

# Reunions

The Challenges & Rewards



Guidelines & Suggestions  
for the organisation of a  
*successful reunion*

# Reunion Guidelines

## Making a Start

**Establish Year Group Committee:** Include past pupils who were boarders or involved in various interest groups on the committee eg. sport, music, drama ~ this may enable contact with a wider group of Lourdanains (remember the college data base is only accurate when past pupils advise of their name/address changes).

**Year List:** College Receptionist is able to assist with copies of year lists. Contact the office on 3399 8888.

**Past Pupils Association:** The association offers reunion groups the opportunity to use their banking facilities ie. accounts for banking funds and will pay deposits/accounts for venues by arrangement. Many groups take the opportunity to get-together at the Past Pupils Annual Dinner which takes place the first Saturday of the RNA Show in August and is usually celebrated in the Lourdes Hill College Good Samaritan Centre.

## Planning: six to twelve months prior to reunion

**Event:** Decide type of event – lunch, dinner, family day etc.

**Date:** Choose date for your reunion celebration.

**Costs:** Ticket price to be determined (factor in expenses) ie. postage, stationery, photocopying, flowers, hire charges etc.

**Venue:** Duhig Hall & the Good Samaritan Centre are options or there are the choices of many hotels, restaurants, parks etc.

**Booking:** Make a tentative booking for your reunion venue (keep in mind that a deposit may be required).

**Keep in touch:** Continue to liaise with College Receptionist to determine if there have been name/address updates.

## The Invitation List

**Seniors** who finished in your year.

**Juniors** who left two years previously.

**Students** who may have left in between ie. Year 11.

**Teachers** you may wish to invite ~ make a request via the College/or email [admin@lhc.qld.edu.au](mailto:admin@lhc.qld.edu.au) to pass invitation on to teachers.

# maintaining the links

## Making Contact ~ six months prior to reunion

**Initial Contact:** Make contact, via telephone or post, with past pupils on your lists. Advise of the forthcoming event, check if they are in contact with any others from your graduation year ~ this may fill some gaps on your list. An initial mail-out to past pupils prior to posting invitations, while adding to costs, may prove very worthwhile in locating some Lourdanians.

**Finding Class Members:** If the college is unable to provide current telephone numbers or addresses for some past pupils, consider resorting to known parent addresses, telephone books or electoral rolls ~ the website Friends Reunited [www.schoolfriends.com.au](http://www.schoolfriends.com.au). may assist in locating past pupils.

**Information Update:** The College Receptionist maintains the past pupils data base ~ every effort is made to encourage past pupils to advise this office (or the college) of changes to their name/address.

## Time to Post & Promote ~ six/eights weeks to go

**Mail Invitations:** Time to mail the invitations.

**Promoting your Reunion:** Local newspapers and radio stations will include details of events in their community service notices. A small fee applies to advertise in “Happenings” section of the Courier Mail. Also send a notice to your local parish for inclusion in the weekly newsletter. The Link and Star newsletters, printed in April and November, always include a calendar of events & reunion notices.

**Contact Property Manager:** Contact the Property Manager on 3399 0406 for access & equipment requirements if using college venues.

**Memorabilia Display:** It is always a great ice-breaker to display photographs/memorabilia of your year group and activities over the years at LHC ~ delegate this task to a committee member.

## Countdown ~ two days prior to event

**Catering:** Confirm numbers with caterer/hotel/restaurant etc.

**Keys:** If using College venue collect keys from the Property Manager.

**Display:** Check this is arranged and a display stand is available.

## The Big Event ~ be sure to enjoy yourself

**Photographs:** Delegate the taking of photographs ~ some groups organise an official photographer, but this is an expensive addition. Do take lots of photographs and keep in mind copies for the Link and Star newsletters, also delegate the task of writing an article to another committee member (or whoever). Photos and articles for Lourdanian Link can be emailed to [admin@lhc.qld.edu.au](mailto:admin@lhc.qld.edu.au).

**Take Time to Enjoy your Event:** Although you will probably be part of the meet and greet team, do take time to enjoy meeting school friends and catching up on news from the intervening years. It is time to enjoy the rewards of your effort and energy of the past months.

**Reminder:** A friendly reminder to return any borrowed items to the College as soon as possible. Also keep in mind that you will have past pupil name/address changes that need to be passed on to the Development Office. Although it has probably been a strenuous, and sometimes worrying time, **do keep in touch!!**

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### CONTACT DETAILS

The College Shop 'LHC on Hawthorne' stocks various items of memorabilia including mugs, glasses, key rings, tea towels, pens & stickers. Contact the College Shop on 3399 0469 if you require any information on these items. The Link is published in April & November ~ reunion articles are most welcome, as is general past pupil news.

### PAST PUPILS ASSOCIATION

The Association encourages all past pupils to hold reunions to celebrate 5, 10, 20, 25, 30, 40, 50 years etc ~ a wonderful way to keep in touch with friends from school days. Sometimes these get-togethers are the only opportunities past pupils have to see friends from school days. Reunion groups are always welcome at the Past Pupils Annual Lunch which is held on the first Saturday of Exhibition week in August.

**Contact Details: Catherine O'Rourke** (President) Past Pupils Association

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