



REUNION PLANNER WORKBOOK

explore **st.louis**

DEAR REUNION PLANNER

We were delighted to hear of your interest in St. Louis as a possible destination for your reunion.

St. Louis is a place where history and imagination collide, and the result is a Midwestern destination like no other. In addition to a revitalized downtown, a vibrant new hospitality district continues to grow in downtown St. Louis. More than \$5 billion of development has been invested in the region, and more exciting projects are currently underway. With St. Louis' world-class attractions, entertainment, many parks, diverse restaurants and rich culture, we are certain your entire group will enjoy what St. Louis has to offer.

Our city offers exceptional music, arts and cultural options, as well as such renowned - and free - attractions as the Saint Louis Art Museum, Zoo, Science Center, the Missouri History Museum, Citygarden, Grant's Farm and Laumeier Sculpture Park. Plus, St. Louis is easy to get to and even easier to get around in. St. Louis is within approximately 500 miles of one-third of the U.S. population and within 1,500 miles of 90 percent of the people in North America.

Enclosed is a Reunion Planner which we hope will assist you in making arrangements for your reunion.

If I can be of assistance with your reunion's hotel accommodations, please call me at 800-640-1534. I'd be happy to help.

I look forward to working with you.



Renee

Renee Eichelberger, CTP, CTIS, CSTP
Director Leisure Travel Sales
Explore St. Louis
reichelberger@explorestlouis.com
314.992.0643

CONNECT WITH US

For up-to-date information, visit any of our social channels.



facebook.com/
explorestlouis



youtube.com/
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instagram.com/
explorestlouis



twitter.com/
explorestlouis



pinterest.com/
explorestlouis

Family Reunions

When it's time for your next family reunion, think St. Louis! As a centrally-located destination, St. Louis is the perfect place for families to gather. In addition to the ease of getting here, there are a number of great value packages available that make St. Louis an affordable destination for your reunion. Plus, Forest Park and the abundance of free attractions available in everyone enjoy St. Louis without putting a big dent in their budget.

Download the St. Louis Reunion Planner for a step-by-step guide for reunion planning, including sample agendas, planning tips, timelines and helpful contacts.

Reunion Services

We can assist with finding your reunion hotel by sending out what we call a "hotel hunt" to hotels that specifically meet your needs. After reviewing your requirements, these hotels will respond back to you directly.

We offer several services to make planning your reunion easier:

- Hotel and banquet and reception assistance
- Service provider selection assistance (floral companies, caterers, DJs, etc.)
- General Mayor Letter
- FREE conventional form (guest list, agenda and visitor guide)
- Suggested activities for children and adults
- Recreational parks listing for St. Louis

For the request for proposal to receive information specific to your group from St. Louis hotels or call Renee Eichelberger at 314.992.0643 or 800-640-1534 to send her an email at reichelberger@explorestlouis.com to start planning today.

25 Things To Do in St. Louis

See a rockin' live show

Get your live music fix at The Plaza! (check out the top live concert venues in the world by Pollstar). For larger multi-band - Rock/More!

[View All](#)

DIGITAL RESOURCES

To learn more about how we can help with your family reunion, visit explorestlouis.com and click on the Groups & Reunions tab.

- Digital guides
- Online RFP form
- and so much more!



REUNION PLANNING GUIDE

Explore St. Louis is your ticket to planning a successful reunion in St. Louis. These 10 tips will help you in your planning process.

Planning a reunion is a lot of work but also a lot of fun. Planning in advance will save you time and will give you time to enjoy the reunion. A timeline can be a helpful tool to ensure all plans are made most effectively.

Reunion planning timeline checklist:

Survey attendees 1-2 years in advance
 Select dates 1 year in advance
 Create a budget..... 1 year in advance
 Send RFP to
 Explore St. Louis.... 1 year in advance
 Select a Hotel 1 year-10 months in advance
 Set itinerary..... 10 months in advance
 Send invitations..... 10 months in advance
 Assign tasks 6 months in advance
 Send itinerary 3 weeks in advance
 Send thank you's 1-2 weeks after

1. Organizational Ideas

Start a spreadsheet with everyone's contact information, include two extra fields: special needs and notes. Use the planning log.

Facebook is a great way to collect pictures that everyone can share, and to keep everyone informed on the planning and timeline. So start a Facebook page today.

2. Set a date, range of dates and determine how many people might be attending.

If you have a relatively small number of people involved, this can be done over the phone. If you have a large group to coordinate, it might be a good idea to send out a survey to get input on these considerations:

- Time of year
- Type of accommodations (full service, limited service hotels)
- Kinds of activities
- Budget
- Sightseeing tours, picnics, sporting events, etc.

Reunion Planning Guide *continued*

Today it's easy to survey the group, you just need some questions and emails. Plenty of free survey tools are available online. Dates for the reunion should be confirmed at least a year in advance to allow members to plan for vacation time and save for the trip. And remember, no date is going to be perfect for everyone. Also, check with Explore St. Louis or go to the www.explorestlouis.com calendar of events to learn about any special events taking place in the area. This can impact your selection of reunion dates.

3. Select committees.

You may want to create committees that will handle particular tasks. Not only does this help spread the responsibility, it also allows people to feel part of the effort. You may select committees to arrange the following but not limited to:

- Accommodations
- Meals
- Activities
- Banquet
- Sightseeing
- Social Media
- Invitations
- Specialty items such as group T-shirts, memory books or other items
- Sunday services

4. Determine your budget.

Decide what expenses will be paid directly by your attending reunion members and what costs will be incurred by the group. These costs should be divided among the participants. Some reunions charge a 'registration fee' to cover these incidentals. Don't forget to list exactly what is and isn't included in the registration fee. You will want to set a due date in advance for the fee to be sent in. You can make fundraising part of the fun. An auction for which everyone contributes an item, a raffle or bake sale can help with raising extra money during the reunion and also be entertaining.

5. Call Explore St. Louis.

Explore St. Louis offers a wealth of services for you to make your planning easy. One of the most valuable complimentary services is the opportunity for you to request bids from hotels and services for your reunion through an RFP (Request for Proposal), sent to all hotels and venues that can handle your particular type of reunion. All you need to do is provide the information, then sit back and wait for the information to come to you, via e-mail. (See attached.) Call 800-640-1534.



If you already have your hotel booked for the reunion, contact Explore St. Louis – Leisure Travel Sales Department to register your reunion for free welcome packets. Call 800-640-1534.

6. Select a hotel location.

This is best accomplished once you have a potential date and an approximate number of people as well as an idea of how much you are willing to spend for accommodations, and any extras you require, swimming pool, parking, hotel shuttle, etc.

St. Louis has many great hotels available from value-priced to luxury hotels. Depending on the size of your group, you may qualify for a group discount. It's important when choosing your accommodations to consider whether or not your reunion would like a hospitality room, banquet room, catered meals onsite, and/or a restaurant onsite or within walking distance. Oh and let's not forget a swimming pool.

Keep in mind most hotels will not be able to give you a firm room rate until 12 months from your selected dates.

7. Plan your itinerary.

Remember that you want to plan activities that groups can do together but also allow some 'free' time for visiting and enjoying St. Louis. Consult the listings of area attractions in the Official St. Louis Visitors Guide or www.explorestlouis.com and you're sure to find something for everyone. A meet and greet is a great way to start off the reunion. A Saturday picnic at a local park is another way for your group to spend time

** Remember to notify Explore St. Louis once you have selected your hotel for the reunion.*

BONUS TIP



NOTES: _____

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It's helpful to retain committees that can assist throughout the event. Clearly delegate tasks before the event: set-up, cooking, clean-up, picture taking, social media and other tasks. Depending on the complexity of your reunion, you may want to meet with the committees each morning to be sure all arrangements have been completed or conduct a pre-reunion meeting for the committees at the reunion's start. A great way to make sure everyone's on the same page.

As the event approaches, remember to always be prepared. Have a contingency plan for inclement weather for any outdoor activities. Most importantly, reunions are for everyone to enjoy.

REUNION CONTACTS

Name: _____

Phone: _____

E-mail: _____

Note: _____

Name: _____

Phone: _____

E-mail: _____

Note: _____

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Name: _____

Phone: _____

E-mail: _____

Note: _____

Reunion Planner 'Request for Proposal' (RFP) Form

Explore St. Louis offers this service at no cost or obligation. Please make a copy of this form, complete the information requested and either mail or email this form back to Explore St. Louis.

Today's Date: _____ **Deadline for Proposals:** _____

Please check one:

- ☐ I want to receive RFP's directly from the St. Louis Hospitality community.
- ☐ I prefer to receive the RFP's via: ☐ Email ☐ Postal mail
- ☐ Is St. Louis the definite site of your reunion? ☐ Yes ☐ No

PLANNER & REUNION INFORMATION

Please check one: ☐ Family ☐ Member ☐ Other: _____

Reunion Name: _____ Date of Reunion: _____

Planner's Name: _____ Phone Number: _____

Email: _____ Cell Number: _____

Address: _____ City/State: _____ Zip: _____

Are you the decision maker? ☐ Yes ☐ No If no, who is the decision maker? _____

When do you plan on making the decision on the hotel and/or destination? _____

LODGING & BANQUET INFORMATION

Arrival Date: _____ Departure Date: _____ Are dates flexible? ☐ Yes ☐ No

Est. # of Attendees: _____ Est. # of Rooms: _____ Desired Rate Range: \$ _____

Requesting Banquet and/or Catered Meals: ☐ Yes ☐ No Estimated # of Attendees: _____

Hospitality Room: ☐ Yes ☐ No Estimated # of Attendees: _____

Additional requirements for hotel (parking, swimming pool, continental breakfast):

Hotel Location Preference: ☐ Downtown ☐ Airport/North ☐ Midtown/Clayton ☐ South County ☐ West County

ST. LOUIS AREA INFORMATION

I would like information on the following (check all that apply):

- ☐ Attractions ☐ Parks ☐ Transportation Providers ☐ Shopping ☐ Restaurants ☐ Sightseeing Tours
- ☐ Casinos ☐ Amusement & Water Parks ☐ Outdoor Rec/Sports ☐ Ad Specialty Items (give-a-ways)

REUNION HISTORY & ADDITIONAL INFORMATION

Year: _____ City/State: _____ Hotel: _____

of Attendees: _____ # of Rooms Blocked: _____ Room Rate: \$ _____

What other destinations are you considering? _____

AFTER CHOOSING YOUR LOCATION THROUGH RFP, KINDLY NOTIFY EXPLORE ST. LOUIS OF YOUR SELECTION

Return completed RFP to:

Explore St. Louis/Leisure Travel Sales Department
701 Convention Plaza, Suite 300 St. Louis, MO 63101
Toll Free: 800.640.1534
reunions@explorestlouis.com



PLANNING

Reunion Planning Committee

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

- Chairperson** Responsible for contacting local Convention & Visitors Commission. The chairperson will supervise members of the committee(s) and select the hotel to accommodate reunion needs.
- Co-Chair** Assists the chairperson.
- Secretary** Researches and obtains all member names, addresses, phone numbers, emails, etc.; sends all correspondence and takes meeting notes.
- Treasurer** Responsible for collecting the money, opening a bank account and making all payments. Or use a mobile payment service (Venmo, etc.)

Sub-Committee

- Social Media/Publicity** Responsible for Facebook, Twitter, Instagram, etc. Keeping reunion attendees updated on the reunion before and after.
- Sightseeing/Activities** Responsible for organizing and planning any tours or off-site events.
- Meals** Responsible for coordination of all meal functions with hotel or venues; decor, menus, entertainment, etc.
- Transportation** Arranges all transportation needs during the reunion.
- Gifts/Souvenirs** Assembles the welcome packets and obtains gifts/souvenirs for family members.

Planning *continued*

Welcome Packets For a Reunion

Reunions are a great way to bring people together for a celebration and Explore St. Louis is delighted you've chosen our hometown for your get-together. To help your group feel "right at home" and to enhance their St. Louis experience, we can offer the items below free of charge. Explore St. Louis can provide quantities of these items equal to the number of hotel rooms your group books at any St. Louis City or St. Louis County hotel on peak night.

The Official St. Louis Visitors Guide

This informative, full-color magazine is full of information about the region's fun-filled attractions, historic sites and family-style restaurants, as well as nightlife options and area maps to help your crowd find everything St. Louis has to offer. The guide also includes info on St. Louis' multicultural connections, architecture, Route 66 icons and suggestions of offbeat destinations.

St. Louis Postcard

Use these complimentary postcards to promote the upcoming St. Louis reunion, or give them to attendees while they're in town so they can tell friends or family members who weren't able to attend about the great time they're having in St. Louis. Planners can receive an assortment of the postcards, which feature several unique St. Louis designs. Please note: these are oversized postcards and require First Class postage instead of the standard U.S. Postcard postage rate.

Plastic Drawstring Bag

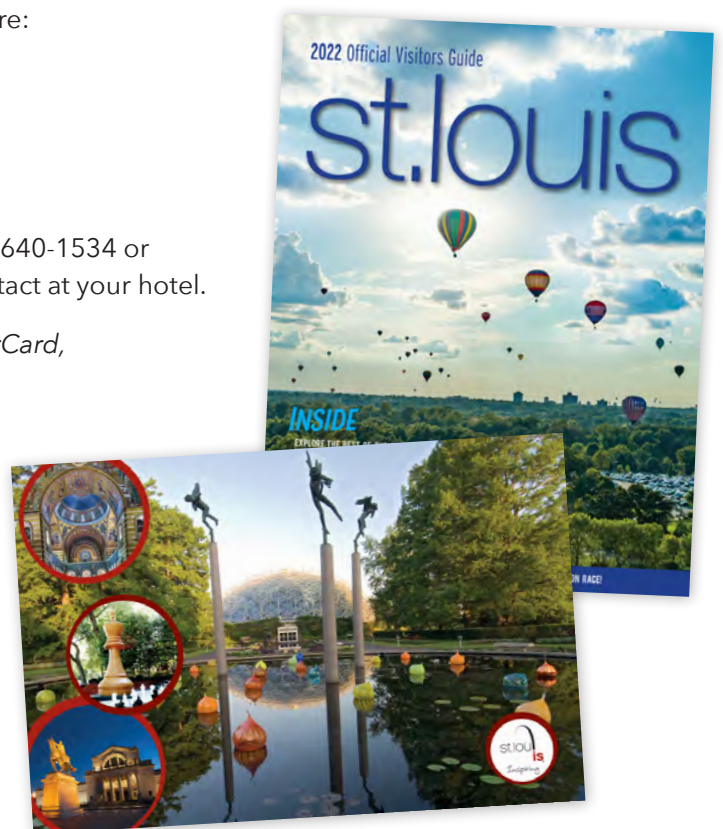
Everybody has lots of "stuff," and our white plastic drawstring bags are convenient for holding the above items, event schedules or anything else you'd like to distribute to your attendees. The bags, made from 100 percent recycled materials, are a generous 16 x 12.5" in size and imprinted with the Explore St. Louis logo.

Costs for additional quantities of the items listed above are:

- Visitors Guides \$1.00 each
- Postcards \$0.25 each
- Plastic bags \$0.25 each
- Pencils \$0.10 each

To order these materials, contact Explore St. Louis at 800-640-1534 or 314-992-0643. Materials ordered will be sent to your contact at your hotel.

Payment for additional items can be made by Visa, MasterCard, American Express or exact cash only.



1-2 Years Before The Reunion

1. Committee selects sub-committee chairs. For example:
 - Sightseeing/Activities: Organizing and planning any tours or off-site events.
 - 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/attendees.
 - Social Media/Publicity: Responsible for Facebook, Twitter, Instagram, etc. Keeping family members and attendees updated on the reunion before, during and after.
2. Locate addresses, emails and Facebook accounts of all members.
3. Create spreadsheet.
4. Write a letter to all members (see sample letter #1A – including the questionnaire #1B).
5. Contact Explore St. Louis' Leisure Travel Sales Department at (800) 640-1534 to assist you with hotels, restaurants and attractions for prices, availability and special group discounts.
6. Develop a plan for fundraising activities, if appropriate.
7. Decide if a website or social networking page will be useful for your reunion attendees.

1 Year Before The Reunion

1. Reserve the hotel room block, hospitality and/or banquet room.
2. Follow up with the chosen hotel, restaurants and attractions to decide on room block, menus and activities to be included.
3. Determine the budget from the Planning Log (#5A). 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:
 - a. 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.
 - b. Some services (i.e. hotel) can be paid individually.
 - c. You may need some money in advance for deposits.
 - d. You may consider charging a registration fee per member.
4. Write a letter to members or send an email (see sample letter #2A and registration form #2B) to communicate the date, place, hotel and how to register.
5. **Inform Explore St. Louis' Leisure Travel Sales Department at (800) 640-1534 that you have selected a hotel. This will help us follow-up with you on the welcome packets.**

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. The great thing about St. Louis is that many of our attractions are free. If transportation is needed, check the charter and tour bus companies in the area for schedules and costs and 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 email 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: governor.mo.gov

Note: To request the welcome letter, visit www.governor.mo.gov. Select the **Contact Us** tab, and enter your contact information. In the **Reason for Contact** section under Subject, from the drop down list select **Letter requested - Welcome/Reunion**.

St. Louis Mayor's Welcome Letter

1200 Market, City Hall Room 200

St. Louis, MO 63103

Email: <mailto:mayor@stlouis-mo.gov>

Phone: (314) 622-3201

Hours: 8 a.m.-5 p.m., Monday-Friday

www.stlouis-mo.gov/government/departments/mayor/proclamation.cfm

Note: To request a welcome letter, go to the Instructions section, click on "Fill Out the Online Form"; complete all sections and submit.

St. Louis County Executive's Welcome Letter

41 South Central Ave., 9th Floor

Clayton, MO 63105

Email: cecomments@stlouisco.com

Phone: (314) 615-7016

www.stlouiscountymo.gov/st-louis-county-government/county-executive/proclamation-or-letter/

Note: To request a welcome letter, visit www.stlouiscountymo.gov/st-louis-county-government/county-executive/proclamation-or-letter/. Go to bottom of page, select **Type of Request**. Fill in information requested and **Submit Form**.

6 Weeks Before The Reunion

1. Send a letter or email and Activities Planning Chart to members (see sample letter #4A and sample Activities Planning Chart #4B). Also remind them of:
 - a. 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 Explore St. Louis at (800) 640-1534, to request your welcome packets.

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.

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 check for program updates (in case any changes occur).
2. Host a pre-reunion meeting for the committees.
3. Near the end of the reunion, select next year's committee members and discuss possible sites.
4. Have fun and remember to take lots of pictures.

After The Reunion

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

Sample Letter #1A

(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 family!

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 #1B

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? ☐ \$110-120 ☐ \$125-135 ☐ \$135+
5. How many people will attend from your family group?
- Adults _____ Children _____ Total _____
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)
(Street Address)
(City, State, Zip)
(Phone Number)
(Email)

Sample Letter #2A

(Send 1 year before your reunion)

(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 and website) as our reunion headquarters. Accommodations include: (the hotel sales rep will give you a list of amenities to include and any other details like parking, courtesy shuttle service, etc.) The daily rate is (\$XXX.XX) plus tax. You must make your reservations by (date, terms of payment, restrictions will be supplied by the hotel) to get the special rate the planning committee has secured. 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) if you have any questions.

P.S. Don't forget to like the (name of reunion) page on Facebook. We will make sure it's kept updated on what's going on.

Sincerely,

(Committee Member)

Planning *continued*

Registration Form Sample #2B

Name: _____

Street Address: _____

City: _____ State: _____ ZIP Code _____

Telephone: (home) _____ (work) _____ (cell) _____

Email: _____

Total Number of People Attending: _____

Adults: _____ Children: _____

Registration Fee: Adult _____ Children _____

Specify all members' T-shirt sizes and quantity:

☐ S - Qty: _____ ☐ M - Qty: _____ ☐ L - Qty: _____ ☐ XL - Qty: _____

☐ XXL - Qty: _____ ☐ XXXL - Qty: _____

Special Requirements: (i.e., dietary needs, disability needs, etc.)

Make check payable to: (Treasurer name and address) or make payment through mobile payment service (Venmo, PayPal, etc).

Total amount enclosed: \$_____

Due Date: _____

Send to: (Treasurer name and address) or (mobile payment account name)

Sample Letter #3A

(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. (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 number) if you have any questions.

Sincerely,

(Committee Member)

Planning *continued*

Sample Letter #4A

(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 |
| 2:00-10:00 p.m. | Hospitality Suite sign in (hotel desk will direct you), snacks and beverages available so we can mingle |
| 8:00 p.m. | Group Meeting—in the hospitality suite |

Saturday, June 13

- | | |
|----------------------|--|
| 9:00-10:30 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 |
| 7:00 p.m. | Group Photo session. Meet in the hotel lobby. |
| 8:00pm | Dinner Dance, City Ballroom |

Sunday, June 14

- | | |
|-----------------|---|
| 9:00-11:00 a.m. | Breakfast & 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 #4B

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

ADULTS

Activity	Location	Time Needed	Cost
			TOTAL COST \$

CHILDREN

Activity	Location	Time Needed	Cost
			TOTAL COST \$

EVERYONE

Activity	Location	Time Needed	Cost
			TOTAL COST \$

TRANSPORTATION ARRANGEMENTS

Activity	Location	Time Needed	Cost
			TOTAL COST \$

Planning *continued*

Planning Log #5A

Dates of Reunion: From _____ to _____

Members Expected: Adults _____ Children _____

ACCOMMODATIONS

Hotel Name _____ Address _____
Hotel Contact Person _____ Phone _____
Rooms Blocked _____ Rate Per Day _____ Email _____
Check-In Time: _____ Check-Out Time _____ Cell _____
Cut-off date: _____ Website group code: _____

MEALS

Type	Location	Date/Time	Cost
TOTAL COST \$			

ACTIVITIES/ENTERTAINMENT

Type	Location	Date/Time	Cost
Adults			
Children			
Everyone			

SPECIAL ARRANGEMENTS

(Make notes on special needs, i.e., audio/visual, photographer, band, etc.)

Cost

TOTAL COST \$ _____

TRANSPORTATION ARRANGEMENTS

Date

From

To

of People

Cost

TOTAL COST \$ _____

Notes:

Suggestions For Reunion Activities #6A

- Meet & Greet reception
- Reunion banquet/dinner
- Group picnic
- Theater outing—musical, concert, movies
- Ballgame outing
- Nightclub outing
- City tour/historical tour
- Group portrait
- Group visit to Six Flags, Zoo, etc.
- Fashion show
- Talent show
- Casino night
- Scrapbook day
- Story time
- Sunday Service
- Fun Walk
- Community Giveback Program
- Trivia Night
- Genealogy Workshop

Notes:

[illegible]

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World's Fair Pavilion, Forest Park

PARKS & FACILITIES

City Parks

	Acreage	Pavilions	Restrooms	Fishing	Pool	Sports Area	Tennis	Hiking	Picnic Areas	Playground	Golf
Carondelet 3900 Holly Hills Blvd. St. Louis, MO 63116 314-289-5300	180	●	●	●		●	●	●	●	●	
Chambers 3115 Franklin Ave. St. Louis, MO 63106 314-534-7953	6	●	●		●	●	●			●	
Fairground 3715 Natural Bridge Ave. St. Louis, MO 63107 314-289-5300	131		●	●	●	●	●			●	
Forest Park 5595 Grand Dr. St. Louis, MO 63112 314-367-7275	1,371	●	●	●		●	●	●	●	●	●
Francis Park Eichelberger & Donovan St. Louis, MO 63109 314-622-4800	60		●			●	●			●	
O'Fallon 799 E Taylor Ave. St. Louis, MO 63147 314-534-5020	127	●	●	●	●	●	●		●	●	

St. Louis City Department of Parks, Recreation & Forestry

General Information: 314-289-5300

Website: www.stlouis-mo.gov/government/department/parks

Call for information on recreational opportunities in the city city parks, including permits for park functions.

	Acreage	Pavilions	Restrooms	Fishing	Pool	Sports Area	Tennis	Hiking	Picnic Areas	Playground	Golf
Penrose 4200 N Kingshighway Blvd. St. Louis, MO 63115 314-289-5300	51	●				●	●			●	
River Des Peres 6701 River Des Peres Blvd. St. Louis, MO 63116 314-622-4800	145					●				●	
Tower Grove 4257 Northeast Dr. St. Louis, MO 63110 314-771-2679	289	●	●		●	●	●		●	●	
Willmore 7200 Hampton Ave. St. Louis, MO 63109 314-289-5300	106	●		●		●	●	●	●	●	

County Parks

	Acreage	Pavilions	Restrooms	Fishing	Pool	Sports Area	Tennis	Hiking	Picnic Areas	Playground	Golf
Bee Tree 2701 Finestown Ave. St. Louis, MO 63129 314-615-4386	199	●	●	●				●	●	●	
Bella Fontaine 9565 Bellefontaine Rd. St. Louis, MO 63137 314-615-4386	214	●	●	●		●	●	●	●	●	
Black Forest 9822 Perrin Ave. St. Louis, MO 63125 314-615-5000	4	●	●			●				●	
Bohrer 5705 S Lindbergh Blvd. St. Louis, MO 63123 314-615-4386	16	●	●			●	●		●	●	
Bon Oak 10198 Doane Dr. St. Louis, MO 63136 314-521-4339	15	●	●			●				●	
Buder 215 Valley Park Rd. Fenton, MO 63026 314-615-4386	218	●	●			●		●		●	
Castlepoint 2465 Baroness Dr. St. Louis, MO 63136 314-615-4386	11	●	●			●				●	
Champ 3991 Grand National Dr. St. Louis, MO 63034 314-615-4386	101							●			
Cliff Cave 806 Cliff Cave Rd. St. Louis, MO 63129 314-615-4386	526	●	●					●			

	Acreage	Pavilions	Restrooms	Fishing	Pool	Sports Area	Tennis	Hiking	Picnic Areas	Playground	Golf
Creve Coeur 13725 Marine Ave. St. Louis, MO 63146 314-615-4386	2,114	●	●	●		●	●	●	●	●	
Endicott 2950 Endicott Ave. St. Louis, MO 63114 314-615-4386	24	●	●			●	●			●	
Faust 15025 Faust Pk. Chesterfield, MO 63017 314-615-8328	200	●	●					●	●	●	
Greensfelder 4515 Hencken Rd. Pacific, MO 63069 636-458-3801	1,583	●	●					●	●	●	
Jefferson Barracks 345 North Rd W, St. Louis, MO 63125 314-615-8800	426	●	●			●		●	●		
Kennedy 6050 Wells Rd. St. Louis, MO 63128 314-615-5572	290		●		●	●				●	●
King Memorial 1491 Dielman Rd. St. Louis, MO 63132 314-615-4386	4	●	●			●				●	
Kinloch 5541 Mable Ave. St. Louis, MO 63140 314-615-4386	9	●	●			●					
Larimore 11726 Larimore Rd. St. Louis, MO 63138 314-615-4386	32	●	●			●			●	●	
Laumeier Sculpture Park 12580 Rott Rd. Sappington, MO 63127 314-615-5278	94		●					●			
Lemay 236 Fannie Ave. St. Louis, MO 63125 314-615-4386	19	●	●			●		●		●	
Lone Elk 1 Lone Elk Park Rd. Valley Park, MO 63088 314-615-4386	405	●	●					●	●		
Love 2239 Mason Ln. Manchester, MO 63021 314-615-4386	97	●	●			●		●	●	●	
Mathilda-Welmering 8301 Mathilda Rd. Affton, MO 63123 314-615-4386	6	●	●			●				●	
McDonnell 2961 Adie Rd. St. Ann, MO 63074 314-615-4386	133	●	●			●		●	●	●	

	Acreage	Pavilions	Restrooms	Fishing	Pool	Sports Area	Tennis	Hiking	Picnic Areas	Playground	Golf
Ohlendorf 4444 Spring Dr. Affton, MO 63123 314-615-4386	10	●	●			●				●	
Ohlendorf West 1150 Hanna Rd., St. Louis, MO 63011 314-615-4386	46		●					●		●	
Queeny 550 Weidman Rd. St. Louis, MO 63131 314-615-4386	569	●	●	●			●	●	●	●	
St. Vincent 7335 St. Charles Rock Rd. St. Louis, MO 63133 314-615-8788	133	●	●		●	●	●	●	●	●	
Simpson 1234 Marshall Rd. Valley Park, MO 63088 314-615-4386	199	●	●	●		●		●	●	●	
Sioux Passage 17930 Old Jamestown Rd. Florissant, MO 63034 314-615-4386	249	●	●	●		●	●	●	●	●	
Blake C. Snyder Memorial 9801 Green Park Rd. St. Louis, MO 63123 314-615-4386	117	●	●			●		●	●	●	
Spanish Lake 12500 Spanish Pond Rd. St. Louis, MO 63138 314-615-4386	247	●	●	●		●	●	●	●	●	
Suson 6073 Wells Rd. St. Louis, MO 63128 314-615-5000	98	●	●	●					●	●	
Sylvan Springs* 300 Halsey Rd. St. Louis, MO 63125 314-615-4386	70	●	●			●	●		●	●	
Tilles 9551 Litzsinger Rd. St. Louis, MO 63124 314-615-4386	75	●	●	●		●	●	●	●	●	
Unger 500 Yarnell Rd. Fenton, MO 63026 314-615-4386	110	●		●				●			
Veterans Memorial 2577 Redman Ave. St. Louis, MO 63136 314-615-4386	243	●	●	●	●	●	●		●	●	●
West Tyson 131 N Outer Rd. East Eureka, MO 63025 314-615-4386	673	●	●					●	●		
George Winter 401 Allen Rd. Fenton, MO 63026 314-615-4386	164	●		●				●			

* Skate Park

[illegible]

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