



## DCDS Reunion Guide

Milestone reunions provide a special opportunity for you and your classmates to reignite your connections and recall your days as students at Detroit Country Day School. As your class reunion representative, you will plan, coordinate, and execute your class' reunion events. You will be responsible for recruiting other reunion committee members (optional), selecting a venue and menu, preparing letters and/or invitations to be distributed to your classmates, and encouraging reunion participation and attendance. The DCDS Alumni Office will assist you with spreading the word and promoting the event through emails, the school's social media accounts, and the school's website.

Once you and your planning committee are ready to move forward, you can use these helpful tips to plan your event.

### **Determine the Date:**

Look for dates that may draw more classmates to your reunion such as DCDS Homecoming Weekend, Thanksgiving Weekend, or over the December holidays. Please be aware that some dates, such as holiday weekends, may impact the availability of desired venues.

### **Find Your Classmates:**

To access your class information file, contact Stefanie Smith in the Alumni Relations Office. She can be reached via email at [ssmith@dcds.edu](mailto:ssmith@dcds.edu) or by calling (248) 430-3133. Other ways to gather contact data could include using social media or the internet to search for those you cannot find and asking other classmates for the contact information of their close friends in the class. Make sure to update your roster as you locate classmates. Ask for their full name, address, phone number, and email addresses. Please submit this information to the Alumni Office on or before the day of your reunion event.

### **Promote Your Event:**

Once your date, venue, and ticket costs have been determined, officially register your reunion with the Detroit Country Day School Alumni Office by visiting [www.dcds.edu/reunions](http://www.dcds.edu/reunions). A link to an online form can be found at the top of the page. Please be prepared to submit a final version of an electronic invitation (.jpeg or .pdf) along with this form. Some suggested tools for invitation creation include [canva.com](http://canva.com) or Microsoft Publisher. **Please do not upload your classmate's email addresses to any online invitation sites such as [evite.com](http://evite.com) or [punchbowl.com](http://punchbowl.com).** Please carbon copy [ssmith@dcds.edu](mailto:ssmith@dcds.edu) on all emailed reunion communications that you send. If you need assistance with sending your reunion invitation as a mass email, please email [ssmith@dcds.edu](mailto:ssmith@dcds.edu). Once your reunion has been registered, DCDS will publicize the event information on our website, through our social media accounts, and send emails to your classmates with your reunion information.

## Decide on Activities:

It is important to determine the length and extravagancy of your reunion. Take into consideration how much your event will cost and try to keep expenses down so those that must travel for the reunion won't have many additional expenses. *Please note: DCDS will not fund ANY cost of the reunion (see Reunion Costs, Registration & Ticket Sales section below).*

### Some activities to consider are:

- Coordinating an informal event at a local restaurant or cocktail lounge
- Organizing a backyard or local park barbecue that may or may not include children
- Arranging a buffet dinner at a local banquet hall or hotel
- Hosting the event at a classmate's residence

### Suggested event venues:

- The Bird & The Bread (Downtown Birmingham)  
– deposit required varies; minimum food/beverage requirements vary
- BlackFinn (Royal Oak)  
– credit card information required to hold the room, but no deposit is charged; \$1500 minimum food/beverage requirement
- The Detroit Beer Company (Downtown Detroit)  
– no deposit required; no food/beverage minimum requirement
- Dick O' Dow's (Downtown Birmingham)  
– no deposit required; no food/beverage minimum requirement
- Roadside B & G (Bloomfield Hills)  
– \$200 deposit required; \$500 minimum food/beverage requirement

## Reunion Costs, Registration & Ticket Sales:

Please note, **DCDS will not fund ANY cost of the reunion (including but not limited to any initial deposit required, venue room costs, food or beverage costs, fees, gratuity, etc.) or sign any event contracts.** The Alumni Office will provide a small DCDS alumni keepsake for registered guests. The reunion representative is responsible for coordinating a time to pick the keepsakes up from the Alumni Office before the reunion event.

All event registrations from classmates and ticket sales are to be handled by the reunion representative and reunion committee. DCDS will not be involved in monetary collection or ticket distribution for any reunion event. Reunion representatives may choose to have classmates mail them checks for the cost of the ticket or utilize one of the many ticketing website options that are available online, including:

- Eventbrite ([www.eventbrite.com](http://www.eventbrite.com))
- Pay It 2 ([www.payit2.com](http://www.payit2.com))
- MyEvent ([www.reunions.myevent.com](http://www.reunions.myevent.com))

**Alumni Council Resources:**

Our Alumni Council would love to be a part of your reunion by informing your classmates of the wonderful events they host and support. At least one DCDS Council Member will attend your reunion event to share information and updates regarding the school and the alumni community. They will also be available to answer any questions your classmates may have. Once your reunion registration form is submitted at [www.dcds.edu/reunions](http://www.dcds.edu/reunions), a Council member will be in touch to see how they can best meet your needs.

**Stay in Touch:**

To make future reunion planning easier, email a copy of your updated class roster to the Alumni Relations Office at [ssmith@dcds.edu](mailto:ssmith@dcds.edu). The Alumni Office will keep the most recent list on file. In order for classmates to stay informed about DCDS happenings and alumni events, classmates are encouraged to personally update their contact information by visiting [www.dcds.edu/alumniupdate](http://www.dcds.edu/alumniupdate).

**\*\*DCDS Full Release of Responsibility:**

Detroit Country Day School disclaims any knowledge of or familiarity with the details of the Event, except as set forth in the host's online description. DCDS makes no representation or warranties regarding the quality or character of an Event, any of the Event services, or the availability of insurance coverage and it is your responsibility to investigate the details of an Event, including any and all potential risks. When making a reservation for an Event, you acknowledge: (i) that you have read these policies and fully understand the terms and conditions hereof and (ii) you understand that you are fully releasing DCDS, to the fullest extent allowed by law, from any and all responsibility including, but not limited to, negligence, and for all damages, injury and/or consequences flowing from use of, or participation in an Event.