

REUNION PLANNING SUGGESTIONS

The St. Louis Convention & Visitors Commission (CVC) is happy to assist you in planning a successful reunion. In the St. Louis Reunion Planner, you will find a wealth of useful information. You also will find four sample letters to send to your reunion members, suggestions for planning the reunion and a planning log to keep track of your activities. There is also a timeline to use while planning this timeline may vary depending on the size of your reunion. Please feel free to contact the St. Louis Convention & Visitors Commission if you have any questions.

Reunion Planning Committee

Form a Reunion Planning Committee to share ideas and assign responsibilities:

Chairperson Responsible for contacting the local Convention & Visitors

Commission. The chairperson will supervise members of the committee and select the hotel to accommodate your

reunion needs.

Co-Chair Assists the chairperson

Secretary Researches and obtains all members names, addresses,

phone numbers, e-mails, etc.; sends all correspondence

and takes meeting notes.

Treasurer Responsible for collecting the money, opening a bank

account and making all payments.

FIRST STEP 18 MONTHS BEFORE THE REUNION

1. Committee selects sub-committee chairs (Example of Sub-Committees)

Activities (adults/children) Organizes and makes arrangements for all activities.

Meals Selects menus for the banquet and all meals in

restaurants and/or picnics, etc.

Transportation Arranges all transportation needs during the reunion.

Gifts/Souvenirs Assembles the welcome packets and obtains gifts/

souvenirs for family members.

2. Locate addresses and e-mails of all members.

- 3. Write a letter to all members (see sample letter #1A including the questionnaire #1B).
- 4. Contact your local Convention & Visitors Commission (St. Louis Leisure Travel Sales, 800-325-7962/314-992-0643) to assist you with hotels, restaurants and attractions for prices, availability and special group discounts.
- 5. Develop a plan for fundraising activities, if appropriate.
- 6. Decide if the Family will be creating a website for the family reunion or social networking page.

1 YEAR BEFORE THE REUNION

- 1. Reserve hotel room block, hospitality and/or banquet room.
- 2. Follow up with the chosen hotel, restaurants and attractions to decide on room block, banquet menus and activities to be included.
- 3. Determine the budget from the Planning Log. Now it's time for you to decide how the members will make payment to confirm the plans. Here are some facts that will help you make the decision:
 - Some service charge a flat rate that can be divided among the members; such as chartering a bus, band fee, etc. These charges will be paid in advance.
 - Some services (i.e. hotel) can be paid individually.
 - You may need some money in advance for deposits.
 - You may consider charging a registration fee per member.
- 4. Write a letter to members or send e-mail (see letter #2A and registration for #2B) to communicate the date, place and hotel and how to register.

6 MONTHS BEFORE THE REUNION

Contact all possible attractions to find out how much time each visit will take, as well as the cost and location. If transportation is needed, check the charter and tour bus companies in the area for schedules and costs. Record this information on the Planning Log (see sample Planning Log #5A). As you decide on your activity schedule, don't forget about scheduling time to rest!

3 MONTHS BEFORE THE REUNION

- 1. Send a letter or e-mail to the members (see sample letter #3A) to communicate:
 - Meals planned
 - Date
 - Time
 - Location
 - Cost per person/family
 - Activities planned (for ideas, see form #6A):
 - Description
 - Adults
 - Children
 - Date
 - Time
 - Location
 - Cost per person/family
- 2. Do not forget to order any specialty items (i.e., T-shirts, bags, hats, souvenirs, etc.) for give-aways.
- 3. Confirm all activities, payment requirements, transportation and schedules.
- 4. Remind members to make their hotel reservations and any final payments.
- 5. Request a "Welcome Letter" from the City Mayor or County Government representative

Missouri Governor's Welcome Letter

Contact: Ms. Barb Shimmens

Director of Constituent Services

Governor's Office Building in Jefferson City Missouri Capitol Building, Room 215 A

P.O. Box 720

Jefferson City, MO 65102-0720

Phone: 573-751-3222 Fax: 573-751-1495

Email: barb.shimmens@mo.gov

Note: www.governor.mo.gov is the website that people can go online and request the welcome letter. Just click Constituent Services at the top. This is the preferred system.

St. Louis Mayor's Welcome Letter

Contact: Ms. Heather Dunsford

City Hall/Mayor's Office 1200 Market Street St. Louis, MO 63103 Phone: 314-622-3201

Email: dunsfordh@stlouis-mo.gov

Note: To request a Proclamation/Welcome Letter from the City of St. Louis Mayor, a request must be submitted in writing a minimum of 3 weeks prior to your event. Please send as much information about the convention group or meeting (background, group profile, who's attending, etc.) to Heather Dunsford. Please include a self-addressed envelope with request. Your proclamation/welcome letter will be mailed to you or arrangements can be made for pick up.

St. Louis County Executive's Welcome Letter

Contact: Mr. Mac Scott

Director or Communications
Office of County Executive

41 South Central St. Louis, MO 63105

Phone: 314-615-7016 (main line) 314-615-4654 (direct line)

Fax: 314-615-3727

Note: To request a Welcome Letter from the St. Louis County Executive, a request must be submitted in writing a minimum of 3 weeks prior to your event. Please send as much information about the convention group or meeting (background, group profile, who's attending, etc.) to Mac Scott. Please include a self-addressed envelope with request. Your proclamation/welcome letter will be mailed to you or arrangements can be made for pick up.

6 WEEKS BEFORE THE REUNION

1. Send a letter or e-mail and Activities Planning Chart to members (see sample letter #4A and sample Activities Planning Chart #4B).

Also remind them of:

- the date of the reunion
- 30-day cut off to reserve hotel rooms, meals, attraction tickets
- 2. Don't forget to send them the hotel brochure(s) with a detailed map or link to the hotel website.
- 3. Provide the welcome packet including a Visitors Guide. Contact the St. Louis Convention & Visitors Commission at 1-800-325-7962 ext 3681 for the list of items offered for reunion attendees.

2 WEEKS BEFORE THE REUNION

- 1. Confirm all reservations at restaurants, attractions and for planned activities.
- 2. Organize a "welcome" committee that will meet and greet the reunion members when they arrive at the hotel.

SECOND STEP DURING THE REUNION

- 1. Upon arrival, set up the hospitality room at the hotel where reunion members can gather and sign up for activities, receive messages and to check for program updates (in case any changes occur).
- 2. Near the end of the reunion, select next year's committee members and discuss possible sites.

THIRD STEP AFTER THE REUNION

- 1. Send a "thank you" letter to all family members that were in attendance. Include a survey for suggestions to improve the next reunion.
- 2. Send a "thank you" note to family members who were especially helpful.
- 3. Send a "thank you" note to the hotel, restaurants or attractions who offered a "special rate" or amenity.

ST. LOUIS REUNION

SAMPLE LETTER #1 (Send 18 months before your reunion)

Date:
Dear Member,
The (name of reunion) has decided it's time to have a Reunion. Some of us recently met to discuss the possibility of hosting that reunion. We want the (name of reunion) to spend a few days together getting reacquainted and remembering the good things and good people that have made us friends!
Before we make any plans, we need to hear from you. So, please answer the questions on the next page and return it by (date) to:
Name: Address: Phone: E-mail:
Thanks for responding.
Sincerely,
Signature

REUNION QUESTIONNAIRE

SAMPLE LETTER #1 (Send 18 months before your reunion)

1. Are you reasonably sure you will attend the (name) Reunion in (city) in (year)'? Yes No If no, why not?	
2. Choose the date of at least two (2) time periods when you and your family can attend the reunion in (year). Summer Fall Winter Spring	;
3. If we don not have enough housing for everyone to stay with a family member, will you state at a hotel? Yes No	ЗУ
4. What price range best fits your needs? \$50-75 \$75-100 \$100+	
5. How many people will attend from your family group? Adults Children	
6. Please list activities or entertainment you would like included in the reunion plans.	
Please complete the questionnaire and return by (date) to: Committee Member Name Address City, State, Zip Code Phone F-mail	

REUNION

SAMPLE LETTER #2 (Send 1 year before your reunion)

Date:
Dear Member,
The (name) Reunion will be held from (date) to (date). Your planning committee has been busy making arrangements for things we know will be exciting and fun for the entire group!
We have chosen the (hotel name) at (address) (website) as our reunion headquarters. Accommodations include: (the hotel sales rep will give you a list of information to include and any other details like parking, courtesy bus service, etc.). The daily rate is (\$\$\$) plus tax. You must make your reservations by (date, terms of payment, restrictions will be supplied by the hotel). If you have questions about the hotel, call (name/phone number at the hotel).
Once you've registered (see sample registration form #2B), you'll hear from us soon with details about meals, sightseeing, entertainment and more! Please call (name/phone number) is you have any questions.
Sincerely,
Committee Member

REGISTRATION FORM

Name		
Address		
City State Zip		
Telephone: (home)	(work)	
E-mail		
Total Number of People Attending:	_ Adults: Children:	
Registration Fee: Adult Children . Specify family member T-shirt sizes and quantity XXXL XXL L		
Special Requirements: (i.e., dietary needs, disability	needs, etc.)	
Make check payable to: (Treasurer: name/address)		
Total amount enclosed: \$		
Due date:		
Send to: (Treasurer: name/address)		

REUNION

SAMPLE LETTER #3 (Send 3 or 4 months before your reunion)

Date:
Dear Member,
We hope you are looking forward to (name of reunion) Reunion as much as we are. This letter is to give you details and costs of what is planned for you.
Meals List each meal you have planned for the group: date, time, location, cost per person/family
Activities List each activity you have planned for the group: date, time, location, cost per person/family
The deadline for payment is (date).
We're looking forward to seeing you! Please call (name, telephone #) if you have nay questions.
Sincerely,
Committee Member

REUNION

SAMPLE LETTER #4

(Send 4-6 weeks before your reunion)

Date:

Dear Member,

It is almost time for the (name of reunion) Reunion. If you have not taken care of your arrangements - hotel reservations, activity fee and meal payments, transportation - please do so right away. We would like to see everyone attend.

This is our itinerary!

(List by day what will take place - as in the following example)

Friday, June 12

12 noon Hotel check in begins

2 p.m.-10 p.m.. Hospitality Suite sign in (hotel desk will direct you), snacks and

beverages available so we can mingle

8 p.m. Group Meeting - in the hospitality suite (Room Name)

Saturday, June 13

9 a.m.-10:30 a.m. Breakfast, Promenade Room

11:30 a.m.-3:30 p.m. Tour of the city. Meet at the Union Street exit of the hotel to board

motorcoach

7 p.m. Family Photo session. Meet in the hotel lobby

8 p.m. Dinner Dance, City Ballroom

Sunday, June 14

9 a.m.-11:00 a.m. Breakfast and farewell, Michael's Restaurant, 111 Williams St., located

next to hotel

See you on (date)!

Sincerely,

Committee Member

P.S. Don't forget to bring your photo albums and stories.

ACTIVITIES PLANNING CHART

Use the Official St. Louis Visitors Guide and other information in this planner for activities, sightseeing and entertainment ideas.

		Total Cost	
Activity	Location	Time Needed	Cost
Transportation Arrangemer	nts	Total Cost:	
Activity	Location	Time Needed	Cost
Everyone		Total Cost:	
Children Activity	Location	Time Needed	Cost
Children		Total Cost:	
Adults Activity	Location	Time Needed	Cost

PLANNING LOG (Committee Use Only)

		Total Cost:	
Everyone			
Children			
Adult			
Activities/Entertainment Activity	Location	Time Needed	Cost
Meals Type	Location	Date Time	Cost
Hotel Name: Address: Hotel Contact Person: # Rooms Blocked:	Rate Per Day	Check-In Time/Check-(Out Time
Accommodations			
Dates of Reunion # Members Expected	From Adults	To Children	

Planning

			Cost
		Total Cost:	
IRANSPORTAT Activity	ION ARRANGEMENTS Location	Time Needed	Cost
Currey	Location	Time Needed	
		Total Cost:	
lotes:			

SUGGESTIONS FOR REUNION ACTIVITIES

Arrival/Get-acquainted reception	
Reunion banquet/dinner	
Group picnic	
Theatre outing - musical, concert, movies	
Ballgame outing	
Nightclub outing	
City tour/historical tour	
Group portrait	
Group visit to Six Flags, Zoo, etc	
aroup visit to six mags, 200, etc. -ashion show	
Talent show	
Casino night	
Scrapbooking day	
Story time	
Notae	
Notes:	
	_

CITY PARKS (314)289-5300		Fishing	Pools	Sports Area	Tennis	Hiking Trails	Picnic Shelters	Picnic Site	Play- ground	Golf
Carondelet http://stlouis.missouri.org/ citygov/parks/parks_div/ carondeletpark.html	180 acres	•		•	•	•	•	•	•	
Chambers http://stlouis.missouri.org/ citygov/parks/parks_div/ descript.html#chambers	6 acres			•	•				•	
Fairgrounds http://stlouis.missouri.org/ citygov/parks/parks_div/ fairgrounds.html	131 acres	•	•	•	•				•	
Forest Park http://stlouis.missouri.org/ citygov/parks/parks_div/ descript.html#forest	1,293 acres	•		•	•		•	•	•	•
Francis Park http://stlouis.missouri.org/ citygov/parks/parks_div/ Francis.html	60 acres			•	•				•	
0'Fallon http://stlouis.missouri.org/ citygov/parks/parks_div/ o'fallon.html	127 acres	•		•	•		•	•	•	
Penrose http://stlouis.missouri.org/ citygov/parks/parks_div/ descript.html#penrose	51 acres			•	•				•	
River Des Peres http://stlouis.missouri.org/ citygov/parks/parks_div/ descript.html#river	145 acres			•					•	
Tower Grove http://stlouis.missouri.org/ citygov/parks/tower-grove/	275 acres			•	•		•	•	•	
Willmore http://stlouis.missouri.org/ citygov/parks/parks_div/ willmore.html	106 acres	•		•	•	•	•	•	•	



Fishing



Pools















St. Louis City Department of Parks, Recreation & Forestry

General Information: 314-289-5300
http://stlouis.missouri.org/citygov/parks
Call for information on recreational opportunities in the city parks, including permits for park functions.

COUNTY PARKS (314)615-7	275								
Bee Tree http://stlouisco.com/parks/ beetree.html	198 acres	•			•	•	•	•	
Bella Fontaine http://stlouisco.com/parks/ bella.html	193 acres	•	•	•	•	•	•	•	
Black Forest http://stlouisco.com/parks/ BlackForest.html	4 acres		•			•	•	•	
Bohrer http://stlouisco.com/parks/ Bohrer.html	16 acres	•	•	•		•	•	•	
Bon Oak http://stlouisco.com/parks/ BonOak.html	16 acres		•			•	•	•	
Buder (North) http://stlouisco.com/parks/ Buder1.html	154 acres		•				•		
Buder (South) http://stlouisco.com/parks/ Buder2.html	25 acres		•		•	•	•	•	
Castlepoint http://stlouisco.com/parks/ Castlepoint.html	11 acres		•		•	•	•	•	
Champ http://stlouisco.com/parks/ Champ.html	99 acres				•				
Cliff http://stlouisco.com/parks/ CliffCave.html	221 acres	•			•				

		Fishing	Pools	Sports Area	Tennis	Hiking Trails	Picnic Shelters	Picnic Site	Play- ground	Golf
Clydesdale http://stlouisco.com/parks/ Clydesdale.html	117 acres			•		•	•	•	•	
Creve Couer http://stlouisco.com/parks/ creve.html	1,185 acres	•		•	•	•	•	•	•	
Endicott http://stlouisco.com/parks/ Endicott.html	24 acres			•	•		•	•	•	
Faust http://stlouisco.com/parks/ Faust_home.html	98 acres					•	•	•	•	
Greensfelder http://stlouisco.com/parks/ greensfelder.html	1,734 acres					•	•	•	•	
Jefferson Barracks http://stlouisco.com/parks/ j-b.html	426 acres			•		•	•	•		
Kennedy http://stlouisco.com/parks/ kennedy.html	269 acres		•	•	•				•	•
King http://stlouisco.com/parks/ King.html	4 acres			•			•	•	•	
Kinloch http://stlouisco.com/parks/ Kinloch.html	9 acres			•			•	•	•	
Larimore http://stlouisco.com/parks/ Larimore.html	24 acres			•	•		•	•	•	
Laumeier http://stlouisco.com/parks/ laumeier.html	115 acres					•	•	•		
Lemay http://stlouisco.com/parks/ lemay.html	30 acres			•		•	•	•	•	

		Fishing	Pools	Sports Area	Tennis	Hiking Trails	Picnic Shelters	Picnic Site	Play- ground	Golf
Lone Elk http://stlouisco.com/parks/ LoneElk.html	546 acres					•	•	•		
Love http://stlouisco.com/parks/ Love.html	76 acres			•		•	•	•	•	
Mathilda-Welmering http://stlouisco.com/parks/ MathildaWelmering.html	7 acres			•			•	•	•	
McDonnell http://stlouisco.com/parks/ mcdonnell.html	13 acres					•	•	•	•	
Ohlendorf http://stlouisco.com/parks/ Ohlendorf.html	10 acres			•			•	•	•	
Ohlendorf West http://stlouisco.com/parks/ OhlendorfWest.html	47 acres			•					•	
Quenny http://stlouisco.com/parks/ quenny.html	569 acres	•	•		•	•	•	•	•	
St. Vincent http://stlouisco.com/parks/ st-vincent.html	133 acres		•	•	•		•	•	•	
Simpson http://stlouisco.com/parks/ simpson.html	206 acres	•		•		•	•	•	•	
Sioux Passage http://stlouisco.com/parks/ sioux.html	188 acres	•		•	•	•	•	•	•	
Spanish Lake http://stlouisco.com/parks/ spanish.html	221 acres	•		•	•	•	•	•	•	
Suson http://stlouisco.com/parks/ suson.html	99 acres	•					•	•	•	

		Fishing	Pools	Sports Area	Tennis	Hiking Trails	Picnic Shelters	Picnic Site	Play- ground	Golf
Sylvan Springs http://stlouisco.com/parks/ SylvanSprings.html	70 acres	•	•	•	•	•	•	•	•	•
Tilles http://stlouisco.com/parks/ tilles.html	76 acres	•		•	•	•	•	•	•	
Unger http://stlouisco.com/parks/ Unger.html	134 acres	•					•	•	•	
Veteran's Memorial http://stlouisco.com/parks/ veterans.html		•	•	•	•		•	•	•	•
West Tyson http://stlouisco.com/parks/ WestTyson.html	673 acres					•	•	•		
George Winter http://stlouisco.com/parks/ winter.html	125 acres	•				•	•	•		

St. Louis County Parks and Recreation

General Information: 314-615-7275

www.stlouisco.com

Reservations: 314-615-4386

Maintaining 70 parks and sites over 11,000 acres, St. Louis County Parks offer a huge variety of recreational, education, historic and athletic activities, attractions, tour exhibits, concerts and special events.

Notes:	



St. Louis Convention & Visitors Commission 701 Convention Plaza, Suite 300 St. Louis, MO 63101 www.explorestlouis.com/groups