



Hello, reunion planner! Thank you so much for being willing to take on the task of gathering your classmates. While planning an event like this is a lot of work, we hope the joy of seeing all your CVCA friends together again will be well worth it! We'll start with some FAQs, then move on to the actual guide.

FREQUENTLY ASKED QUESTIONS:

Q: Can CVCA contribute any money to the reunion?

A: Sadly, no. There are no class funds available once classes graduate.

Q: Does the reunion have to be at CVCA?

A: Absolutely not! We, of course, love to have you all back in the building, but you can plan a reunion anywhere you'd like.

Q: How do I relay reunion information to my classmates?

A: Shoot an email to advancement@cvcroyals.org with your reunion information. We will gladly send the event details to classmates whose email addresses are in our database. We will also post the information on the CVCA website's Alumni page. Due to privacy issues, we can no longer provide personal contact information to reunion coordinators. If you go on a mission to gather all of your classmates' current contact information, we would SO appreciate your sending us the updated info post-reunion!

Q: Can we have a tour of CVCA, regardless of if our reunion is there or not?

A: Yes, we would love to show you around! Please email advancement@cvcroyals.org a month before your reunion to let us know you'd like a tour, and we will arrange for somebody to meet you on the requested date.

Q: Where do I send my pictures of our happily reunited class?

A: Shoot them to advancement@cvcroyals.org, and we'll happily share them on social media and in our next edition of *The Trumpeter*!

Q: Where do I even start with reunion planning?

A: Great question! Check out our Reunion Planning Guide below. Hopefully, it will help you get started in the right direction.



REUNION PLANNING GUIDE

1. **Choose your venue.**
 - A. CVCA
 - There is no cost to rent CVCA space, but please email advancement@cvcaroyals.org a couple of months ahead so we can reserve the Cafeteria for you.
 - You can choose for your meal to be catered by somebody else, or our Cafeteria team (AVI) is terrific. You can contact them to inquire about meal pricing by emailing kitchen@cvcaroyals.org. Please allow plenty of advance notice since AVI's catering schedule gets busy.
 - Our one rule is that no alcohol can be on the CVCA premises.
 - B. Outside of CVCA.
 - Lots of great reunions have been held at other event spaces, backyards, or restaurants.
 - Make sure to give your venue plenty of heads-up before sending out your invitations.
2. **Get an invitation out to your classmates.**
 - A. Email – CVCA can send an email to your class.
 - B. Social Media – You can create a Facebook event or simply send a direct message to your classmates on whatever social media platform you choose.
3. **Collect payment (if needed).**
4. **Organize all your data into a spreadsheet like this [one](#).**
5. **Follow up with everyone a week before your event.**
 - A. Check with your venue and food providers to make sure everything is still good to go.
 - B. Send a reminder email to your classmates who have RSVP'd.
6. **Party it up!**
 - A. Make sure to take lots of pictures and send them to advancement@cvcaroyals.org. Please include captions and names of attendees.
 - B. Write a summary of your event and send it to advancement@cvcaroyals.org for The Trumpeter.