



Reunited's Full-Service Reunion Planning Service

Reunited, Inc. provides your class with a turnkey high school reunion. Our services include everything necessary to make your reunion a truly memorable occasion while minimizing the time and effort required by your committee. Our mission is to create the highest quality reunion for your class and allow your committee to attend the reunion without any worries.

For a description of our limited-service reunion planning offering, please refer to our Apprentice Reunion planning service document.

To help you understand the breadth of our services, the following is a list of policies, activities and services that Reunited, Inc. offers your class. A complete detail appears in our publication, "The Reunion Committee Handbook," which is available on our website at <http://www.reunited.com>

1. Reunited, Inc. assumes 100 percent of the risk for the event, paying all security deposits, fees and other expenses necessary to make your reunion a reality. Compensation for our services is borne by the individual classmates who actually attend the reunion event. The actual amount of Reunited's compensation varies depending on the final number of reunion attendees.
2. Reunited requires a refundable deposit of \$500 to assure the success of your reunion. The deposit will be returned to the committee in full once the pre-registered reunion attendance for the primary event reaches 30 percent (including guests and alumni) of the total class size. For example, if your total class database contained 400 records, you would need 100 total pre-paid alumni and guests prior to the reunion weekend in order for your deposit to be returned. The deposit must be paid at the time this agreement is executed in order for reunion planning activity to commence. Deposits are accepted by check or credit card.
3. The success of your reunion hinges largely on the involvement and participation by the reunion committee. As a professional reunion planner, we will do everything in our power to ensure the success of the event. However, your classmates want to know that an active committee is directing the planning of their reunion. Your committee needs to be committed to ongoing communications with your class members. We will provide you with all of the tools you need to do this, including access to your class database, a series of committee reports and an email facility on our website at <http://www.reunited.com>. Telephone calls to your classmates are critical, and are done at the expense of the committee.
4. Reunited, Inc. will act as a **consultant** to your class to offer assistance and advice in all aspects of reunion planning.
5. Reunited, Inc. will create a **customized Reunion Event Proposal** based upon your committee's specific requests related to location, date, agenda and any other special requests that are desired to be included in the reunion package. Reunited, Inc. will be the sole contact point between the reunion site management and the class.
6. Reunited, Inc. will maintain the entire class database on **Reunited.com**. Classmates will have the capability to manage and update their personal information online. The site includes electronic payment options, RSVP response area, current database status of all classmates and a complete suite of online management tools for the reunion committee. The **Reunion Committee Management Module** provides the committee with 24-hour online access to the entire class database, including individual records, status reports,

award reports, and bulk email capabilities. Reunited.com and RCOMM were developed by Reunited, Inc. for the express purpose of offering your committee powerful tools to maintain control of your event.

7. Reunited will associate itself as the official reunion planner on the Classmates.com website. As an officially recognized Professional Reunion Planner, Reunited will maintain reunion information on this website and generate regular email message to your classmates registered on the site encouraging them to logon to Reunited.com to maintain their official alumnus profile, make reunion payments, review the RSVP lists and take advantage of all of the features on Reunited.com. If a member of the class is already indicated as the reunion contact for the class, the designation will need to be transferred to Reunited, Inc. using Classmates' "Transfer The Reunion" feature found on the Reunions and Events tab under the associated alumnus' logon.
8. Reunited, Inc. will publicize the reunion to classmates via **direct mail and electronic mail**. The actual number and format of the mailings will be determined by the date that our services are engaged in relation to the date of the reunion event.
 - Mailings are sent on a **regular basis** to any updated classmate addresses received once the reunion brochure is approved and has been sent to all active alumni in the database.
 - An electronic version of the reunion brochure will be available to download and print by individuals via Reunited.com.
 - Electronic mailings will be sent to all classmates with known email addresses in our database as well as those registered on other Internet websites as well.
 - **Mailing services** include the design, layout, printing and all processes necessary to meet US Postal Service regulations for first-class mail.
9. Reunited, Inc. will provide a **professional DJ** for the Saturday night reunion event. On events that include a Friday evening function, pre-programmed music from the graduation era will be played unless otherwise specified.
10. Reunited, Inc. will provide **decorations** for your reunion
11. Reunited, Inc. will solicit photographs to be submitted electronically from all classmates to be used in the **Reunion Slide Show**. The reunion committee is encouraged to actively submit photos for the show.
12. Reunited, Inc. will create **name badges** for all alumni and matching nametags for guests (along with the name of their accompanying classmate) that have pre-paid for the reunion.
13. Reunited, Inc. will provide classmates with the ability to pay for their reunion with the following **major credit cards**: VISA, MasterCard and American Express.
14. Reunited, Inc. may offer certain reunion merchandise at a charge in addition to the reunion package to interested reunion attendees. Should the committee desire, any of the items may be included in the cost of the Reunion Package with the understanding that an incremental cost will be incurred to include a particular item. These items typically include a group photograph, reunion slide show DVD, yearbook on CD, etc.
15. Reunited, Inc. will provide **digital reunion photography** services. Photos taken at the reunion will be posted on our photo website located at <http://reunited.tv> for viewing and purchasing after the reunion.
16. Reunited, Inc. will provide a 24-hour **national toll-free number** for classmates' use. Furthermore, classmates may contact Reunited, Inc. via email and fax.
17. Reunited, Inc. will offer classmates discounted sleeping room, airfare and car rental rates via its **official reunion travel vendors**.
18. Reunited, Inc. will provide **management and staffing** for the reunion event to ensure the

smooth operation of registration, door and food service areas.

19. The Committee is strictly prohibited from planning and/or promoting any additional events during the reunion weekend without the express consent of Reunited, Inc.

As a reunion committee, there are a few items we ask of you:

1. **Reunited will create a composite database of the entire class which will be comprised of data from the following resources:**
 - Student List from High School. This is the ultimate source of data for your class and should be requested from your school's Registrar or Data Processor.
 - Commencement Program. This is the document that was published for your graduation ceremony with the full legal names of all classmates who received a diploma.
 - A Yearbook. We need one entire yearbook in good condition with limited graffiti and markings on the interior pages. The yearbook is not only a source of names, but the source for our digital conversion of the yearbook to CD form. The yearbook will be returned to its owner in the same condition it was provided to us. See our Yearbook on CD website at <http://www.reunite>.
2. Select a **Committee Chairperson**. The chairperson will be our primary contact for the reunion and will be responsible for relaying and forwarding any communications from Reunited to other committee members.
3. We also suggest assigning additional committee members with the following responsibilities:
 - Database Manager. This should be a person with good computer and typing skills who will handle any database on Reunited.com on behalf of the committee.
 - Telephone Manager. This person will coordinate the division of the Telephone Calling List (found in the Committee Member section of Reunited.com) among the other committee members.
 - Email Manager. This person will be responsible for using the "Send Email to Class" feature on Reunited.com to send out regular communications from the Committee encouraging alumni to RSVP, update their personal profile, and make their payment to attend the reunion.
 - Missing Persons Manager. This person will monitor the Missing Persons list on Reunited.com to help locate those alumni who were unable to be located in the search performed by Reunited.
 - Slide Show Manager. This person will be responsible for encouraging classmates to submit digital images (JPG format) to Reunited for inclusion in the slide show produced by Reunited.
 - Publicity Manager. This person will be responsible for submitting reunion information to local media outlets to promote the reunion and help locate missing persons. This person will also be sure the school is apprised of reunion activities and will request announcements on the school's outdoor **marquee** (if available).
 - Program Coordinator. This person will coordinate any special presentations, emcees, musical requests and other activities which your committee would like to take place during the reunion event.
4. **HAVE A GREAT TIME!** We love what we do and we want you to love what we do as well.

Please let us know at any time during the reunion planning process if there is anything that we may do to help you or to improve our service.



REFERENCES

Kristi Aukamp
Heritage High School Class of 1987
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Miami Sunset Senior High School Class of 1986
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Theresa Brier
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Professional:

Jonathan Miller: Past President of the National Association of Reunion Managers

<http://www.reunions.com>

Beth Miller is an attorney and a member of the Florida Bar Association.

Reunited, Inc.

Reunion Committee Bonus Program



15% over goal - \$100 bonus

25% over goal - \$150 bonus

30% over goal - \$200 bonus

When the attendance for your reunion has reached its minimum goal as outlined in the Agreement for Reunion Services and the Reunion Proposal, the committee will receive their initial deposit back.

In addition, committees will be **rewarded** with a financial bonus if they exceed certain attendance amounts up and beyond the original goal. This is our way of saying thank you to those committees that go above and beyond in encouraging their classmates (and guests) to attend the reunion.

The attendance numbers (and bonuses) will be calculated when registrations close the Monday prior to the reunion.

All bonus money will be paid by check and payable to the committee chairperson. This check will be presented to the committee chairperson at the start of the reunion.

Good luck to all of you!



Preliminary Reunion Agreement/Permission to Commence Planning

The Reunion Committee agrees to retain the services of Reunited and work exclusively with Reunited in the planning of their reunion.

The Reunion Committee agrees to provide Reunited with the following:

- Updated listing of known alumni addresses, phone numbers, email addresses, etc.
- Names and contact information of all committee members.
- Reunion directory from previous reunion(s).
- Student listing from school (if available).
- Yearbook from graduation year (a copy with as little internal graffiti as possible).
- Security deposit. A deposit of Five Hundred Dollars (\$500.00) shall be given to Reunited upon signing of this Agreement. Please see the following page for details.

Upon receipt of this executed agreement and the security deposit, the Reunion Committee and Reunited will enter into a binding agreement. A reunion date will not be set prior to receiving these items. These items must be delivered to Reunited no later than 30 days from the date this agreement is executed*, with the exception of the security deposit which must be included with the executed copy of this agreement. Please see the following page for shipping information.

**If information is not received by the date indicated above, Reunited, Inc. reserves the right to void this agreement and end any involvement with this reunion.*

Date:
Accepted by Reunited, Inc.:

Date:
Accepted for Reunion Committee:

Jonathan C. Miller
Vice President

Signed

Printed Name

School Name and Graduation Year

*This document may be faxed to (954) 337-0953 or mailed along with items above to:
Mailing Address: P.O. Box 2258; Evergreen, CO 80437
Shipping Address: 29954 Paint Brush Drive; Evergreen, CO 80439
Telephone: 800-881-7386*



Reunion Committee Security Deposit Form

Reunited, Inc. requires a fully refundable \$500 security deposit from the Reunion Committee in order to commence event planning.

Depending on your committee's desired reunion relationship with Reunited, deposits are handled as follows:

For **Reunited Full-Service Reunions**, the deposit is returned to the committee, in full, based on a minimum attendance goal of 30 percent of your total class size is attained. Reunion attendance is based on combined pre-paid alumnus and guest attendance for the primary reunion event as of the Monday prior to your reunion. If the minimum attendance goal is not achieved, the entire deposit is forfeited to Reunited to subsidize non-realized reunion revenue.

For **Reunited Apprentice Reunions**, the security deposit is applied to payment dispersals to the committee prior to the reunion. Please refer to the Apprentice Reunion agreement for complete details.

Deposit payment is accepted by a single \$500 check made payable to Reunited, Inc. or by credit card. Please complete the information below and return along with your executed Preliminary Agreement.

Date: _____

School Name and Graduation Year: _____

Reunion Committee Chairperson: _____

Payment by (check one): **Personal Check** **Credit Card** (complete below)

AMEX Mastercard Visa

Transaction Amount: \$500

Account Number: _____

Expiration Date: _____

Name on Credit Card: _____

Cardholder Address: _____

Signature: _____