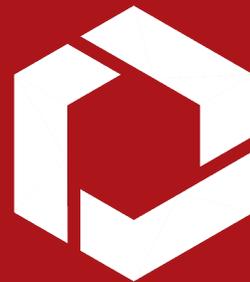


**NORTH CENTRAL HIGH SCHOOL**  
**REUNION**  
**PLANNING GUIDE**



**CONTACT US**

Phone: (317)845-9400

Email: [wtsfoundation@msdwt.k12.in.us](mailto:wtsfoundation@msdwt.k12.in.us)

**WASHINGTON TOWNSHIP**  
**SCHOOLS FOUNDATION**



# WASHINGTON TOWNSHIP SCHOOLS FOUNDATION

The Washington Township Schools Foundation (WTSF) has put together this reunion guide to assist you in your reunion planning efforts. Whether you're a first-timer or you've helped to host a past event, we'd like to thank you for your willingness to embark on this planning adventure. Not only will your efforts result in a fun time with old friends, but you also help to further expand the reach of our outstanding North Central Alumni network by keeping contacts current.

## What is the Washington Township Schools Foundation (WTSF)?

We are a board of over 30+ members (many of whom are NCHS alumni) supported by a professional staff of six. The WTSF mission is to connect private funding, community, and alumni with Washington Township Schools to support and enhance the unique educational experiences of our students. As the home of North Central Alumni, we assist with reunions, provide a central spot for alumni news and contacts, and help enrich the lives of 50,000+ NCHS alumni!

## How WTSF Can Support You

WTSF serves as a liaison between your classmates, the school, and other North Central alumni.

We can support your reunion efforts by:

- Posting information and a link to your class reunion page on our website.
- Providing periodic updates in our WTSF North Central Alumni Facebook Group.
- Providing a spreadsheet with your class members' contact information and help provide a system for updating that information.
- Assigning a dedicated space for your class at North Central Homecoming, should you choose to host your event that weekend.
- Sponsoring one mailing (a standard postcard from WTSF) to your entire class.
- Providing an online platform for reunion ticket sales.
- Helping to coordinate ancillary activities within your reunion, such as school tours, connecting with NCHS teachers of interest to your class, fundraising and scholarship endeavors.
- Most importantly, being a consistent source of support and answers as you embark on planning your event.

We hope this guide answers your questions and provides the blueprint for a successful reunion. Additional support is available at **(317) 845-9400** or **wtsfoundation@msdwt.k12.in.us**.

# PLANNING YOUR REUNION

## GETTING STARTED

Since you have received this information, you have probably already informed a WTSF team member of your intentions to help plan the reunion. If not, please do so by contacting our Director of Alumni at [wtsfoundation@msdwt.k12.in.us](mailto:wtsfoundation@msdwt.k12.in.us) or (317)845-9400. We can get you started, or direct you to other classmates who have shown interest.

### Plan Ahead

Try to keep communication going between reunion years and in advance of your reunion to secure volunteers. Basic Planning and outreach should start at least one year out.

#### **TIP**

Create an email address for your class reunion for easier record keeping, privacy protection, organization, and continuity between reunions!

### Set Goals

What do you want your reunion to accomplish?

- Get old friends together and network with other alums
- Set the stage for keeping in touch in the future
- Do a service project
- Celebrate the accomplishments of classmates
- Celebrate the foundational experience provided by North Central
- Raise money for a worthy cause within Washington Township

### Make Decisions

There are several things you'll need to consider when you begin to plan your reunion. If you have surveyed your class, some of the decisions may be made for you. All of the tasks below are discussed in more detail in this Reunion Planning Guide:

- Upfront Costs and Financing
- Date Selection
- Venue Selection and Format Options
- How to Locate Classmates and Promote Your Event
- Food and Drink
- Programs & Entertainment
- Photography
- Décor
- Novelties, Door Prizes, and Awards
- Fundraising
- Additional activities the weekend of your reunion

#### **TIP**

Get a contact list early and survey your classmates on best date, desired ticket cost/price point, venue ideas, event activities, giveaways, etc. Let your class shape your reunion ideas!

# PLANNING YOUR REUNION

## The Reunion Planning Committee

Once you have found a few other classmates to help you plan, don't stop there. Reach out to other classmates you think may be interested in helping to organize your reunion. As a rule of thumb, a planning committee of about 6 volunteers can be a big help, but be wary of becoming too big. Your structure should include:

- **Reunion chairperson** - Establish a leader who is the point of all committee communication and decision making
- **A diverse committee** - Find classmates from various affinity groups (athletes, performing arts, etc.) to help broaden your appeal and outreach
- **Additional roles** - Assign specific volunteer roles & responsibilities including things like:

| Treasury      | Communications      | Event Planning |
|---------------|---------------------|----------------|
| Seed Money    | Locating Classmates | Venue          |
| Bank Accounts | Invitations         | Catering       |
| Ticket Sales  | Event Promotion     | Entertainment  |
| Sponsorships  | Social Media        | Photography    |
| Fundraising   | Website             | Decorations    |

## Date Selection

Many classes decide to host their reunions over the NCHS Homecoming weekend, which typically falls sometime in the month of September. This is a popular weekend for many alums because of the annual alumni tailgating event and football game.

Some classes have chosen to have their reunions in the summer so they can enjoy an outdoor venue and take advantage of summer vacation. A reunion on Father's Day weekend in June may give out-of-towners an extra incentive to come back to Indianapolis for the weekend.

Other classes have decided to hold their reunions over a holiday break, such as Thanksgiving or Christmas, in hopes that many people already have plans to come back home during these times.

The holiday reunions seem to make the most sense for first reunions (10- 15- or 20-year) when it's safer to assume many parents or relatives still reside in Indianapolis.

# TREASURY

## Upfront Costs

One of the challenges each reunion committee faces is how to pay for upfront costs associated with early planning, before you have begun your ticket sales.

Some of the upfront costs you may face include:

- Stationery supplies
- Printing (reunion booklets, name tags)
- Gifts / novelties / decorations
- Web site development & hosting
- Liability insurance
- Reunion facilities deposit
- Catering & Entertainment deposits

### TIP

When your reunion is over, send a note to those in attendance and solicit donations as “seed money” for the next reunion. Some classes have done this with great success, and the money comes in handy when starting the planning for the next reunion.

## Seed Money

Some reunions have found it reasonable and successful to have each person put an amount they could afford in a petty cash fund to get the reunion started. This is generally referred to as seed money. Once the expenses have been settled, each person can either get their seed money back or donate it to any fundraising efforts. Asking for donations from committee members and friends may be the best way to collect the needed upfront costs. Some classes have asked classmates who own businesses to sponsor their reunions. Check with the committee that organized your last reunion to see if there is any money left over from that event to use for the upcoming reunion.

## Bank Accounts

One of the first steps for your Treasurer will be to establish a bank account for the reunion. This can be tricky. Different banks have different rules about setting up reunion bank accounts. Some allow them to be set up as personal accounts, some require a joint account, and most require a federal ID number known as an EIN.

**If you plan to use the WTSF online ticketing platform, you will want to check with us prior to setting up the account.** Transfers of the ticket sale income can not be made to an individual. They must be made to “1994 NCHS Class Reunion” or something similar. If you need to get a federal EIN to make that happen, we can provide you with instructions. No matter how the account is set up, best practice is to require that your Treasurer share the monthly statements with someone else on the committee for review. That is standard practice for being good stewards of the funds you collect from your classmates.

***Please Note: WTSF’s tax ID number cannot be used for reunion gatherings. We have a board policy in place prohibiting third parties from using WTSF, logo or tax ID number to receive non-profit discounts on venues, services, products, entertainment, etc. In order to keep our non-profit status, our tax ID can legally only be used in conjunction with events exclusively raising funds for our organization.***

## Online Ticketing Platform

WTSF now offers a ticketing platform for online sales of reunion tickets by credit card. There is a 3.5% charge to cover credit card fees, but over half of purchasers choose the option to pay the fees. As part of the service you can select committee member(s) to receive an email every time a ticket is purchased, and/or to receive a weekly report of tickets purchased which includes the buyers email address for follow up communications as the event approaches.

## Pricing

Setting your ticket price is very important. Make sure you have all of your costs outlined prior to setting a ticket price. Consider adding a few dollars to the ticket price to donate to WTSF for support of current NC students.

With every reunion, there are classmates that won't be able to afford to come. While that is a reality, you want to find any means necessary to get people there. Many classes offer a discreet way to allow those classmates access.

Consider adding the options below for those who might need financial assistance:

- **Privacy** - Have one point of contact for those to reach out to privately. Respect the sensitive nature of their financial situation.
- **Discount** - Indicate a discounted (or free) option on your registration page, website or invitation.
- **Sponsorship** - Allow other class members to add a "sponsor a classmate" expense to their registration.
- **Tiered Pricing** - Use a pricing tier (like what is shown below) to help make the event more affordable for some, as well as offset any cost of providing free admission.

| Pricing Tier               | Deadline                                      | Cost Coverage   |
|----------------------------|---|---|
| <b>Early Bird Pricing</b>  | 2 months prior to event                       | All expenses  |
| <b>Regular Pricing</b>     | On or just before final count is due to venue | All expenses + extra to cover unforeseen expenses                                   |
| <b>At the Door Pricing</b> | Walk up price                                 | All expenses + surcharge to cover unforeseen expenses and make money for your class |

### TIP

Consider a "FLASH" sale the first day that tickets are available. Offer the cheapest discounted tickets you can afford for a very limited period of time, and use it as your first big promotion (email, social media, website, etc.). Drive people to sign up and you've got your first big group of RSVPs and excitement from day 1.

## Fundraising

Reunions can be a great way for you to give back to your school. This is your chance to help your classmates see the big picture. You had the opportunity for a great education and for personal development at North Central. Now, it's your chance to help create a strong future for the next generation.

WTSF gives dozens of grants and multiple scholarships to worthy teachers, classrooms, programs and graduating students. We encourage you to view your reunion as a chance to generate excess money, which can be donated to:

- **Grants:** Each year, we award over \$150,000 directly to teachers across the district to make programs come to life in their classrooms. Each year, the grants are different but just as impactful. Your class could help sponsor a grant!
- **Programs:** WTSF helps underwrite the costs of several notable programs at North Central, including Panther Quest, AP/IB testing, performing arts, athletics and more. If your class agrees upon a certain program of interest, we can work to direct the money there.
- **The Alumni Merit Scholarship:** The most prestigious scholarship we offer is the Alumni Merit Scholarship, awarded to two top graduating students, in the amount of \$5,000 each. We want to see the award grow, both in amount of money and number of students. It could be your way, as alumni, to help a future alumnus.
- **Additional Scholarships:** Some classes choose to create their own scholarships, such as the Steven Drybread Memorial Scholarship - awarded to an outstanding graduating senior in the performing or fine arts in the amount of \$3,000.

### TIP

If you are planning a fundraising component within your reunion, be sure to reach out to a member of our staff in advance. We can provide the framework for collecting funds and identify the best beneficiary for money raised by your class.



Grant Recipient  
NC Quiz Bowl Team



Annual Funding Recipient  
NC Musical



Alumni Merit Scholarship Recipient  
Angel Franco-Vargas



Steven Drybread Memorial Scholarship Recipient  
Seraphim Holmes

# COMMUNICATIONS

## Locating Classmates

Finding and locating your classmates is always the most difficult part about planning a reunion, especially if it's the first reunion for your class. WTSF oversees the database of alumni information. Reunions are a big part of our updating strategy, so we want to do everything we can to track down members of your class. We will provide a spreadsheet of your class to your committee.

***Please Note: Limit access of this spreadsheet to only those committee members who need to see it, and keep one master sheet, to avoid varying information. This list needs to be treated as confidential information to ensure no one uses it for any other purpose.***

## Contact Tools

The class list you received has the most recent known address, phone number and in some cases, email address. Some other tools available to help you locate classmates and promote the event are:

| Contact tool                             | Cost  | Complexity                                 | Effectiveness   |
|--|---|--|---|
| Word of mouth                            | Free  | Easy                                       | Good for those in Indianapolis still in touch with classmates, but will likely not reach others |
| Social Media                             | Usually free  | Easy for those familiar with it.           | Good, but only for those engaged  |
| Email                                    | Free  | Easy, once the mailing list is established | Hit and miss – depends greatly on how many people notice the email                              |
| Phone Calls                              | Free  | Not difficult, but time consuming          | Very  |
| Mailing                                  | Expensive. Bulk mailing less expensive, but no return of undeliverable mail | Not difficult, but time consuming          | Very  |
| Creating a class reunion website         | Small cost; free web sites also available                                   | Medium                                     | May be redundant! same info available elsewhere; useful to those not on social media            |
| Classified ads and other print publicity | Small cost  | Not difficult                              | Hit and miss - no way to know who might see the notice  |

After the reunion, please share updated contact information of your classmates with our office. We will update it in our database. Accuracy matters and is incredibly important as you plan the next reunion. The class reunion chairs will have access to that information when needed. We continue to update the database throughout the year.

# COMMUNICATIONS

## Event Promotion

Things like email and social media are powerful, free tools for pulling classmates together. Just make sure to avoid multiple competing pages for your graduating class/event, or classmates will be confused as to the right source for information.

## Reunion Websites

Online events pages or reunion websites can also be a great way to get the word out. There are several online event webpages out there, some with fees only tied into ticket sales, which means you pass the cost on to your classmates.

Many of the past reunion groups have built sites via MyEvent, Eventbrite, EventSmart or others. Fees vary depending on your desired functions. Some are simply event registration sites, while others offer a more permanent home for your reunion, with a social vibe. All should offer opportunities to link to your social media page or to your reunion website.

While these are important tools in your reunion planning kit, it's also important to remember that not everyone is on social media, some people do not check email often, etc., so it can be hard to know who has received your information.

## “Missing” Classmates

Whether you have a reunion website or a good social media presence, you cannot assume people have heard about your event, so one thing that can be helpful is to post a list of “missing” classmates for folks to access. Many times, they will have an email or address, but just need to see the name to trigger the contact. Then you can add that person to your outreach and help ensure they know about the event.

### **TIP**

It is in your best interest to communicate alumni contact updates with WTSP staff. We will continue to update your class information for future reunions. We have an “update your contact info” link on our website that alumni can fill out 24/7. We update all information that comes in and reach out to confirm with alumni that we updated their information. The most valuable update we can get is email addresses.

# EVENT PLANNING

## Date vs Venue

You may have in mind a particular venue at which you'd like to hold your reunion. If that is the case, your date, of course, would be dictated by that venue's availability.

## Estimating Attendance

It is important to keep in mind the estimated size of your reunion, the size of the event space, and its cost. A successful event will generally include 10-15% of your living alumni population. So, if you graduated with 800 in your class, having 80-120 alumni back for your reunion would be a success. When you factor in guests, you can increase your expected percentage to approximately 20-25%. Use that number to build your anticipated turnout and select a venue. Keep in mind that as you begin to reach bigger milestone reunions like 30 years and up, your class size will naturally decrease which means your attendance will as well.

## Venue Costs

The cost of renting a facility can range from only a few hundred dollars to a few thousand dollars. Early budgeting and ticket price estimating will determine what's feasible for your class. Unless you have someone in your class willing to cover the entire cost of the reunion out of their own pocket, ticket sales may be your only source of recouping the costs incurred for your event.

## Food and Drink

The three most popular things to do at any reunion are eating, drinking and socializing. There are a variety of ways to do all three. Take into consideration your budget, venue space and number of people attending. For example, you could have a sit down dinner, a buffet dinner, or no dinner at all.

Many venues have an in-house food and drink vendor, however, some venues will ask that you find your own caterer. Check if the venue or caterer has a food or drink minimum. If it does, make sure you can make that work within your budget, or anticipated attendance and ticket price. A dinner will most likely increase the cost of the event. Many classes find it just as enjoyable to offer hors d'oeuvres and cocktails. Depending on the price you charge per person/per ticket, you may also be able to provide an open bar, a few complimentary drinks for your classmates, or a cash bar. It will all need to be worked out within the means of your anticipated budget and your drink vendor.

### **TIP**

Find a venue that will cover your anticipated numbers, but don't overestimate. A spacious venue can backfire. Empty rooms = unhappy alumni. The more energy and intimacy you can add, the better the memory and conversation. Crowded is not a bad reunion.

### **TIP**

While reviewing the past few years' reunions, we are seeing a trend, especially in non-monumental years. It seems making your event affordable with less emphasis on an expensive sit-down meal or buffet, band, etc. will help increase attendance. Using a more casual venue will result in lower prices and less expenditure guarantees.

# EVENT PLANNING

## Venues

Below is our list of venues that are possible reunion destinations. Those in red have a North Central connection (alumnus owner). If you use a venue that is not on the list below — and you had a good experience — please let us know about it!

| Name of Venue  | Location                          |
|--|-----------------------------------|
| Ale Emporium   | Castleton, Fishers, and Greenwood |
| Broadmoor Country Club                               | Crooked Creek                     |
| Children's Museum                                    | 30th & Illinois                   |
| Conrad Hotel   | Downtown                          |
| Daddy Jack's Restaurant                              | 96th & Meridian                   |
| District Tap   | Clearwater                        |
| The Foxhole at Hotel Tango                           | Downtown                          |
| Half Liter BBQ                                       | Broad Ripple                      |
| Highland Country Club                                | NW Indianapolis                   |
| Hyatt  | Downtown                          |
| Indiana Roof Ballroom                                | Downtown                          |
| Indiana State Fairgrounds                            | 38th & Fall Creek                 |
| Indiana State Museum                                 | Downtown                          |
| Indianapolis Art Center                              | Broad Ripple                      |
| Indianapolis Zoo                                     | Downtown                          |
| The Montage  | Castleton                         |
| Murat (Old National Centre)                          | Downtown                          |
| NCAA Hall of Champions                               | Downtown                          |
| Northside Events and Social Club                     | Broad Ripple                      |
| The Quarter  | Broad Ripple                      |
| The Renaissance                                      | Carmel                            |
| Ritz Charles   | Carmel                            |
| Riviera Club   | Broad Ripple                      |
| The Sheraton   | Keystone Crossing                 |
| Silo Auto Club and Conservancy                       | Downtown                          |
| Vision Loft  | Downtown                          |
| The Vogue  | Broad Ripple                      |
| The Wellington - Fishers Banquet & Conference Center | Fishers                           |
| White River Yacht Club                               | Broad Ripple                      |

# EVENT PLANNING

## Entertainment

Remember, keep it simple! People are there to talk and connect, but it can be fun to have a small program of activities, including:

- Having an emcee for the night (generally a committee member)
- Playing the NC fight song
- Affinity group performances (A song from Counterpoints alumni, or a cheerleading routine)
- Brief remarks from your class, an NC administrator, WTSF representative or a favorite teacher from your class
- Classmate recognition
- Recognition of those classmates that have passed away

### TIP

Don't forget to have a registration table where you can welcome attendees as they pick up their nametags. This can also be a great place for people to pick up any other gifts or prizes they receive throughout the event. Note: Some classes cover each others registration tables, helping ensure your volunteers can mingle with their class.

## Music

You'll probably want to include music in one way or another at your reunion. You could hire a DJ, band or have someone in your class put a mix of music together, such as songs popular when you were in high school! Some classes have contacted NCHS to get one of their many talented vocal or instrumental groups to perform at their reunion. Please contact WTSF if you are interested in going this route.

### TIP

Remember that your classmates are there to reconnect and talk, so make sure that whatever you select, that you will not have to scream over the music to talk. Many Reunion Committees have kept the music simple to save costs.

## Photography

It's always fun to document this big event. Whether you want to pay to have a professional photographer take photos is up to you. Some photographers only charge for photos they sell after the event. Some also charge a flat or hourly fee. Consider having a classmate take photos and post them on your website or social media after your reunion where names can be "tagged" to faces.

Some reunions have hired photo booths, which are fun ways for people to document the night. Some companies will provide it for free (charging for pictures taken), while others work out a per-person charge.

***Please see our list of known vendors at the end of this guide for help in finding resources to service your event.***

# EVENT PLANNING

## Décor

Again, keep it simple, but give your reunion a good North Central feel, and make it special for your class. Simple red, black and white balloon centerpieces are easy for your committee to assemble. You can also purchase NC spirit wear from the high school and display it, then give it away in raffles or awards.

Other ideas to make your reunion unique:

- **Memory Books** – include old photos, new photos, updates on classmates or any other information you deem pertinent to your class event. You can collect this through registration
- **Slide Show** – It's simple to have a slide show projected throughout the night. Have every registrant submit an old high school photo, and combine it with photos of newsworthy events from your era for display throughout the night.
- **Nametags** – Put the senior yearbook photo on each nametag.

## Prizes

It can be fun to give away door prizes, especially if you're using actual tickets. Door prizes can also be used as a fundraising method if you're trying to raise money for a class gift to WTSF. A silent auction is more work, but can also serve as an effective and fun activity to fundraise for your class.

## Awards

Some reunions have included recognition moments and have given awards to classmates either in jest (who traveled the furthest to get there) or for, perhaps, more notable accomplishments (who just published their first novel). Many also include an "in-memoriam" segment for deceased classmates.

## North Central Spirit Wear

The Spirit Shop at North Central has a huge variety of apparel and other NCHS items which you can either sell during your reunion or use as prizes. The Spirit Shop even has North Central Alumni t-shirts. All items are reasonably priced and all proceeds from the Spirit Shop benefit the North Central Athletic Booster Club. If you wish to pre-purchase items, contact the Spirit Shop Manager to arrange a time for your purchase. If needed, she can also arrange for special hours for your group to shop at the Spirit Shop. And, if you have arranged for school tours at NCHS during your reunion weekend, she can be open during those hours as well. If this is something you are interested in, please contact the WTSF office.

North Central also offers an online Spirit Shop, which can be accessed through the North Central Athletics page, [www.nchsathletics.com](http://www.nchsathletics.com). The online store offers more than what is available in the Spirit Shop and has hundreds of items that can be customized with various North Central logos. This information is also located on the WTSF website under the alumni center tab.

# EVENT PLANNING

## What Else to Plan During Your Reunion Weekend

Many reunion committees plan an entire weekend of events for people coming back to Indianapolis. If your reunion falls on NCHS Homecoming weekend, the Friday night football game is often the Friday night event. WTSF hosts a Homecoming Tailgate Party before the game for North Central families, friends and alumni. This is the perfect place to kick off your reunion. Friday night events can also be small gatherings at the home of a classmate living in town or simply asking everyone to meet up at a local restaurant or bar.

Some classes have organized family picnics at parks where classmates can bring their kids, golf outings, or tours of Indianapolis for alumni visiting from out of town. A popular weekend event is a tour of North Central. If you are interested in organizing a school tour for your class, please contact WTSF.

### TIP

Be sure to promote additional events as casual and not mandatory, so alumni will attend for fun, but not take away from the true reunion event. Some reunion classes have found that having a free Friday Night Event takes away from the main event. Some have even found themselves in a financial bind after offering a free Friday night event and a paid Saturday night event, since you most likely will have a fixed rental cost for Saturday night, or minimum food and drink commitments.

Ideas you can use to plan your reunion weekend or that people can do on their own include:

| Entertainment                             | Location                           |
|---|------------------------------------|
| Back 9 Golf & Entertainment               | Downtown                           |
| Bad Axe Throwing                          | Downtown                           |
| Brewery Tours from Indianapolis Party Bus | Downtown                           |
| Canal Walk or Gondola ride                | Downtown                           |
| The Children's Museum of Indianapolis     | Midtown                            |
| Climb Time Indy                           | Castleton                          |
| Duckpin Bowling                           | Downtown                           |
| Eiteljorg Museum                          | Downtown                           |
| The Escape Room                           | Downtown                           |
| The Garage at Bottleworks                 | Downtown                           |
| HandleBar at The Hangar Indy              | Downtown                           |
| Indiana State Museum                      | Downtown                           |
| Indianapolis Zoo                          | Downtown                           |
| Newfields                                 | Midtown                            |
| Thought2Eyes Tour with Sampson Livingston | locations vary                     |
| Top Golf                                  | Fishers                            |
| Traders Point Creamery                    | NW Indianapolis                    |
| Urban Air Adventure Park                  | Noblesville, Plainfield, Greenwood |

# CLASS REUNION CHECKLIST

- Form your committee (assigning specific roles) and choose a Reunion Chairperson
- Set a committee meeting schedule and deadlines for accomplished work
- Survey committee or classmates for reunion ideas
- Select your dates(s). Consider hosting during the NCHS Homecoming Weekend
- Notify WTSF so they can add it to the website and Facebook pages
- Determine event venue and format (i.e. cocktail reception, dinner dance, etc.)
- Decide on event programming (presentation, awards, appearances, memorials, etc.)
- Establish funding (seed money) for upfront expenses
- Establish budget
- Establish ticket price(s) and pricing tiers
- Get class spreadsheet from WTSF & find out how they update contact info
- Begin contacting classmates and searching for those “lost” alumni
- Develop reunion website and/or Facebook page
- Coordinate some sort of save-the-date correspondence
- Work with WTSF to send out an email & postcard
- Decide on decorations, venue layout, etc.
- Select entertainment, program elements
- Select a photographer (if applicable)
- Order, purchase or create event mementos, awards, programs, Spirit Wear, etc.
- Create deceased classmate list, memoriam, tribute or gift
- Arrange for school tour and/or Spirit Shop hours
- Create non-main events (Friday night, picnic, service project)
- Create name tags - Consider adding yearbook photos!
- Decide on “Pay it Forward” gift from your reunion
- Create a work schedule for people at reunion (registration desk, etc.) so all can enjoy
- Enjoy the fruits of your labor

## After your reunion:

- Send thank you notes to committee, volunteers, vendors and donors or sponsors
- Share via email, or drop off, updated contact info to WTSF
- Follow up on Class gift donation - consider WTSF
- Forward any photos, updates, etc so they can be posted on website
- Solicit those in attendance to be considered as volunteers in the future or contribute
- Save money for future reunions
- Celebrate your hard work and success of your event!**

# KNOWN VENDOR LIST

## BANDS

### Good Seed Band

Greg Anderson, NCHS Class of 1969  
(317) 762-3010  
www.goodseedband.com

### The Ramon Jackson Band

Ramon Jackson, NCHS Class of 1993  
TheRamonJackson@gmail.com  
(214) 289-8136  
www.theramonjackson.com

### The JBJ Collective

NCHS Class of 2019  
thebjbcollective@gmail.com  
thebjbcollective.my.canva.site

### The Trap Orchestra

Sarah & Paul Clayton, NCHS Class of 2003  
get@thetraporchestra.com  
www.thetraporchestra.com

## BANNERS & SIGNS

### Signed and Stitched

Xavier Broderick, NCHS Class of 2018  
(317) 473-0867  
www.broderickbanners.com

## BAR SERVICE

### Bianca Strode, NCHS Class of 2012

www.houseofclassbartenderschool.com

## CATERING

### CIBO Catering & Events

Whitney Barnett, NCHS Class of 2004  
facebook.com/cibocateringevents/

## DÉCOR

### Banzi Balloons

(317) 762-8008  
www.banzi.events

### Lilly Lane Flowers

(317) 989-9936  
www.lillylaneflowers.com

### Willow and Star Flowers

(317) 669-0767  
www.willowandstarflowers.com

## DJ

### Red Squad Entertainment, LLC

Austin Hookfin, NCHS Class of 2014  
(317) 480-2877  
www.redsquad100.com

## NAME TAGS

### Dreams Change (Etsy Shop)

www.etsy.com/shop/dreamschange

## PHOTOGRAPHY & PHOTO BOOTH

### Buzz 360 Photo Booth

(317) 792-7775  
buzz360photo@gmail.com

### Kevin Kiley, NCHS Class of 1976

(317) 255-9494

### Ryan Turner, NCHS Class of 2003

(317) 828-9072  
rtsignature@gmail.com

### Shannon Mitchell

360 Photo Booth  
IG: Indy360pics

### Why Not Party With Us

Deshae OKelley, NCHS Class of 2003  
(317) 432-1201  
www.whynotpartywithus.com

## And Finally...

Remember, you are not alone in this. You have a support network of staff and alumni willing to help. Sometimes it is helpful to be in touch with the class who just planned their reunion. Let us know if you would like us to connect you with those who just completed reunion planning.

Plus, your feedback on your experience is vital to making this process better for others. Let us know your successes and failures so we can pass it along to future planners.

Wishing you all the success in your upcoming reunion. Please reach out to WTSF at [wtsfoundation@msdwt.k12.in.us](mailto:wtsfoundation@msdwt.k12.in.us) or 317-845-9400 for any assistance!

**GOOD LUCK!**



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