



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 weekends. You will need to call at least two weeks prior to book 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 is 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 honored alumnus is an award given in May at the scholarship 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, and 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 !*

After your 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 Facebook.

Venues (Catering Not Included):

| Venue | Phone | Contact Info |
|-----------------------------|--------------|--|
| 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 | Lisa Devereaux-Bucholtz, SHS Secretary |
| American Slovak Club | 330-337-8067 | No online website - Check Facebook |
| Liebe Wein Wine Bar | 330-831-7081 | Liebewein530@aol.com |
| 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 | 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 |
| BB Rooners Deck | 330-337-0001 | www.bbroomers@gmail.com |
| The Barn and Gazebo | 330-885-9035 | https://www.facebook.com/thebarnandgazebo |
| Salem Golf Club | 330-332-0346 | www.thesalemgolfclub.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 |
| Salem Community Center | 330-332-5885 | www.salemcommunitycenter.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 |
| Linda's Homecooking Catering | 234-517-6945 | www.lindashomecookingcatering.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.mikespenng grille.com |
| Ricky's English Pub | 330-332-2825 | www.rickysenglishpub.com |
| Smokin' Marty's BBQ | 330-719-9467 | mribw@neo.rr.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 |
| Chas. Nelson Schmick House, Leetonia, OH | 330-817-0073 | www.charlesnelsonschmickhouse.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 |
| 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. Please call the SHSAA office and ask for Denise at 330-332-1427 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.salemhioalumni.org/alumni/update-your-information2.html

SHSAA Office Assistance:

- The office will provide some copying for classes. Address and return labels, etc. will also be given upon request. 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).
- 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.
- ***If you wish to encourage donations to the SHSAA, below is a paragraph that you can include in your early communications to classmates.***
- 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.

“Your reunion committee has been meeting at the SHSAA office. We have been furnished with address labels, envelopes, 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 check on the night of our reunion. If you would like to contribute, 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 may be made in memory or honor of a loved one.

You can also make a check out to the class with similar notations. You will receive a thank you note as receipt of your donation. Donations 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. 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 the week or weekend of your reunion.

Tours:

| Location | Phone | Contact Information |
|-------------------------------|--------------|--|
| SHS Alumni Association Office | 330-332-1427 | info@salemohioalumni.org or audrey@salemohioalumni.org |
| Salem High School | 330-332-8905 | SHS Secretary Lisa Devereaux-Bucholtz |
| Salem Historical Society | 330-337-8514 | http://www.salemhistoricalsociety.org |
| Burchfield Society | 330-717-0092 | Burchfieldhomstead.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 4 th 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. |