

Reunion Planning



Waco Public Schools Alumni Association

Affiliated with the Waco ISD Education Foundation

P.O. Box 2369 • Waco, Texas 76703 • 254.755.WISD (9473)

Where to begin?

Planning a reunion can be a stressful project and is always time consuming. Here is some helpful information from the Waco Public Schools Alumni Association to help make your planning processes easier.

Begin planning early

Set the date at least a year to 18 months in advance. This will ensure that you have adequate time to contact your class and reserve the necessary venues for your reunion. Create a timeline for the entire reunion planning process. Summer and fall reunions seem to have the best turnout. Please let the Waco Public Schools Alumni Association know once you have selected a date for your reunion. The Alumni Association receives many calls from graduates inquiring about class reunions and is available to pass along any information on your reunion.

Contacting your classmates

The most tedious part of your reunion planning will be locating everyone in your class. You can begin with a class yearbook. The Waco Public Schools Alumni Association can also provide you with a class list, either by mail or electronically. Another option is to purchase the Waco Public Schools Alumni Directory. This is published by Harris Publishing Company and is available in printed form or on CD ROM. Electronic on-line searches are another way to find people. Try the following websites: Switchhboard.com, Bigyellow.com and Classmates.com.

Form a committee

Reunion planning is easiest if there is a committee to divide up the work. It is also easiest if the committee is located in Waco since that is where the reunion will be held. Give each person on the committee specific assignments and a timeline for completing their duty.

Notices and invitations

The most cost effective means of communication is

through email. You should also consider a temporary website for the class reunion. E-mail and websites offer the ability to easily send more frequent communication to your peers. Send at least three notices to your classmates. If possible, include your high school logo. Use these notices to invite and remind your classmates about the reunion. Remember the five “Ws” and the “H”: who, what, when, where, why and how. The first card should be sent out to inform graduates of the reunion date and to encourage your classmates to Rsvp. Also include an area for individuals to update their information regarding occupation, spouse, children, etc. The second and third notices should be reminders of the date, time and location.

Publicizing the reunion

In addition to direct mail, there are other ways to make public announcements about your reunion. Send a news release to the Waco media outlets. Your news release can be faxed or emailed (do not send as an attachment) to the local media. This will hopefully get your information posted in the appropriate places. The Waco Tribune-Herald has a “Briefly” section that routinely runs reunion information. A news release is no guarantee that information will be posted. In addition to sending a news release, make a follow-up phone call to individual editors of sections like the Waco Tribune-Herald “Briefly” section.

Waco ISD has a television channel that is broadcast in the Waco area on cable channel 17. WISD-TV has a message board and will post your reunion information at no cost. For more information, please contact Dale Caffey in the Waco ISD Public Information office at 254.755.9454.

You may also consider advertising as a way to reach more graduates. Waco has several monthly magazines that offer reasonable rates.

A complete guide to Waco-area media is included in this packet. Please refer to it for more detailed information regarding print, television and radio stations.

In all materials, be sure to include the contact information of the reunion planners. Also

include a card for people to mail in to the Alumni Association if they want to update their information. You can also include information about becoming a member of the Alumni Association. (Samples of address update cards and Alumni Association membership forms are included).

Make a checklist

Make a checklist to help guide your planning process. Checklist categories may include: catering, decorations, music and entertainment, name tags, photographer, program, promotion, security and venues. These categories could be divided among committees to help divide up the workload.

Questionnaire for classmates

Have guests fill out a questionnaire before they arrive at the reunion or when they first arrive. At the reunion, read the most interesting or amusing answers or place the responses at a table for everyone to read. A sample questionnaire is included.

Reunion awards

Also, don't forget to give out awards at the reunion. Have your classmates send in their responses ahead of time. A sample of award categories is included in this packet.

Make the reunion fun!

Besides being fun, reunion games always bring back memories and help conversation. One idea is to have classmates send in baby pictures before the reunion. Have guests match the picture with the classmate's name. You can also use pictures from your high school yearbook. Use the pictures as decorations on the tables or place the each persons high school photo on their name tag.

When selecting music, keep in mind that it is most enjoyed when the popular songs from high school are played rather than the hit music of today. Karaoke is also fun.

Other ideas

To break the ice between classmates that have not

seen each other in years, plan a fun Friday night event such as an evening at the local bowling lanes or a pot luck dinner. These are two inexpensive ways to create a comfortable atmosphere where individuals feel relaxed.

- Consider having a school tour. Since several of the Waco high schools have relocated, remodeled, or changed their names since graduates attended, give everyone the opportunity to see these changes and embrace the new school or location.
- Prepare a master list of classmates that guests can pick up on their way out. At a minimum, include the names and addresses of those who attended the reunion.
- Invite former teachers and staff members as honored guests.
- Track down classmates that moved before graduation and invite them to the reunion.
- Plan a guest speaker.
- Use large print nametags with high school yearbook photos on them.
- Offer a door prize and/or a raffle.
- Set up an online registration for the reunion to ease the load of the reunion planner.

Entertaining adults and children

Waco has many museums and activities to entertain both adults and children. From golf to shopping to taking a peek at Waco's historical past, there is much to do and see. Please see the list of activities for ideas to keep both children and adults occupied during the reunion weekend.

What to do with leftover funds?

After all of the reunion bills are paid and reimbursements are made, classes will often have funds left over and no one wants to assume the burden of being responsible with the funds until the next reunion five or ten years later. The Alumni Association encourages classes to use the leftover funds to make a contribution to the Waco ISD Education Foundation. The Foundation is a 501 (c) 3 organization that raises money for projects and programs in Waco ISD that are not covered by school budgets or tax dollars.

Reunion Planning Resources

Activities

AMF Lake Air Lanes	.254.776.1717
AMF Westview Lanes	.254.772.6600
Art Center Waco	.254.752.4371
Bledsoe-Miller Rec Center	.254.750-8684
Cameron Park Zoo	.254.750.8400
Dr Pepper Museum	.254.757.1025
Earle-Harrison House	.254.753.2032
Governor Bill Daniel Historic Village	.254.710.1160
Historic Waco Foundation	.254.753.5166
Kiddieland	.254.772.3541
Lion's Park Putt-Putt	.254.772.3681
Mayborn Museum Complex at Baylor	.254.710.1104
Practically Pikasso	.254.776.2200
Red Men Museum & Library	.254.756.1221
Snobby Tours	.254.754.8687
Skateworld	.254.772.0042
Texas Ranger Hall of Fame	.254.750.8631
Texas Sports Hall of Fame	.254.756.1633
Waco Water Park	.254.750.7900

Balloons

Balloon Etc. by Nancy	.254.755.8731
Card & Party Factory	.254.751.0052
Dupuy Oxygen & Supply	.254.772.3460
Miles Creations	.254.772.5366

Catering

Big Daddy's	.254.753.5444
Brazos Belle	.254.714.2933
Festive Occasions	.254.662.5568
George's	.254.753.1421
Hilton	.254.754.8484
Honeybee Ham and Deli	.254.772.0706
Kelly's Bar-B-Q Inc.	.254.753.2551

Kim's Custom Catering	.254.756.5951
La Fiesta	.254.756.4701
McAlister's Deli	.254.420.3353
Michna's Bar-B-Q	.254.752.3650
On The Border	.254.399.9986
Siete Mares	.254.714.1297
TC Catering	.254.412.0122
Uncle Dan's	.254.772.3332
Waco's BestYet Catering	.254.753.8469

Decorations and Rentals

AAP Rentals	.254.666.1413
Action Rental Center	.254.772.8890
Dicorte Beverage Supply	.254.772.2291
Events Exclusive	.254.772.0816
Lion's Den Rental	.254.772.4340
Party Plus Rentals	.254.756.7587
Pendley Party Productions	.254.772.2757
Moonwalk	.254.741.0822
Space Walk of Waco	.254.399.6439
Michael's Arts & Crafts	.254.776.7009

Florists

Abloom Floral Design Shoppe	.254.772.9000
Baylor Balloons & Flowers	.254.753.1791
Bloomingals	.254.296.2772
Bobbie's Buds & Balloons	.254.662.5494
Brookview Flowers & Gifts	.254.772.8577
Crozier's Flowers	.254.753.5321
Events Exclusive	.254.772.0816
Flowers by Design	.254.754.6111
Forever Flowers	.254.756.5228
L & M Gifts & Flowers	.254.753.4631
Lake Air Florist & Gifts	.254.772.5883
Lone Star Flowers & Balloons	.254.714.0980

Park Lake Flowers254.772.1117
 Reed's Flowers254.753.3617
 Roseland Flowers & Gifts254.772.1802
 Rosetree Floral Design Studio254.754.5995
 Sweet Designs254.751.7060
 Todd's Flowers254.756.7073
 Waco Florist254.752.0661

Golf Courses

Battle Lake Golf Course254.876.2837
 Bear Ridge Golf Club254.848.7800
 Cottonwood Creek Golf Course254.745.6009
 Creekside Golf Club254.848.9310
 Greenbrier Golf Club254.853.2927
 James Connally Municipal Golf Course .254.799.6561
 Lake Waco Golf Club254.756.2161
 Ridgewood Country Club254.772.2050

High Schools

A.J. Moore Academy254.753.6486
 University High254.756.1843
 Waco High254.776.1150

Hotels

Best Western254.753.0316
 Clarion254.757.2000
 Hilton254.754.8484
 Holiday Inn254.753.0261
 La Quinta254.752.9741
 Lexington Inn254.754.1266

Invitations

Noteworthy254.776.2660
 Schmidt's Stationery254.754.2361
 Scribbles254.741.9494
 Star Brite254.772.7494

Music & Disc Jockeys

Advanced Audio Prod.254.666.1413
 Central Texas Talent254.755.7257
 Diamond Productions254.296.9090
 James Lewis "DJ Batman"254.379.7600
 Tim Riley's Oldies Revue254.175.3351

Photography & Video

Fitzjarrell Photo254.776.1888
 Richard Jackson254.752-1871
 Pics N Gifts254.756.6245
 Photography & Video by Debbie254.772.2008
 Guillermo Studios254.836.4986

Printing

Accent Printing & Copy Center254.776.8805
 Alphagraphics254.744-1715
 Bear Graphics254.772.7123
 Bear Imprints254.776.3327
 Brazos Printing254.772.7720
 Budget Printing Center254.755.9980
 Central Texas Printing254.754.4653
 Chaneyworth's Printing254.756.7670
 Daniel Blue Print Co.254.752.0455
 Firmin Printing & Business Forms254.776.5742
 Gradel Printing Co.254.757.0044
 Healer Printing Co.254.754.2478
 Henson Printing & Supply254.752.2537
 Impress Printers254.772.7539
 Jones Printing Co.254.753.3863
 Kinko's Copies254-776-7763
 Officemax254.772.7762
 Print Mart254.776.7088
 Texas Tape & Label254.753.8061
 Toten's Crown Printers254.753.6541
 Waco Printing254.753.3686

Security

Waco Patrol Service254.772.8211

Other Numbers

Better Business Bureau254.755.7772
Convention Center & Visitors Bureau ...254.750.5810
Harris Publishing Co.800-654-4516
Tourist Information Center254.750.8696

Waco ISD Numbers

A.J. Moore Academy254.753.6486
Alumni Association.254.755.9473
Athletic Department254.745.2250
Public Information & WISD-TV254-755-9454
University High254.756.1843
Waco High254.776.1150

If you notice businesses or numbers that should be added to this list, please contact the Waco Public Schools Alumni Association at 254.755.9473 or email alumni@wacoisd.org

Reunion Checklist

Having a checklist is an efficient way to organize the reunion planning process. Delegate responsibilities to committees and create deadlines for completion. Use the following checklist to help determine the budget. Some of the suggestions are optional and should be considered only if the budget will allow.

✓ Catering

- Select caterer and make necessary decisions regarding meals

✓ Classmate location

- Create a central database or spreadsheet with updated information

- Utilize this information for all mailings

- Notify the Waco Public Schools Alumni Association of updated information

✓ Decorations

- Plan the decorations around a theme

- Select decorations or hire a decorator

- Arrange for set-up and clean-up

✓ Music and entertainment

- Select music/entertainment for events

✓ Name tags

- Print name tags for each event

- Make name tags for spouses

✓ Photographer

- Secure photographer as needed

✓ Program

- Coordinate reunion questionnaire and awards

- Create a reunion program to hand out to attendees

- Include classmates current addresses, spouse and children names

✓ Promotion

- Create and mail notices and fliers

- Select invitations, print and mail

- Develop an e-mail distribution list and create website

- Make phone calls to encourage others to help or attend

- Write and send news release; make follow-up calls to media

- Place advertising as necessary

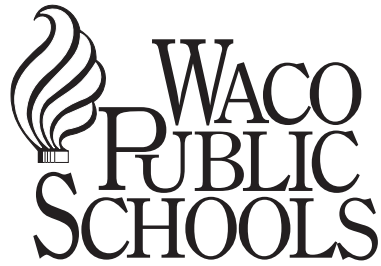
✓ Security

- Optional

✓ Venues

- Secure places to hold events

- Organize activities for families as optional entertainment



Contact Information:

Your name
Address
City, State Zip
Phone
Fax
E-mail

News Release

Reunion planned for [school] graduating class of [year]

Waco, Texas, [DATE]: The [year] graduating class of [school name] will hold a class reunion on [dates]. The class will meet at [name and address of location] on Friday evening. A picnic lunch will be held on Saturday afternoon and a dinner and dance will be held on Saturday evening. For more information about the reunion, please contact [name of person coordinating reunion] at [contact number and/or email].

The Waco Public Schools Alumni Association seeks information on upcoming class reunions. To better assist alumni with planning reunions, the Alumni Association maintains a database of reunion dates and contact names. Individuals with knowledge of upcoming class reunions should contact the Waco Public Schools Alumni Association at 254-755-WISD (9473) or alumni@wacoisd.org.

The Waco Public Schools Alumni Association is affiliated with the Waco ISD Education Foundation. The Alumni Association offers graduates a connection to their schools and friends from the district. For more information about the Waco Public Schools Alumni Association, please call 254-755-WISD (9473).

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Waco Area Media

Newspapers

The Highland Herald

McLennan Community College
Don Fisher, Adviser
1400 College Drive
Waco, TX 76708
299-8717 Fax 299-8747

Hometown News

Roger Jones, Publisher
P.O. Box 1
Hewitt, TX 76643
753-3871 FAX 753-3884

The Lariat

Baylor University
Ricky George, News Director
P.O. Box 97330
Waco, TX 76798
710-3683 FAX 710-1714

The Tech Times

Texas State Technical College
Lacy Orpin, Communications
3801 Campus Drive
Waco, TX 76705
867-3014 FAX 867-3044

Tiempo Newspaper

Ernesto Fraga, Publisher
1917 Austin Ave., Ste. 8 (76701)
P.O. Box 1464 (76703)
Waco, TX
752-7528 FAX 752-6715

The Waco Citizen

Bill Foster, Publisher
P. O. Box 20234
Waco, TX 76702
754-3511 FAX 754-3541

Waco Tribune-Herald

Dan Genz, Reporter
900 Franklin (76701)
P.O. Box 2588
Waco, TX 76702-2588
757-5743 FAX 757-0302

U Magazine

Ector Torres
Marketing & Sales
P. O. Box 5008
Waco, TX 76708
447-4444 Fax 752-7827

Television

WISD-TV

Dale Caffey, Producer
P.O. Box 27
Waco, TX 76703
755-9454, FAX 755-9658

Time Warner Cable

Johnny Mankin, Regional V.P.
215 Factory Dr.
P. O. Box 7852
Waco, TX 76714-7852
776-1141, FAX 776-2651

KCEN (channel 6)

Dan Schillinge, News Director
314 S. IH-35
Eddy, Texas 76524
859-5481 Fax 859-5831
Sales/News office:
One Liberty Place, Suite 100
100 N. 6th Street
Waco, Texas 76701
752-6624 FAX 752-7882

KWKT (channel 44)

Ron Crowder, General Mgr.
8803 Woodway Dr.
Waco, TX 76712
776-3844 FAX 388-5958

KWTX (channel 10)

Rick Bradfield, News Director
6700 American Plaza (76712)
P.O. Box 2636
Waco, TX 76702
776-1330 FAX 776-4010

KXXV (channel 25)

Roland Richter, Assign. Editor
1909 S. New Road (76711)
P.O. Box 2522
Waco, TX 76702
754-2525 FAX 757-0331

TELEMUNDO (channel 25)

Dennis Kinney, News Director
1909 S. New Road (76711)
P.O. Box 2522
Waco, TX 76702
754-2525 FAX 757-0331

Radio

KBBW 1010 AM

Steve Williams, News Director
Statewide Publications
1019 Washington Ave.
Waco, TX 76701
757-1010 FAX 752-5339

KLRK FM, KRZI 1580 AM

Don Julian, News Director
Van Goodall, Gen. Mgr. (388-5000)
1018 N. Valley Mills Dr.
Waco, TX 76710
772-0930 FAX 772-1580

KWBU 103.3 FM

Baylor University
Brodie Bashaw, Station Mgr.
P.O. Box 97296
Waco, TX 76798
710-3426 FAX 710-7206

KWOW 104.1 FM

Es La Mia
Jose Armando Quintero, Director
6401 Cobbs Dr.
Waco, TX 76710
772-5062 Fax 776-0642

WACO 100 FM

KCKR 95.5 FM

KKTK AM

97 FM

KWTX AM

Clear Channel Radio

Michael Oppenheimer, Gen. Mgr.
314 W. State Hwy. 6
Waco, TX 76712
772-7100 FAX 399-8134

KBDE 89.9 FM

Bill Thrasher, Station Mgr.
6304 Gardendale Dr.
Waco, TX 76710
772-1900 FAX 772-5233

Reunion Questionnaire

Name: _____

Spouse: _____

Children: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Home phone: _____ Work phone: _____

E-mail: _____

Occupation: _____

What led to your life's work? _____

Fondest highschool memory: _____

Noteworthy events in you life since high school: _____

Greatest life lesson you have learned: _____

How have you changed since high school: _____

What do you remember about one or two of your classmates? _____

What makes you happy? _____

What are your plans for the future? _____

What would you do differently if you do it all over again? _____

Reunion Awards



Reunion Award

“Traveled the furthest distance to attend the reunion”



Reunion Award

“Lives closest to the school”



Reunion Award

“Greatest brush with fame”



Reunion Award

“Turned out as expected”



Reunion Award

“Still drives the same car”



Reunion Award

“Most successful”



Reunion Award

“First to retire”



Reunion Award

“Still looks the same”

Save the date for your high school
Class Reunion!

For more information or to help plan the
reunion, please contact:

Save the date for your high school
Class Reunion!

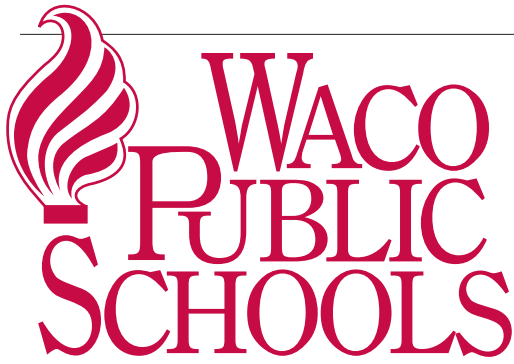
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Alumni Association

Affiliated with the Waco ISD Education Foundation



Waco Public Schools Alumni Association

P.O. Box 2369
Waco, Texas 76703-2369
(254) 755-WISD (9473)
(254) 755-9658 (Fax)
email: alumni@wacoisd.org

Officers

Lisa Saxenian, President
Doris King, Vice-President
Leonard Englander, Treasurer
Verdie Montgomery, Secretary

Directors

Helen Bailey
Jane Bounds
Bill Dietz
Leonard Englander
James Frey
Rondy Gray
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David Kultgen
Marion Kunze
Laura Lankford
Larry Lynch
Verdie Montgomery
Lisa Saxenian
Jim Smith
John Tipton

Don't be left out of the crowd... Join the Waco Public Schools Alumni Association today!

If you or someone you know would like to join the Alumni Association, please send this form with payment to the Waco Public Schools Alumni Association. Membership includes a bi-annual newsletter, class contacts and reunion planning assistance.

Your Name: _____

Your Maiden Name (if applicable): _____

Address: _____

City: _____ State: _____ Zip: _____

Home Phone: _____ Work Phone: _____

High School: _____ Class: _____

Please check type of membership:

- | | |
|--|-------|
| <input type="checkbox"/> Lifetime | \$200 |
| <input type="checkbox"/> Annual | \$15 |
| <input type="checkbox"/> Recent graduates | \$10 |
| <input type="checkbox"/> Current graduates | Free |

Waco Public Schools Alumni Association

P.O. Box 2369
Waco, Texas 76703-2369
(254) 755-WISD
alumni@wacoisd.org



"Education is not the filling of a pail, but the lighting of a fire." William Butler Yeats

Waco Independent School District
Education Foundation

Gifts, Tributes, Memorials

For those who have lit a fire...

A great way to pay tribute to a friend, honor an educator or remember a loved one is with a financial contribution to the Waco ISD Education Foundation. Your gift will make a significant impression on the hearts and minds of many children in Waco.

Gifts will be acknowledged

Upon receipt of your contribution, the Waco ISD Education Foundation will notify the recipient(s) of your tribute or memorial; the value of your gift remains confidential. You will receive a gift receipt for your records.

Tax-deductible gifts

The Waco ISD Education Foundation is an independent, non-profit, 501(c)3 corporation that is governed by a board of directors. The purpose of the Waco ISD Education Foundation is to raise money for creative, educational projects that cannot be funded by school budgets or tax dollars. All donations to the Foundation are tax deductible.

Questions?

Please call the Waco ISD Education Foundation at 254.755.WISD (9473) for more information.

Thank you for raising the power of education!

Please return this to the Waco ISD Education Foundation at the address below.

A tax deductible contribution of \$ _____ is enclosed.

Your Name: _____ Phone: _____

Address: _____

City: _____ State: _____ Zip: _____



Please charge my gift to: Mastercard Visa Signature: _____

Card Number: _____ Expiration: _____

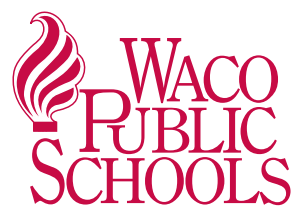
This gift in honor/ memory of: _____

Please notify: Name: _____

Address: _____

City: _____ State: _____ Zip: _____

The Waco ISD Education Foundation
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Waco Public Schools Alumni Association
Helping graduates stay connected!

Affiliated with the Waco ISD Education Foundation

P.O. Box 2369

Waco, Texas 76703

254.755.WISD (9473) (Phone)

254.755.9658 (Fax)

alumni@wacoisd.org (Email)