



Mercedes College Alumni

Reunion Planning Guide



ST JOSEPH'S VICTORIA SQUARE



OUR LADY'S COLLEGE



Mercedes College

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About Mercedes College Alumni (MCA)

For 175 years graduates from Victoria Square have been making a difference in our community. We would like you and your peers to feel proud to call yourself a Life Member of the Mercedes College Alumni (MCA).

MCA is an integral part in students continuing their relationship with the College and community. Life after schools gets busy, with more external factors and activities than before. University or furthering your studies, work, friends and family, you sometimes tend to lose contact with your peers from schools. This is where MCA comes in. MCA or Mercedes College Alumni endeavours to establish and maintain lifelong relationships by fostering social, cultural, intellectual and sporting exchanges amongst current and future members.



Mercedes College Alumni (MCA) Membership

If you are currently not a *LIFE MEMBER* of the *Mercedes Ex-Students Association (MCA)*, we encourage you to sign up and join. Life Membership costs \$150. Upon joining MCA, Alumni receive a certificate of acknowledgement and a MCA pendant on a silver chain. Life Members receive:

- Lifetime Subscription to Alegria
- Invitations to College events
- Invitations to Class Reunions
- Mentoring opportunities
- Networking opportunities
- Eligibility for daughters and granddaughters to apply for the MCA Year 7 Scholarship
- The opportunity to become a member of the MCA Committee
- Eligibility to attend and vote at MCA AGM
- Copies of school records upon request

If you are interested in becoming a LIFE MEMBER, simply complete the form at the bottom of the page and send it to MCA@mercedes.wa.edu.au

The Role of a Class/Reunion Organiser

Reunion organisers hold a very important role in making sure that reunions are successful and enjoyable. Without the organiser there would be little knowledge and enthusiasm when getting in touch with peers and gathering information, along with the planning of the event. Forming a committee may help in easing the workload of organising and may assist in the contacting of peers and planning the logistics of the event.

Reunion Planning Timeline

9-12 months before

- Collate and gather information on your class year including names and contact information (email, contact numbers, address) from the Alumni Officer and your peers.
- Start researching information on lost classmates.
- Contact other classmates and see if they have knowledge on others.
- Start researching into possible venues for the reunion.

6 months before

- Finalise a date for the reunion.
- Decide and book a venue.
- Send out a "Save the Date" to peers via email/mail depending on the information you have.
- Ask classmates for any photos/memorabilia/uniforms they may have, to display at the reunion.
- Contact the Alumni Officer and ask if they could post a reunion notice on the Facebook page or in the College newsletter.
- Begin to look into catering/supplying of food and beverage for the reunion.
- Calculate the cost per person.

3-4 months before

- Send out formal reunion invitations.
- Collect RSVP's and payment from attendees.
- Ask classmates if they could provide a brief description/biography of what they have been up to since they left and their most memorable times at the College. This may be used to create a booklet to hand out at the Reunion to every classmate.

Finding Former Classmates

Establish a Class List

- Contact the Alumni Officer of Mercedes College Alumni (through the College 9323 1323 or MCA@mercedes.wa.edu.au) and ask if they have a class list and/or any contact details for your year group.
- Go through a school annual and compile a list of all the girls from your year group. (Particularly important for those years who are not on the school computer records)
- Create an excel document to record all collected contact details.

Locating/Contacting Former Classmates

- Send an email to any former classmates with whom you are still in contact and ask them to forward the email to anyone else.
- Create a master list with contact details for each girl. – **IMPORTANT: Australian National Principles (2014) mean individuals must consent to having their contact details being forward to the College.**
- Search for people through **Facebook** or other online social network sites.
- Check internet reunion sites.
- Create a 'Class of ... Reunion' Facebook page that others can access and onto which you can post reunion updates.
- Put an advertisement in the *West Australian* in the Reunion section which appears in the Monday edition - this is free.
- Email: canyouhelp@wanews.com.au Full name and contact details (for publication) must accompany request.
 - Sample ad: *Mercedes College: Past students from the year group which started high school in 1980 and completed in 1984 are invited to attend a 40 year reunion on Saturday 10 October.*
Please contact Email:.....
- Contact/email schools and Parishes and ask if they could include a message in their newsletter.
- Contact the MCA Alumni Officer at Mercedes College and request the reunion to be advertised on the MCA page of the school website and Facebook.
- Put a message in College magazine *Alegria* which is distributed to Alumni members of MCA. The Executive Officer will be able to organise this.
- If you can remember where girls lived while at school, look up the White Pages and make some calls as their parents might still be there.
- Use Google to see if you can find anyone. Remember that former classmates might have changed their name so this can be challenging!

Planning the Reunion

Form a Committee

- There is a lot to do so form a committee of 3 – 5 girls who will share the work.
- Start early as it may take time to track down and find the girls from your year group.

The Date

- No date will suit everyone so pick a date and go with it!!! The later in the year is usually better as it gives you more time to locate people and time for those who live interstate or overseas to organize travel.

The Venue

- Select a venue that is easily accessible, central, has lots of parking and is generally safe, especially if it is a night function.
- Contact the Alumni Officer to check the availability of the College as a venue.
- A tour of the school can be organized as well.
- Ample parking after hours.
- Central location.

Food and Drink

- If you are using a caterer check if they:
 - Provide service staff (If yes, what is the cost and for what duration?)
 - Provide crockery
 - Provide glasses
 - Clean up, wash dishes etc
 - Include alcohol
- A few people might want to make some platters themselves or order some platters from a catering shop or café.
- If you are buying drinks yourselves, some liquor stores allow you to return any unopened bottles or cartons.
- Some liquor stores will rent you glasses for free, a deposit is usually required. Just remember that they will require the glasses to be returned washed!

What to Charge

- It is very important that you cost your function carefully as you do not want to be out of pocket. **MCA will put \$200 towards your event. T&C's apply.**
- Determine your costs, ie food, drinks, decorations etc before deciding on a ticket price
 - Eg. Possible costing for ticket based on \$40 per head
 - Food \$15
 - Drink \$10
 - Decorations \$5
 - Gift to Mercedes College \$5
 - Staff and equipment \$5
- Costs you might need to cover include: food, drinks, venue hire/cleaning, decorations, printing tickets, service staff.
- Depending on the type of function and venue, individuals may just pay for what they consume eg at a bar
- Be very realistic about how many people will be attending and ensure that you charge sufficient to cover your costs.

Collection of Money

- It is very important that you collect money from people **prior** to the event.
- Set up a bank account for the function so money can be deposited into it directly.

Tickets

- If you are issuing tickets, consider emailing it to people as most people have email access.

What Alumni and Community Relations can do to help?

Share Class Lists and Information on Classmates

If you contact the Alumni Officer at Mercedes College they are able to create a spreadsheet of all the information of students in the database. This information may vary of the year group and if people update their details and how regularly.

Promote the Reunion on the Alumni Facebook and Sorelle, the College Newsletter

The Alumni have a Facebook page, “Mercedes College, Victoria Square Alumni” and we are able to publish a post or create an event for you.

Campus Tours

The Community Relations office is able to arrange tours of the College and the exiting new facilities.

Useful contacts

Sophia White Marketing and MCA Alumni Officer

E: MCA@mercedes.wa.edu.au T: Mercedes College 9323 1323



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REUNION VENUE BOOKING FORM

To confirm your booking please complete, sign and return the Application and Hire Agreement with full payment of the Security Deposit \$150.00 within four weeks of receipt of this documentation. Your Security Deposit will be refunded after your event, provided you do not cancel after it has been confirmed and no damage to property or equipment has been incurred.

Proposed Date and Time of Reunion (please print)

Day: Date: Time:

Number attendees: Venue:

Organiser's Details

Name: Class of:

Address:

.....

Home Phone: Mobile: Work:

Email:

Payment Details (please tick)

Please accept my payment for:

☐ Security Deposit \$150.00

Payment Method (please tick)

☐ Credit/Debit Card ☐ MasterCard ☐ Visa ☐ AMEX

☐ Cheque (please make cheques payable to Mercedes College)

Credit Card Details:

Name on Card: Signature:

Card Number: / / / Expiry Date: /

Refund of Security Deposit (please tick)

☐ Credit/Debit Card (details as above)

☐ Electronic Funds Transfer (please complete details below)

Account Name:

BSB: Account Number:

Before and After Event Checklist

Event Name:

Person in Charge:

College Staff Member:

Date:

Time of Arrival:

Time of Departure:

PLEASE TICK BOX ONCE ITEM IS COMPLETE

Before	
<input type="checkbox"/>	Email the Alumni Officer with the Venue Booking Form and notify them of what time you need to venue from, including times to set up and pack up.
<input type="checkbox"/>	Notify the Alumni Officer of any venue requirements. (Trestle tables, chairs etc.)
After	
<input type="checkbox"/>	Pack up tables that were used in the Conference Centre not the Kitchen – leave tables leaning up against the back wall.
<input type="checkbox"/>	Pack up chairs and leave stacked against the side wall.
<input type="checkbox"/>	Vacuum room. (Vacuum is kept in the cupboard opposite the toilets.)
<input type="checkbox"/>	Make sure the toilets are clean and tidy.
<input type="checkbox"/>	Clean kitchen, including any crockery that may have been used and place back in the allocated cupboards.
<input type="checkbox"/>	Leave the wall hot water urn left on.
<input type="checkbox"/>	Dispose of rubbish in the College dumpster located at Goderich Street exit.
<input type="checkbox"/>	Ensure all windows are closed.
<input type="checkbox"/>	Turn off lights.
<input type="checkbox"/>	Leave completed and signed list on the kitchen bench.

Name:

Signed:



Mercedes College Alumni

LIFE MEMBERSHIP APPLICATION 2021

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Why should you become an MCA Life Member? With this application, you will receive:

- The opportunity to become a member of the MCA Committee
- A free subscription to Alegria (bi-annual College Magazine)
- An Alumni Membership Gift (silver plated Alumni necklace)
- Invitations to Alumni events and Class Reunions
- Invitations to College events
- Networking Opportunities
- Access to Chapel
- Daughters/Granddaughters eligible for Year 7 Scholarship
- Eligibility to attend and vote at MCA AGM
- Copies of school records upon request

Title:	<input type="text"/>	Full Name:	<input type="text"/>		
Maiden Name:	<input type="text"/>	Date of birth:	<input type="text"/>		
Mobile:	<input type="text"/>	Home:	<input type="text"/>		
Address:	<input type="text"/>				
Suburb:	<input type="text"/>	State:	<input type="text"/>	Postcode:	<input type="text"/>
Email:	<input type="text"/>				

Which College did you attend? ☐ St Joseph's ☐ Our Lady's ☐ Mercedes

Final Year: Final Year Group:

Occupation & Place of Work:

I give permission for my photograph and name to be published on all Alumni social media platforms and in any College publications:



Mercedes College Alumni

LIFE MEMBERSHIP APPLICATION 2021

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☐ **Yes, I would like to become a Life Member of the Mercedes College Alumni (MCA)**

A membership fee of **\$150** will be charged. Please select your preferred payment method and fill out the payment information below.

Payment Method: ☐ Cheque (payable to Mercedes College) ☐ Cash ☐ Credit Card

Credit Card Details: ☐ Bankcard ☐ VISA ☐ MasterCard

Card Number: _____ - _____ - _____ - _____

Expiry Date: ____ / ____

Signature: _____ Date: ____ / ____ / ____

Please return this information to Mercedes College Alumni
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