

BOTHELL HIGH SCHOOL ALUMNI ASSOCIATION

Reunion Planning Tipsheet

The Alumni Association can help with your reunion by posting your reunion information on our website, and by advertising your reunion in our bi-annual newsletter (June and December). Here is some helpful information we have gathered over the years.

1. Social media: If your class doesn't have a Facebook group, consider starting one. This can be a great way to get current contact information from your classmates, and to get volunteers for your committee. Some classes set up a website through Class Creator. The benefit is that classmates can keep their own contact information up to date; yearbook photos can be uploaded for each reunion attendee and then downloaded to an Avery label template to print badges.

2. Popular venues:

- McMenamins Anderson School Haynes Hall – up to 600 – 425-398-0127
- Sammamish Valley Grange - hallrentals@sammamishvalleygrange.org
- Hilton Garden Inn 22600 Bothell Everett Hwy – various rooms with up to 300-person capacity. [Hilton Garden Inn Seattle/Bothell, WA Meetings and Events](#)
- Hollywood Schoolhouse Bistro [The Bistro at Hollywood Schoolhouse - Woodinville, WA \(hollywoodschoolhousebistro.com\)](#)
- Other local breweries and wineries.

3. Professional planning: *Reunions with Class* 425-644-1044. They do all the planning for you.

Planning by committee:

1. Outreach - have a couple of volunteers reach out to classmates using social media, looking up in White Pages, etc. The 2015 Alumni Directory Blue Book is available to borrow. Usually about 40% of your class will attend. Consider combining your reunion with another class (year above or below yours) or another school in the same district.
2. Find a venue – You will need to raise enough funds for a deposit. You may want a separate bank account. If so, you may have to set up your reunion committee as a non-profit.
3. Budget – Calculate expenses and determine how much each attendee will need to contribute.
4. Sell tickets – Use Brown Paper Tickets or other event applications.
5. Catering – If not provided by the facility, find a caterer. Get recommendations from other classes.
6. Alcohol – If not provided by the facility, you may need to get permits and insurance.
7. Name tags – can be made using products from Avery.com.
8. Clean up crew – if using a park or rented hall.
9. Parking – depending on the facility, you may need to have a few volunteers to direct parking.
10. Memorial – set up a table or create a banner in memory of classmates who have passed away.

BHS Alumni Association hosts a picnic on the third Sunday in August each year from 11 a.m. to 4 p.m. at Blyth Park in Bothell. Classes are encouraged to attend. The large, covered shelter is reserved for the classes of the 50s and older. The shelter by the river is reserved for the class celebrating their 50th.