



St. Joseph Alumni Association - Reunion Checklist

- ☐ Set Date for event(s) to take place - recommended to be 12-18 months in advance
- ☐ Reserve a venue for the event(s)
- ☐ Ask the Alumni Office for any school related needs (welcome signs, throwback pictures, etc.)
- ☐ Send out "Save the Date" via email, text messages, and/or postcards
- ☐ Obtain class lists from the SJCA Alumni Office
- ☐ Select food, music, and decorations for the event - use resources at SJCA
- ☐ Send out invitations at least 8 weeks in advance (make sure to RSVP and pay if needed)
- ☐ Create nametags for classmates
- ☐ Create slideshows, picture boards, etc of High School years
- ☐ Publicize the event on the Alumni Facebook Page, website and/or website
- ☐ Create "In Memorium" board if necessary
- ☐ Register on the Alumni Website to update your information
- ☐ Provide the SJCA Alumni Office with updated class information (addresses, emails, etc.)
- ☐ ***Notify the SJCA Alumni Office of your plans***

We welcome any donations to the Alumni Association (including any leftover funds) - Thank you!

Ideas for Events

Golf Outing

Tour of SJCA

Special Mass in SJCA Chapel

Dinner/Luncheon

Icebreaker/Picnic

Ideas are welcome (anything involving the school needs to be approved by the Alumni Office)

For all information regarding the SJCA Alumni Office, please contact:

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