



# Grammar Women

## Incorporating the OGA est. 1899



## 2019 Grammar Women Reunion Guidelines

### Overview

Brisbane Girls Grammar School welcomes past students back to the School and encourages ongoing connections with one another and Girls Grammar.

The School often receives enquiries from past students wishing to organise a reunion for a particular year group or special interest group. The Grammar Women Reunion Guidelines have been prepared to assist with planning of such an event.

For official or annual events, or milestone reunions, the School's Alumnae Relations Manager will provide support to former students to assist with event organisation. This support includes event marketing and communications, registration and ticketing requirements, provision of a School venue, and food and beverage arrangements.

The success of the Girls Grammar reunion program relies on the volunteer assistance of a year level co-ordinator/organiser, who encourages their peer year to attend, helps locate past students, finalises the invitation list and assists with the co-ordination of any offsite venues (e.g. if their year group wishes to follow an official event with a social gathering off the School campus).

The Privacy Act prevents the School from providing contact details of past students to volunteer reunion co-ordinators. However, the School can:

- provide a list of 'missing' classmates' names from a specific year group
- send invitations (designed by the School) to all past students from a specific year group (where the School holds contact details)
- post a notification of the reunion on the School website which includes relevant contact details of the volunteer reunion co-ordinator
- promote the reunion on the School's events calendar and social media accounts
- share event photos after the event.

### 2019 calendar dates

Reunion	Date	Details
Foundation Day Afternoon Tea (Incorporating the 60-plus Reunion)	Wednesday 13 March	2 pm – 4 pm



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20, 30 and 40 Year Reunion	Saturday 10 August	5 pm – 7 pm All three reunions will be held at separate venues at the School.
60 Year Reunion	Saturday 14 September	11 am – 2 pm
40 and 50 Year Reunion celebration	Saturday 14 September	5 pm – 7 pm Reunions will be held at separate venues at the School.
5 Year Reunion	Saturday 14 September	4.30 pm (School tour only)

## Timing

- The time for reunions held at the School is 5.00 pm to 7.00 pm.
- The 60 Year Reunion and 60-plus events are generally a lunch or early afternoon gathering.

## Reunion format

- The reunion should be an informal and convivial event, focused on maintaining the Grammar Women connection.
- Guests are greeted on arrival at the front gate with a registration table for distribution of name tags (provided by the School).
- The School will consult with the reunion co-ordinators about the format, however, the reunion should be opened by either the President of the Old Girls Association (or her nominee) or the Alumnae Relations Manager.
- An optional 30-minute tour, led by Year 11 Service Girls, is available prior to commencement of the event.

## Tours (optional)

These tours, led by Year 11 Service girls, can be scheduled to commence thirty minutes prior to a reunion event. The format of the tours is as follows:

1. tour departs from the main gate and walks to level 6, Cherrell Hirst Creative Learning Centre
2. the Aere Perennius Wall is visited, allowing an opportunity to explore its history and significance to the School
3. the tour then progresses to the Research Learning Centre, home to a rich library collection of more than 55 000 resources
4. the group enters the front of the Main Building, following a path upstairs (previously the Boarding House)



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5. the final stop is the Honour Boards in the heart of the Main Building.

### Cost

- The standard cost for each two-hour reunion is \$45. This cost covers canapés and beverages only.
- The School does not charge a venue hire fee.
- Options will be provided for attendees to purchase a ticket to the reunion and the post-event function in one transaction (if a post-reunion celebration has been organised by a reunion co-ordinator at an offsite venue).

### Venue bookings

There are venues in close proximity to the School where post-event celebrations have been arranged previously by volunteer co-ordinators. The selected venue for the post-celebration should be discussed with the Alumnae Relations Manager prior to the volunteer reunion co-ordinator making a booking.

Please note, the School’s involvement in the post-event function is limited to final payment. Payment to the venue will be made by direct debit by the School’s Accounts Department seven days prior to the event, on the condition that funds have been received to cover payment.

Venue suggestions include:

<b>Petrie Terrace/Caxton Street</b>	<b>Red Hill</b>	<b>Spring Hill</b>	<b>Fortitude Valley</b>
The Barracks (e.g. Libertine) Gambaro’s Hotel	Clovely Estate The Normanby Hotel	Hotel Urban The Johnson Ovolo Inchcolm The Alliance Hotel	Chow House



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## Invitations

- 'Save the Date' email invitations will be sent by the School six months prior to the event. Complete event details to be included:
  - ticket cost
  - food and beverage
  - co-ordinator contact details (if known)
  - request for volunteer reunion co-ordinator (if required).
- Reminder invitations with links to purchase tickets to be sent three months prior to the event.
- A written invitation will be posted to those former students who have not provided a current email address.

**The Alumnae Relations Manager can provide the following support if a request is made in writing by the reunion co-ordinator no later than four weeks prior to the event:**

- **Archives/PowerPoint/visual displays for the reunion**
  - Incorporate relevant year photo displays on a PowerPoint presentation
  - Print a prepared booklet that has been formatted by a reunion co-ordinator
- **Grammar Women database**
  - Ensure the School's database for the reunion year is correct and up-to-date
  - Add details of reunions to the school archival database
  - Ensure contact details can be updated by individuals via a link in the invitation
- **Surveys and photos**
  - Create a post-event survey and sent to attendees
  - Upload photos to the School website and *Grammar Women* LinkedIn Group, and organise for photographs to be included in *Gazette*.