

the facts

a guide to holding a successful reunion

first steps:

All OSU activities, including some events and reunions, are coordinated through the Development Office at College Street. The office is located next to the Archives on the lower level of the Science Block. **Wendy Scotter** is the OSU contact and she can be reached on **9332 5888** or by email: **info@osu.com.au**

Having contacted Wendy, it is important that an appointment is made with the staff from the Development Office to plan for your reunion. It is necessary for two members of the organising committee to be present at this meeting. These representatives become the key contacts for the event.

Prior to this meeting the following points need to be taken into consideration:

choosing a venue:

Most reunions are not held at the School. Big School is reserved for significant events such as 30, 40 or 50 year reunions. Other venues may be available at the School by special arrangement and with the approval of the Headmaster.

For more recent school leavers, a less formal approach is taken. Reunions for these years are held outside the School at a venue of your choice. In the past, successful reunions have been held at bowling and yachting clubs or in hotels or bars in close proximity to the School. You might like to consider The East Village Hotel, 234 Palmer Street, cnr Liverpool Street, Darlinghurst (Tel: 9331 5357), or The Cruising Yacht Club, New Beach Rd, Darling Point (Tel: 8292 7800) which is often used in combination with a game at Weigall.

setting a date:

Due to the heavy demand for reunions at the School throughout the year, dates are usually set aside at the start of the School year. Naturally, we can be more flexible for reunions held outside the School and this can be a topic of discussion at your initial meeting at the OSU office.

forming a committee:

In our experience, a successful reunion is dependent on an active and enthusiastic organising committee. The greatest challenge is making contact with old school friends, especially those on the “missing list”. The OSU office can often assist here. To help with your organisation, this brochure includes a “check list” which previous committees have found to be useful.

catering:

For reunions held at the School, catering is available and must be organised through the School in consultation with the Catering Manager. Having taken your food and beverage requirements into consideration, we provide you with a quote together with suggested menus. Waiters and other staff are supplied by the School. With regard to numbers, up to 150 can be seated comfortably in Big School. Spirits are not available.

budget considerations:

A number of factors come in to setting the budget for the night – such as the location and format of the reunion and also whether former masters are to be included as your guests. While our reunion program is not a “profit making venture,” we need to ensure that our administration costs are covered – eg postage, invitations, resulting in a modest margin for the OSU. Our aim is to provide you with a memorable and enjoyable experience at the best possible price.

time gentlemen please

Reunions held at College Street usually begin at 6.30pm and **must** conclude by 10.30 pm. The bar closes at 10 pm, with no exceptions permitted. It is best to have another location in mind to go to at the conclusion of the event at the School. Sydney Grammar School follows the responsible serving of alcohol regulations and that the whole School is a smoke free environment.

security:

Security is provided when it is deemed necessary and this is added to the cost of the evening.

parking:

Limited parking may be available on the middle playground (entrance from Stanley Street). This is dependent on the number of other events being held at the School on the evening of your reunion. Other parking stations in close proximity to the School are the Cathedral Car Park (run by Enacon Parking) next to the Cook and Phillip Park Aquatic Centre, accessed from Cathedral Street, and Riley Street Secure parking in Riley Street, East Sydney.

invitations:

A design format has been established for invitations for functions within the School. This format gives you the opportunity to personalise the message you wish to convey to your guests. Invitations are sent by mail or email through the OSU Office. If you would like to include former masters as guests, we can supply you with their contact details.

marketing and promotion:

To ensure the success of your reunion, a reminder is usually sent well ahead of time followed by a more formal invitation. Details of all reunions are posted on the OSU website at www.osu.com.au

AV equipment and displays

AV needs can usually be met by the School for reunions held at the School. This includes lecterns, screens, laptop and light projector, microphones (including roving mikes) and display stands (for photographs and memorabilia). Should you wish to put together a slide show of images from your time at School, material can be sourced through the Archives .

photography:

We can arrange a photographer to be present at your reunion, and photographs can be purchased on the night. A member of the committee is usually invited to submit a short report on the reunion for the OSU website. This report is often accompanied by a group photograph taken on the night.