Planning Your
Salem High School
Class Reunion

It's Time to Plan Your SHS Class Reunion !

The Salem High School Alumni Association would like to offer this guide for planning a successful class reunion. Please consider these suggestions when organizing your event and remember we are here to assist you and your committee. We hope you will keep us informed along the way, as we want to promote your reunion to ensure a successful occasion.

Where are Your Classmates?

- The Salem High School Alumni Association office can print a list of your classmates. We can also provide address labels for the classmates in our database.

Schedule Your Meeting

- The alumni office is available for class meetings, early evening or during the day, including some weekends. You will need to call at least two weeks prior to booking the room. Please contact SHSAA: 330-332-1427, or info@salemohioalumni.org.

Advertise Your First Meeting

- Salem News: 330-332-4601, salemnews@salemnews.net
- Create a Facebook page for your event. Please notify the SHSAA office of your page, and we will link your Facebook page to our website.

At Your First Meeting

- Elect or appoint a previous or new class coordinator and assistant.
    - This may or may not always be the class president or class officers.
    - Those who live in or around Salem tend to be a good choice as they can visit venues, SHSAA office, and any other places, as necessary.
    - The class coordinator has been the contact person for all class matters over the years. Please inform the SHSAA who the class coordinator is for your class. Some classes have more than one coordinator and that is acceptable, as well.
- Discuss possible dates and locations for your reunion
- Take into consideration…Cost of facility rental, meal cost, bar/bartender cost, sales tax, tip, music, favors, etc.

Immediately After Your First Meeting: Set your Date and Venue

- Contact SHSAA and we will publicize the event on our website, social media, and in the newsletter.
- Consider mailing "Save the Date" postcards to your classmates.

December 1: Deadline for Honored Alumnus Nominations

- The SHS Honored Alumnus is an award given in April at the Scholarship Award Ceremony.
  It honors an SHS graduate for his or her outstanding contributions in the community and for professional excellence. If your class wishes to nominate an individual, those applications can be completed online.

November-January

- Secure a live band or DJ.
- Select program details, plan decorations, and possible favors.
- Select a Master of Ceremonies, if needed, to host and organize the program.

January-February

- Send a mailing to all class members with details of your reunion.
- Use social media to promote your event(s).
- Bulk mail services are available through the SHSAA. Please… Just ask us!

In the Spring

- Continue class meetings, if needed.
- Continue to make decisions for food, decorations, RSVPs, parking, etc.
  - Don't forget to delegate!
- Fundraising for a class gift toward the SHSAA Scholarship Fund is appreciated.
- Consider inviting Executive Director Audrey Null to part of your reunion.
- Keep in touch with the alumni association office!

Day of the Reunion ***PARTY ! HAVE FUN ! REUNITE & REMINISCE !***

Ater the Class Reunion

- Please keep in touch!
- Send a paragraph to the SHSAA office describing your reunion
- Submit photos (jpg if possible) with the names in the photo labeled to info@salemohioalumni.org for the SHSAA newsletter and for the SHSAA Facebook page.

Venues (Catering Not Included):

Venue	Phone	Contact Info
Harvest Moon Hall	None listed	www.harvestmoonhall.com
The Salem Elks	330-337-3222	www.facebook.com/salemelks305
Saxon Club	330-222-1770	www.facebook.com/Salem-Saxon-Club
Italian American Club	330-332-5919	www.facebook.com/iacsalem
St. Paul School	330-337-3451	www.stpaulsalem.org/
Salem High School Cafeteria	330-332-8905	Todd McLaughlin, SHS Principal
American Slovak Club	330-337-8067	No online website - Check Facebook
Amvets Post #45	330-337-8505	www.ohamvets.org/post-45
The Barn Above the Lakes	330-853-3721	http://www.facebook.com/Barn Above the Lakes
Salem VFW	330-337-8015	No online website - Check Facebook
Salem Eagles	330-337-8053	www.facebook.co/salem-ohio-eagles
American Legion-Leetonia	330-427-6259	No online website -Check Facebook
Salem Country Club	234-564-2997	www.salemcountryclub.net
Salem Parks and Recreation	330-332-5512	www.cityofsalemohio.org/departments/parks
Quaker Hall	234-575-7222	www.quakerhall.com

Venues (Catering Included):

Venue	Phone	Contact
Boneshakers at Timberlanes Complex	234-567-4671	www.timberlanescomplex.com
Ricky's English Pub	330-332-2825	www.rickysenglishpub.com
The Barn and Gazebo	330-885-9035	https://www.facebook.com/thebarnandgazebo
Salem Golf Club	330-332-0346	www.thesalemgolfclubohio.com
Ezio's Italian Restaurant	330-337-3872	www.eziosrestaurant.com
Coaches	234-567-4880	www.coachesburgers.com
Marks Landing	330-222-9507	www.facebook.com/MarksLanding
The OG Ltd.	234-320-4022	www.theogltd.com

Caterers:

Company	Phone	Contact Information
Affordable Catering	330-853-8834	On Facebook - Christine Phillis, Owner
Bob Evans	330-337-0600	www.bobevans.com
Subway	330-332-2828	www.restaurants.subway.com
Coaches Burger Bar	234-567-4880	www.coachesburgers.com
Salty Mama's	330-881-1188	Saltymamassnacking@gmail.com
A La Cart Catering	330-533-0363	www.alacartcateringcanfield.com
Lib's Market	330-337-6962	libsmarket@gmail.com
Mike's Penn Grille	330-332-4804	www.mikespenngrille.com
Ricky's English Pub	330-332-2825	www.rickysenglishpub.com
Smokin' Marty's BBQ	330-719-9467	mribw@neo.rr.com
The Rumpled Queen	234-320-4014	www.therumpledqueen.com

Do you have additions or suggestions for this packet?

Contact us at info@salemohioalumni.org

Photographers:

Company	Phone	Contact Information
Studio 1170	330-257-9053	www.studio1170.com
Image Works	330-770-3112	www.theimageworksphotographic.com
Jen's Photographic Memories	330-332-1020	Facebook.com/JensPhotographicMemories
Dunlap Photography	330-868-6091	www.Dunlapphotography.com
Monica Yoho Photography	330-502-4323	www.monicayohophotography.com
Richard's Photography	330-819-7836	www.richardsphotographysite.com
Cosma Photography	330-853-3247	www.cosmaphotography.com

Hotels and Bed & Breakfasts/Air B & B's:

Accommodation	Phone	Contact Information
Holiday Inn Express, Salem, OH	330-408-9119	www.ihg.com/holidayinnexpress
The Stables Inn, Salem, OH	234-567-4671	www.timberlanescomplex.com
Best Western-Dutch Haus Inn, Columbiana, OH	330-482-5050	www.bestwestern.com
Comfort Inn, Alliance, OH	330-821-5555	www.choicehotels.com
Courtyard by Marriott, Canfield, OH	330-533-6880	www.marriott.com
Hampton Inn, Canfield, OH	330-702-1900	www.hilton.com
Day's Inn, Lisbon, OH	330-420-0111	www.wyndhamhotels.com
Available Air B & B's in Salem	Google:	airbnb.com/Salem-oh/stays airbnb.com/h/charming-downtown-suite
Spread Eagle Inn, Hanoverton, OH	330-223-1583	www.spreadeagletavern.com

SHSAA Bulk Mail Guide:

- Using USPS bulk mail means that you can send out a large mailing at a discounted rate. This service is limited to permit holders, but as a Salem High School class, you are welcome to use the SHSAA permit.

*A bulk mailing must meet certain requirements. We can assist with this process.
All contents of said mailings must have at least 200 identical pieces and must pertain to the alumni association events and/or class activities, and it must be given approval by the SHSAA office staff. Please call the SHSAA office and ask for Alyssa at 330-332-1427 or email to info@salemohioalumni.org for instructions.

Lists of your classmates and their most recent addresses are available at the SHSAA office.
*If you learn of **any** address changes, please notify the office.*

**Classmates can update their own information at*
www.salemohioalumni.org/alumni/update-your-information2.html

SHSAA Office Assistance:

- The office will provide some copying for classes, such as letters or short programs. Copying must be approved by the SHSAA office before completion. Address and return labels, etc. will also be given upon request. Again, all contents of said mailings must pertain to alumni association events and/or class activities, and it must be given approval by the SHSAA office staff. Every class mailing is different, so please ask for information.

Banking & Accounting:

- Open a reunion bank account with joint authorization for 2 committee members (Chairman and Treasurer). SHSAA cannot sponsor reunion accounts.
- Make copies of checks received before depositing them and all checks written.
- Detail incoming and outgoing money in a ledger or electronic document.
- Ensure that you can cover costs.
- Reunion committee members should consider putting in a starting amount of money to be applied to all upfront costs. Credit to committee members can then be given later when reservations are taken for the reunion events.

Donations to SHSAA are Appreciated.

- Many classes generously contribute to the SHSAA Scholarship Fund. You, too, may want to plan a class gift.
- Along with wanting to support our scholarships, many classes offer donations to the SHSAA as a token of thanks for the reunion planning services provided.
- Checks may be written to the SHSAA or to the class. The class can then provide one check as a class gift to the SHSAA. Donations made to SHSAA are tax deductible. Donations made to a class are not tax deductible.

- Don’t forget to write a thank you note or send a receipt to all contributors.

- ***If you wish to encourage donations to the SHSAA, below is a paragraph that you can include in your early communications to classmates.***

Your reunion committee has been meeting at the SHSAA office. We have been furnished with address labels, class mailing lists, copying privileges, and a bulk mail permit as well as a very comfortable and pleasant place to meet. We would like to show our appreciation by presenting the association with a donation.

If you would like to contribute, (any amount is welcomed), you may send a check made out to the Salem High School Alumni Association at 330 E. State St., Salem, OH 44460 with a note that your donation will be a part of a class gift. It also can be made in memory or honor of a loved one.

You will receive a thank you note as receipt of your kind donation. All gifts made to the SHSAA are tax deductible, while donations made to the class are not. Either way, your gift will contribute to the SHSAA’s work of awarding scholarships to deserving graduates.

Possible Fundraisers:

Organization	Opportunity
Bob Evans: 330-337-0600	Bob Evans restaurants host "Community Fundraisers" throughout the year for local organizations such as schools, PTOs, libraries, and other local community causes. Restaurants donate a percentage of sales to the organization for all guest checks that present a flier for the event.
Direct Solicitation	Letter campaign for raising funds for SHSAA. SHSAA bulk mail services available. Please call the SHSAA office at 330-332-1427 for more information.
Coaches Burger Bar 234-567-4880	Please call for details regarding fundraising. Coaches Burger Bar management will instruct alumni of their options.

Other Activities:
Remember, most of your classmates will be in town for more than just the night of your "big event". Try to offer other activities during the week or weekend of your reunion.

Tours:

Location	Phone	Contact Information
SHS Alumni Association Office (SHSAA Office - Open Houses can be scheduled.)	330-332-1427	info@salemohioalumni.org or audrey@salemohioalumni.org
Salem High School (Scheduled tours.)	330-332-8905	SHS Secretary or email robertst@salem.k12.oh.us
Salem Historical Society (Museum tours can be scheduled.)	330-337-8514	http://www.salemhistoricalsociety.org
Burchfield Society (Museum tours can be scheduled.)	330-717-0092	Burchfieldhomestead.com

Volunteer Opportunities: Think of your reunion as a special opportunity to give back to the Salem community. The Salem High School Alumni Association has existing relationships with the following organizations, and they are prepared to work within your schedule.

Organization	Opportunity
The Banquet of Salem Patty Colian 330-831-2169	Sponsor the Banquet. Cook and serve a meal to anyone in the community looking for a hot meal and fellowship. Sponsors are responsible for food costs. Every Monday and the 4th Thursday of each month.
Salem Regional Medical Center Rick Kountz 330-332-1551	Create and deliver care packages to patients and families in child delivery, oncology, etc. Flexible scheduling. SHSAA office available for care package assembly.
Military Care Packages	Send care packages to SHS alumni currently serving in the armed forces. Address lists and lists of appropriate donations available through the SHSAA. SHSAA office available for care package assembly.
The Brightside Project Scott Lewis or Lisa Vittorio 234-320-4005 (Or email lisa@brightsideprojectohio.org)	A faith-based 501(c)(3) organization that equips and empowers children in Columbiana Co. to reach their full potential by building resiliency and giving hope, The Brightside Project sponsors a variety of programs, events/services, and supports children from birth-18 years old who have experienced trauma or have been exposed to adverse childhood experiences. They take donations of child-friendly non-perishable food items, new and gently used stuffed animals, children's books, and toys. Service projects can be arranged for SHS alumni by calling Lisa Wallace at The Brightside Project.