



KIRWAN STATE HIGH SCHOOL

CONNECT TO THE PAST... *celebrate the future*

Kirwan High Reunions

The School assists with a number of peer coordinated reunions each year. These reunions are a great opportunity for camaraderie and friendship and the School is delighted to be involved. Peer coordinated reunions can be held in many ways – a simple picnic in the park, cocktail party, sit down lunch or formal dinner.

Whether the occasion is to be large or small, these guidelines have been established to help with the successful planning and execution of these reunions. We hope you find the following information useful in organising your event.

Establish a reunion committee

Start by establishing a reunion committee, made up of three or four individuals from your peer year who help with the organisation of your reunion.

Tasks for the committee can be allocated such as liaising with the venue, searching for lost peers, managing the account for payments to the function etc. This group of people should correspond regularly so all members are across the details, in case one member is no longer able to participate.

Determine a date and time

Some things to consider including public holidays, sporting events, school events and cultural events. The date should be established as soon as possible so that interstate and international guests have a chance to plan. Weekends are always popular, especially if you plan to incorporate families.

For a list of relevant school dates, please view the School's calendar –

<http://kirwanshs.eq.edu.au/Calendarandnews/Evenstcalendar/Pages/Eventscalendar.aspx>

Decide on your style of function

Reunions can be formal or informal – you might like to coordinate a sit down dinner or lunch, or it could be a simple picnic in the park with families, or an evening or canapes and drinks. Take into consideration the age and interests of your year group. You may like to initiate a forum for ideas.

Select a venue

Once you have decided on your style of function, you can look at venues for your reunion. Ensure that you book early and have confirmed your booking at the venue before issuing invitations. If you are organising from interstate, connect with a peer member who lives locally for ideas.

Determine your cost

Before sending your invitation, you need to calculate the cost of tickets for your event. Consider how many guests you are expecting, the cost of venue hire, cost of catering, administration costs and memorabilia if applicable. All costs associated with the reunion are the responsibility of the reunion committee. The School is unable to pay for any costs associated with peer coordinated reunions.

Need some help?

Kirwan High can assist in the organisation of your reunion in the following ways:

- Advertising your reunion on the School's Newsletter, website, Alumni Facebook page, official Facebook page and Twitter.
- Assisting with invitation design.
- Advice on how to plan and execute a successful reunion, including ideas on venue, style of function, catering and costs.
- Assistance with bringing together history, photos, stories and information from your graduation year and inviting staff members from the year.
- Coordination of an optional tour of the school grounds prior to your event.
- Due to privacy, the School is unable to send you contact information from our database, however we can contact peers on your behalf. You can also connect via our official social media groups and an online portal (soon to be established).
- The School's venues are only available for selected milestone reunions, and are subject to the Executive Principal's approval.
- Use of the school logo for the reunion is at the discretion of the Executive Principal and must be approved.

Please call the Marketing Manager on 07 4773 8147 or email Alumni@kirwanshs.eq.edu.au with any questions.

School Tours

Kirwan High is happy to arrange a tour of the School prior to your reunion. This can involve the areas that you would like to see or Kirwan High can decide upon where the tour goes. Generally allow 30 minutes to one hour for the tour.

If you would like to organise a tour in conjunction with your reunion, please contact Sandy Jarret – Executive Business Manager on 07 4773 8110.

KIRWAN STATE HIGH SCHOOL

A World Class School

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