

ARMIJO ALUMNI ASSOCIATION REUNION PLANNING QUICK START GUIDE

These are based on collected experience, and are meant to be helpful and suggestive--not hard, fast rules

1. FORM A COMMITTEE AND HOLD MEETINGS —Four to five people, for example, a Reunion Chair to make sure overall committee chairs are covering assignments and act as quality control person, Contact Chair, Treasurer to collect monies and pay expenses, Decorations Chair etc. Unless there is money left over from a previous reunion, it is often up to the committee to put up funds for deposits and be reimbursed later.

2. SET UP A FACEBOOK GROUP, NOT A FACEBOOK PAGE—Give the group a specific name such as the “Armijo High Class of 1982 30th Reunion” so it can be found in internet searches, add group members, ask them to add classmates, and search for more classmates. A Facebook page is mainly for informational purposes or businesses and other organizations and is not as effective.

3. EXAMPLES OF REUNION OPTIONS—(I) Three day event—with Friday, Day 1 as a free or inexpensive icebreaker (local bar or restaurant—(Harry’s Sportsman Bar, Ding’s), Saturday , Day 2 as the main event with a dinner (Paradise Valley, Hilton, Marriott, Rancho Solano, Country Club, Suisun Yacht Club) and optional dancing—and Sunday, Day 3 as a picnic at a park (Laurel Creek, Allan Witt) or brunch in a party room (Hometown Buffet, Benicia Grill II).

(II) Two-day event: Day 1 and Day 2 from above

(III) One-day event—Day 2 above

4. GENERAL RULES OF THUMB: Try to keep it in Fairfield and inexpensive thereby open to more classmates.

Dress code: come-as-you-are to casual works best and make sure to let classmates know.

Decorations: purple and gold, name tags, memorabilia such as letterman jackets, yearbooks, etc.

Program of the main event options: Welcome, moment of silence for passed classmates (not a recitation of names), dinner, emcee, dancing, live band or DJ, (If using musicians or a DJ—have a signed contract specifying what you expect), alternately have no music so visiting can be optimized, raffles, show a brief video.

Teachers: If honoring teachers or coaches, do not make them pay for their meal, treat them.

Both the planning and execution of a reunion should be fun, so cultivate and keep a sense of humor! 😊