

Wyoming High School

2012

Reunion Planning Handbook

**Brought to you by your
Wyoming High School
Alumni Association**

October 2011

Dear Reunion Planner:

This booklet has been prepared to help the individual in charge of planning their class five-year reunions.

The deadline to get a notice in the Fall edition of the alumni newsletter, ECHO, is October 15th. For that issue we need a contact name than a contact name, phone and email or web address. However, more information is certainly welcome. We will also list "missing" classmates. The deadline for the Spring issue is April 15th. We can list more detail and/or direct them to a web site.

We will put your reunion information on the alumni web site as soon as you get it too us. That web site is www.wyominghighschoolalumni.com.

If this is the 50th, 60th or 70th reunion, the class will be invited to by the high school be part of the processional at graduation on Saturday at 6:30 in the afternoon. The high school will be sending invitations to each of your class members in early May. 2012 graduation is June 9th. The Round-Up for all grads is Friday, June 8th at the Wyoming Golf Club.

If you have questions or additional information that can be added to this brochure, please let us know.

Contact: Sherry Sheffield, (513) 821-5866 or
info@wyominghighschoolalumni.com

THE BIG PICTURE

Dates

If you are planning your reunion for Round-Up Weekend (graduation) the date of graduation in 2011 is Saturday, June 11th. The Round-Up will be Friday, June 10th. The homecoming date will not be known until the football schedule is finalized the beginning of 2010.

Class Address Lists

As always, your alumni association will provide you with a list of your class members including the most current addresses and emails. We will print it out or email it in Excel format. We would like you to update us on any new addresses you uncover while putting together the reunion. If you are having trouble locating a classmate, we might be able to help with addresses for siblings, former neighbors or friends etc.

Housing

There are a number of motels at Sharon Road & I-75. Many classes use these as they are convenient to Wyoming and to people traveling I-75. You can contact the sales offices of these hotels for a special group rate.

Drury Inn & Suites, Cincinnati North, 2265 East Sharon Road, Sharonville, OH 45241, (513) 771-5601

Glendalia Boutique Hotel, 10 Village Square, Glendale, 45241, (513)376-9645. www.theglendalia.com. (6 suites).

Hilton Garden Inn, 11149 Dowlin Drive, Cincinnati 45241, (513) 772-2837

Ramada Plaza, 11171 Dowlin Drive, Cincinnati 45241, (513) 772-4114

Country Inn & Suites, 2463 East Sharon Road, Cincinnati 45241, (513) 771-9309

Location, Location, Location

Classes are always looking for new and unusual places to hold reunion activities. Here is a list of some of the places and businesses that have been used by other classes. Because

of liquor laws no school buildings can be used for events with alcohol.

[Century Inn](#) in Woodlawn [771-4816] - has a great deck in summer, provides a tent for a private party in their "backyard" with cornhole games, and they cater off site.

[Gabby's Cafe](#) at the corner of Wyoming Ave & Crescent (formerly Sanders Pharmacy) [821-6040] - gathering place on the "bar" side and they cater.

[Glenview Golf Course](#) Springfield Pike & Sharon Road in Woodlawn [771-1747] has the "Backroom" available for meals.

[Wyoming Civic Center](#) [821-5423] - needs to be sponsored by a resident of Wyoming.

[Wyoming Fine Arts Center](#) corner of Wyoming Ave & Grove [948-1900].

[Wyoming Florist](#) [821-3931] can do corsages, table decorations and balloons.

[Wyoming Golf Club](#) [821-1515] - needs to be sponsored by a member.

[Wyoming Pastry Shop](#) [821-0742] can do cakes with pictures on them.

[Wyoming Meat Market](#) [821-1304] - catering.

[Wyoming Wines](#) on Springfield Pike [761-9463] - can "do" a wine tasting at the shop.

If you want to venture outside of Wyoming there is always [B&B Riverboats](#) [859-261-8500] for dinner and a cruise or the [Montgomery Inn in Montgomery](#) [791-3482] and the [Montgomery Inn Boathouse](#) [721-7427] which has a great outdoor patio overlooking the river. [Oasis Conference Center](#) (583-8383 X-104) In Loveland just off I-275 on a golf course. [Winton Woods' Mill Race Banquet Center \[521-7275\]](#) is a facility that you can rent in the park near the golf course. Sharon Woods also has a very nice facility. They provide catering and liquor. A [classmate's home](#) is another option.

OTHER IDEAS:

FINANCIAL CONSIDERATIONS

Unless there are monies left over from past reunions someone(s) will have to underwrite the money for the first mailing and perhaps for a deposit on a venue. This person(s) should be reimbursed as soon as funds start arriving with the registrations. Financial considerations are a good reason to consider using email and the internet for as much of your communications as possible.

You may also find that someone on your committee can provide copy services etc. at no charge or for less than you can purchase them. It never hurts to ask.

Be sure when you are listing all your expenses you think of the little things. Do you want balloons for decoration at the dinner? Are you going to give favors? Are you going to put together a "reunion booklet" with info from everyone and photos? Are you going to do a class picture and do you need to make copies or can someone do it on their computer for the cost of a box of photo paper?

Don't forget to add in tips and tax. Remember all bars should be cash bars.

DISTRIBUTING THE DUTIES

- Finding classmates (divide up)
- Finding venues
- Hold block of rooms at hotel
- Set up tours/activities
- Web Master to handle web site
- Coordinate extraneous events (golf outing etc)
- Plan menus
- Preparing "Hold the Date" mailing
- Prepare registration packet
- Prepare "reunion booklet"
- Take reservations
- Handle finances (might want to open checking account)

ACTIVITIES

School Tours

If you wish to tour any of the schools, contact Mary Killen, BOE Public Information Officer, 420 Springfield Pike, Wyoming, 45215...513-206-7015, killenm@wyomingcityschools.org. She will set up the tours and probably be your guide.

Home Visits

Wy-Homing Days...Your alumni association, in connection with the Wyoming Historical Society and the Wyoming School Foundation, will do their best to arrange for you to visit the Wyoming home you grew up in over your reunion weekend. We contact the current owners on behalf of the classmate and if they agree to the visit, we connect the two parties. They work out the details of the visit based on both their schedules. We have proven that - in most cases - you can go home again!

A sample request form can be found on at the end of this handbook. You may reprint it as is or rework it in anyway that fits your needs. We just ask that you include all the required information.

Golf outings can be arranged just up the road in Woodlawn at Glenview (voted one of the best public courses in the country) or at private courses if classmates have connections.

Historical Tours Bus/Walking

The Wyoming Historical Society has a "Walking Tour Brochure" that you can pass out. It includes 40 points of interest on houses in the historic district and takes about 2 hours to complete.

Wyoming Historical Society

If you would like to arrange to have the Wyoming Historical Society open from 1-3pm on the Saturday of your reunion weekend we will take the request to the society board to see if there are volunteers available to staff the society headquarters on that weekend.

Other Activities

Other activities that could result in discounts through group sales are Red's games [group tickets: 765-7600], Red's Museum & Hall of Fame [765-7576], Kings Island [754-5700], and the Beach Waterpark [398-7946].

OTHER ACTIVITIES:

PROMOTING THE EVENT

Some classes have set up web sites for their class as well as Facebook pages etc. Some are set up just for the reunion and some are continually maintained. Log in to the alumni web site and go to the links page and check out some of the sites. If you have a web page or something on social media, let the alumni association know and we will set up a link on our web site.

ECHO/Web Page

To put information about your reunion in the ECHO or on the alumni web page contact Sherry Sheffield. The information can be put on the web anytime and changed any time. The ECHO deadlines are October 15th for the Fall issue and April 15th for the Spring issue.

THE FOLLOW-UP

Reunion Booklets

If you do a "reunion booklet" for or after the reunion we would love to have a copy to put with all the alumni association memorabilia at the Wyoming Historical Society. Just send us the booklet and we will do the rest.

Pictures

We would love to put pictures on the web page and in the ECHO. If you know of someone in your class who is good at taking pictures or someone who gets "nominated" to take pictures please have them get in touch with me as soon as the reunion is over so that we can get those pictures on the web.

Extra \$\$\$

Often there is a small amount of money left over after all the reunion bills are paid. Here are some ideas. You can save that money using it for seed money for the next reunion, buy a brick for deceased classmates in the Graduation Walkway or donate it to the alumni association or the Wyoming School Foundation.

IN THE LOOP

Please keep your alumni association in the loop on your planning activities. Add us to your class list to be sent any emails, invitations etc. that you send out.

WY-HOMING DAYS REQUEST FORM

If you are interested in visiting your former Wyoming home over your reunion weekend please send this form to WHSAA Wy-Homing Days, P.O. Box 15068, Cincinnati OH 45215-0068 or email the information to wyomingdays@wyominghighschoolalumni.com. The information is needed 3 weeks prior to your reunion.

Reunion Dates: _____

Name: _____

Phone: _____ Class: _____

Home Address: _____

City, St, Zip: _____

Email: _____

Local contact w/phone where you can be reached while in Cincinnati for the reunion:

Name: _____ Phone: _____

Times and days that would NOT be convenient on the Friday, Saturday & Sunday of your reunion weekend:

Address (s) you want to visit: _____

Wy-Homing Days, the opportunity to visit your childhood home in Wyoming, is jointly sponsored by the Wyoming High School Alumni Association, Wyoming Historical Society and the Wyoming School Foundation.

Planning notes



For more details contact
Sherry Sheffield, 741 Barney
Avenue, Wyoming 45215,
513-821-5866 or info@wyominghighschoolalumni.com.