlier the better! We suggest 12 months out from when you want to have the reunion, but at the very latest 6 months out. This will give you time to survey your class and determine the best date(s) for the reunion.

Who do we contact to get the process started?

Contact the Office of Alumni and Development at 607.348.0337 or email kejohnson@syrdiocese.org.



Catholic Schools of Broome County
Office of Alumni & Development
70 Seminary Avenue
Binghamton, NY 13905
Phone: 607.348.0337
www.csbcstars.org