

## 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 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  
(*Examples of Sub-Committees*)
 

<i>Activities</i> (adults/children)	Organizes and makes arrangements for all activities.
<i>Meals</i>	Selects menus for the banquet and all meals in restaurants and/or picnics, etc.
<i>Transportation</i>	Arranges all transportation needs during the reunion.
<i>Gifts/Souvenirs</i>	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 payments to confirm the plans. Here are some facts that will help you make that decision:
  1. Some services 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.
  2. Some services (i.e. hotel) can be paid individually.
  3. You may need some money in advance for deposits.
  4. You may consider charging a registration fee per member.
4. Write a letter to members or send e-mail (see sample letter #2A and registration form #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:
  - a. Meals planned:
    - Date
    - Time
    - Location
    - Cost per person/family
  - b. 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 reservation and any final payments.
5. Request a "Welcome Letter" from the City Mayor or County Government representative.

## Missouri Governor's Welcome Letter

Contact: Ms. Mayme Miller  
Director of Constituent Services  
Governor's Office Building  
Missouri Capitol Building, Room 215 A  
P.O. Box 720  
Jefferson City, MO 65102-0720  
Phone: 573-751-3222  
Fax: 573-751-1495  
Email: [mayme.miller@mo.gov](mailto:mayme.miller@mo.gov)

NOTE: [www.governor.mo.gov](http://www.governor.mo.gov) you can go online and request the welcome letter, just click on Constituent Services at the top.

When requesting a letter from the Governor, please send as much information about the group (background, group profile, who's attending, etc.).

## St. Louis Mayor's Welcome Letter

Contact: Ms. Denise Roberts  
City Hall/Mayor's Office  
1200 Market Street – Room 200  
St. Louis, MO 63103  
Phone: 314-622-4074  
Fax: 314-622-4061

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 group (background, group profile, who's attending, etc.). 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 of Communications  
Office of County Executives  
41 South Central  
St. Louis, MO 63105  
Phone: 314-615-7016 (main line)  
314-615-4654 (direct line)  
Fax: 314-615-3727

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 group (background, group profile, who's attending, etc.). Please include a self-addressed envelope with request. Your 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:
  - a. the date of the reunion
  - b. 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: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
E-mail: \_\_\_\_\_

Thanks for responding.

Sincerely,

Signature

## REUNION QUESTIONNAIRE

1. Are you reasonably sure you will attend the (name) Reunion in (city) in (year)?  
Yes \_\_\_\_\_ No \_\_\_\_\_  
If no, why not? \_\_\_\_\_
2. Choose the dates 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 do not have enough housing for everyone to stay with a family member, will you stay at a hotel?  
Yes \_\_\_\_\_ No \_\_\_\_\_
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 this questionnaire and return by (date) to:

(Committee Member Name)  
(Address)  
(City, State, Zip Code)  
(Phone #)  
(E-mail)

## REUNION

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

Date

Dear Member,

The (name of reunion) 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 #2-B), you'll hear from us soon with details about meals, sightseeing, entertainment and more! Please call (name/phone number) if you have any questions.

Sincerely,

(Committee Member)

REGISTRATION FORM

Name \_\_\_\_\_

Address \_\_\_\_\_

City

State

Zip Code

Telephone: (home) \_\_\_\_\_ (work) \_\_\_\_\_

E-Mail \_\_\_\_\_

Total Number of People Attending: \_\_\_\_\_ Adults: \_\_\_\_\_ Children: \_\_\_\_\_

Registration Fee: Adult \_\_\_\_\_ Children \_\_\_\_\_

Specify family members' T-shirt sizes and quantity:

XXXL \_\_\_\_\_ XXL \_\_\_\_\_ XL \_\_\_\_\_ L \_\_\_\_\_ M \_\_\_\_\_ S \_\_\_\_\_

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)

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. (If applicable)

### **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 any questions.

Sincerely,

(Committee Member)

## REUNION

**SAMPLE LETTER #4**  
(Send 4 -6 weeks before your reunion date)

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.- 10:00 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.

### ADULTS

Activity	Location	Time Needed	Cost
<b>TOTAL COST</b>			_____

### CHILDREN

Activity	Location	Time Needed	Cost
<b>TOTAL COST</b>			_____

### EVERYONE

Activity	Location	Time Needed	Cost
<b>TOTAL COST</b>			_____

### TRANSPORTATION ARRANGEMENTS

Activity	Location	Time Needed	Cost
<b>TOTAL COST</b>			_____






































City Parks (314) 289-5300										
		Fishing	Pools	Sports Area	Tennis	Hiking Trails	Picnic Shelters	Picnic Site	Play-ground	Golf
<b>Carondelet</b> <a href="http://stlouis.missouri.org/citygov/parks/parks_div/carondelpark.html">http://stlouis.missouri.org/citygov/parks/parks_div/carondelpark.html</a>	180 acres	●		●	●	●	●	●	●	
<b>Chambers</b> <a href="http://stlouis.missouri.org/citygov/parks/parks_div/descript.html#chambers">http://stlouis.missouri.org/citygov/parks/parks_div/descript.html#chambers</a>	6 acres			●	●				●	
<b>Fairgrounds</b> <a href="http://stlouis.missouri.org/citygov/parks/parks_div/fairgrounds.html">http://stlouis.missouri.org/citygov/parks/parks_div/fairgrounds.html</a>	131 acres	●	●	●	●				●	
<b>Forest Park</b> <a href="http://stlouis.missouri.org/citygov/parks/parks_div/descript.html#forest">http://stlouis.missouri.org/citygov/parks/parks_div/descript.html#forest</a>	1,293 acres	●		●	●		●	●	●	●
<b>Francis Park</b> <a href="http://stlouis.missouri.org/citygov/parks/parks_div/Francis.html">http://stlouis.missouri.org/citygov/parks/parks_div/Francis.html</a>	60 acres			●	●				●	
<b>O'Fallon</b> <a href="http://stlouis.missouri.org/citygov/parks/parks_div/o'fallon.html">http://stlouis.missouri.org/citygov/parks/parks_div/o'fallon.html</a>	127 acres	●		●	●		●	●	●	
<b>Penrose</b> <a href="http://stlouis.missouri.org/citygov/parks/parks_div/descript.html#penrose">http://stlouis.missouri.org/citygov/parks/parks_div/descript.html#penrose</a>	51 acres			●	●				●	

		 Fishing	 Pools	 Sports Area	 Tennis	 Hiking Trails	 Picnic Shelters	 Picnic Site	 Play-ground	 Golf
<b>River Des Peres</b> <a href="http://stlouis.missouri.org/citygov/parks/parks_div/descript.html#river">http://stlouis.missouri.org/citygov/parks/parks_div/descript.html#river</a>	145 acres			●					●	
<b>Tower Grove</b> <a href="http://stlouis.missouri.org/citygov/parks/tower-grove/">http://stlouis.missouri.org/citygov/parks/tower-grove/</a>	275 acres			●	●		●	●	●	
<b>Willmore</b> <a href="http://stlouis.missouri.org/citygov/parks/parks_div/willmore.html">http://stlouis.missouri.org/citygov/parks/parks_div/willmore.html</a>	106 acres	●		●	●	●	●	●	●	
<b>St. Louis City Department of Parks, Recreation &amp; Forestry</b> General Information: 314-289-5300 <a href="http://stlouis.missouri.org/citygov/parks">http://stlouis.missouri.org/citygov/parks</a> Call for information on recreational opportunities in the city parks, including permits for park functions.										
<b>County Parks (314) 615-7275</b>										
<b>Bee Tree</b> <a href="http://stlouisco.com/parks/beetree.html">http://stlouisco.com/parks/beetree.html</a>	198 acres	●				●	● 	●	●	
<b>Bella Fontaine</b> <a href="http://stlouisco.com/parks/bella.html">http://stlouisco.com/parks/bella.html</a>	193 acres	●		●	●	●	●	●	●	
<b>Black Forest</b> <a href="http://stlouisco.com/parks/BlackForest.html">http://stlouisco.com/parks/BlackForest.html</a>	4 acres			●			●	●	●	













# Parks

		 Fishing	 Pools	 Sports Area	 Tennis	 Hiking Trails	 Picnic Shelters	 Picnic Site	 Play-ground	 Golf
<b>Bohrer</b> <a href="http://stlouisco.com/parks/Bohrer.html">http://stlouisco.com/parks/Bohrer.html</a>	16 acres	●		●	●		●	●	●	
<b>Bon Oak</b> <a href="http://stlouisco.com/parks/BonOak.html">http://stlouisco.com/parks/BonOak.html</a>	16 acres			●			●	●	●	
<b>Buder (North)</b> <a href="http://stlouisco.com/parks/Buder1.html">http://stlouisco.com/parks/Buder1.html</a>	154 acres			●				●		
<b>Buder (South)</b> <a href="http://stlouisco.com/parks/Buder1.html">http://stlouisco.com/parks/Buder1.html</a>	25 acres			●		●	●	●	●	
<b>Castlepoint</b> <a href="http://stlouisco.com/parks/Castlepoint.html">http://stlouisco.com/parks/Castlepoint.html</a>	11 acres			●		●	●	●	●	
<b>Champ</b> <a href="http://stlouisco.com/parks/Champ.html">http://stlouisco.com/parks/Champ.html</a>	99 acres					●				
<b>Cliff</b> <a href="http://stlouisco.com/parks/CliffCave.html">http://stlouisco.com/parks/CliffCave.html</a>	221 acres	●				●				










# Parks

		 Fishing	 Pools	 Sports Area	 Tennis	 Hiking Trails	 Picnic Shelters	 Picnic Site	 Play-ground	 Golf
<b>Clydesdale</b> <a href="http://stlouisco.com/parks/Clydesdale.html">http://stlouisco.com/parks/Clydesdale.html</a>	117 acres			●		●	●	●	●	
<b>Creve Couer</b> <a href="http://stlouisco.com/parks/creve.html">http://stlouisco.com/parks/creve.html</a>	1,185 acres	●		●	●	●	● 	●	●	
<b>Endicott</b> <a href="http://stlouisco.com/parks/Endicott.html">http://stlouisco.com/parks/Endicott.html</a>	24 acres			●	●		●	●	●	
<b>Faust</b> <a href="http://stlouisco.com/parks/Faust_home.html">http://stlouisco.com/parks/Faust_home.html</a>	98 acres					●	●	●	●	
<b>Greensfelder</b> <a href="http://stlouisco.com/parks/greensfelder.html">http://stlouisco.com/parks/greensfelder.html</a>	1,734 acres					●	●	●	●	
<b>Jefferson Barracks</b> <a href="http://stlouisco.com/parks/j-b.html">http://stlouisco.com/parks/j-b.html</a>	426 acres			●		●	●	●		
<b>Kennedy</b> <a href="http://stlouisco.com/parks/kennedy.html">http://stlouisco.com/parks/kennedy.html</a>	269 acres	●		●	●				●	●










# Parks










		 Fishing	 Pools	 Sports Area	 Tennis	 Hiking Trails	 Picnic Shelters	 Picnic Site	 Play-ground	 Golf
<b>King</b> <a href="http://stlouisco.com/parks/King.html">http://stlouisco.com/parks/King.html</a>	4 acres			●			●	●	●	
<b>Kinloch</b> <a href="http://stlouisco.com/parks/Kinloch.html">http://stlouisco.com/parks/Kinloch.html</a>	9 acres			●			●	●	●	
<b>Larimore</b> <a href="http://stlouisco.com/parks/Larimore.html">http://stlouisco.com/parks/Larimore.html</a>	24 acres			●	●		●	●	●	
<b>Laumeier</b> <a href="http://stlouisco.com/parks/laumeier.html">http://stlouisco.com/parks/laumeier.html</a>	115 acres					●	●	●		
<b>Lemay</b> <a href="http://stlouisco.com/parks/lemay.html">http://stlouisco.com/parks/lemay.html</a>	30 acres			●		●	● 	● 	●	●
<b>Lone Elk</b> <a href="http://stlouisco.com/parks/LoneElk.html">http://stlouisco.com/parks/LoneElk.html</a>	546 acres					●	●	●		
<b>Love</b> <a href="http://stlouisco.com/parks/Love.html">http://stlouisco.com/parks/Love.html</a>	76 acres			●		●	● 	●	●	

# Parks

		 Fishing	 Pools	 Sports Area	 Tennis	 Hiking Trails	 Picnic Shelters	 Picnic Site	 Play-ground	 Golf
<b>Mathilda-Welmering</b> <a href="http://stlouisco.com/parks/MathildaWelmering.html">http://stlouisco.com/parks/MathildaWelmering.html</a>	7 acres			●			●	●	●	
<b>McDonnell</b> <a href="http://stlouisco.com/parks/mcdonnell.html">http://stlouisco.com/parks/mcdonnell.html</a>	13 acres					●	●	●	●	
<b>Ohlendorf</b> <a href="http://stlouisco.com/parks/Ohlendorf.html">http://stlouisco.com/parks/Ohlendorf.html</a>	10 acres			●			●	●	●	
<b>Ohlendorf West</b> <a href="http://stlouisco.com/parks/OhlendorfWest.html">http://stlouisco.com/parks/OhlendorfWest.html</a>	47 acres			●					●	
<b>Quenny</b> <a href="http://stlouisco.com/parks/quenny.html">http://stlouisco.com/parks/quenny.html</a>	569 acres	●	●		●	●	●	●	●	
<b>St. Vincent</b> <a href="http://stlouisco.com/parks/st-vincent.html">http://stlouisco.com/parks/st-vincent.html</a>	133 acres		●	●	●		●	●	●	
<b>Simpson</b> <a href="http://stlouisco.com/parks/simpson.html">http://stlouisco.com/parks/simpson.html</a>	206 acres	●		●		●	●	●	●	

# Parks

		 Fishing	 Pools	 Sports Area	 Tennis	 Hiking Trails	 Picnic Shelters	 Picnic Site	 Play-ground	 Golf
<b>Sioux Passage</b> <a href="http://stlouisco.com/parks/sioux.html">http://stlouisco.com/parks/sioux.html</a>	188 acres	●		●	●	●	●	●	●	
<b>Spanish Lake</b> <a href="http://stlouisco.com/parks/spanish.html">http://stlouisco.com/parks/spanish.html</a>	245 acres	●		●	●	●	●	●	●	
<b>Suson</b> <a href="http://stlouisco.com/parks/suson.html">http://stlouisco.com/parks/suson.html</a>	99 acres	●					●	●	●	
<b>Sylvan Springs</b> <a href="http://stlouisco.com/parks/SylvanSprings.html">http://stlouisco.com/parks/SylvanSprings.html</a>	70 acres				●		●	●	●	
<b>Tilles</b> <a href="http://stlouisco.com/parks/tilles.html">http://stlouisco.com/parks/tilles.html</a>	76 acres	●		●	●	●	●	●	●	
<b>Unger</b> <a href="http://stlouisco.com/parks/Unger.html">http://stlouisco.com/parks/Unger.html</a>	134 acres	●				●	●	●		
<b>Veteran's Memorial</b> <a href="http://stlouisco.com/parks/veterans.html">http://stlouisco.com/parks/veterans.html</a>		●	●	●	●		●	●	●	●

		 Fishing	 Pools	 Sports Area	 Tennis	 Hiking Trails	 Picnic Shelters	 Picnic Site	 Play-ground	 Golf
<b>West Tyson</b> <a href="http://stlouisco.com/parks/WestTyson.html">http://stlouisco.com/parks/WestTyson.html</a>	673 acres					●	●	●		
<b>George Winter</b> <a href="http://stlouisco.com/parks/winter.html">http://stlouisco.com/parks/winter.html</a>	125 acres	●				●	●	●		
<b>St. Louis County Parks and Recreation</b> General Information: 314-615-7275 <a href="http://www.stlouisco.com">www.stlouisco.com</a> Reservations: 341-615-4386 Maintaining 70 parks and sites comprising over 11,000 acres, St. Louis County Parks offer a huge variety of recreational, education, historic and athletic activities, attractions, tours exhibits, concerts and special events.										