



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.

### **Late Fall: First Planning Meeting**

#### **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](mailto:info@salemohioalumni.org).

#### **Advertise Your First Meeting**

- Salem News: 330-332-4601, [salemnews@salemnews.net](mailto: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 class coordinator and assistant.
- This may or may not be the class president.
- 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.
- 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, menu/meal cost, bar/bartender cost, sales tax, tip.

### **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.
- Mail “Save the Date” postcards to your classmates.

### **December 1: Deadline for Honored Alumnus Nominations**

- The honored alumnus is an award given each May at the scholarship banquet.
- 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 a theme and plan decorations.
- Select a master of ceremonies to host and organize the program.

### **January-February**

- Send a mailing to all class members with details of your reunion.
- Bulk mail services are available through the SHSAA. Please... Just ask us!

### **In the Spring**

- Continue monthly class meetings.
- Continue to decide for food, decorations, RSVPs, parking, etc.
- Don't forget to delegate!
- Fundraising for a class gift toward the SHSAA Scholarship Fund is always appreciated.

### **May: SHSAA Annual Reunion & Scholarship Banquet**

- If your class would like to be recognized or make a presentation, please let SHSAA know at least 3 weeks in advance to be included on the agenda and in the program.
- Invite SHSAA Executive Director Audrey Null to your reunion's Happy Hour.

**Day of the Reunion: *PARTY ! HAVE FUN !* 😊**

### **After your reunion**

- Submit photos and a brief description of your event to [info@salemohioalumni.org](mailto:info@salemohioalumni.org) and we will feature you on our website & FB.

## Venues (Catering Not Included):

Venue	Phone	Contact Info
The Salem Elks	330-337-3222	<a href="https://www.facebook.com/salemelks305">https://www.facebook.com/salemelks305</a>
Saxon Club	330-222-1770	<a href="https://www.facebook.com/Salem-Saxon-Club">https://www.facebook.com/Salem-Saxon-Club</a>
Italian American Club	330-332-5919	<a href="https://www.facebook.com/iacsalem">https://www.facebook.com/iacsalem</a>
St. Paul School	330-337-3451	<a href="http://stpaulsalem.org/">http://stpaulsalem.org/</a>
Salem High School Cafeteria	330-332-8905	Darlene Heineman, SHS Secretary
American Slovak Club	330-337-8067	No online website or Facebook
Liebe Wein Wine Bar	330-277-1233	<a href="https://www.facebook.com/LiebeWein1/">https://www.facebook.com/LiebeWein1/</a>
The Barn Above the Lakes	330-853-3721	<a href="http://www.facebook.com/Barn Above the Lakes">http://www.facebook.com/Barn Above the Lakes</a>
Salem VFW	330-337-8015	No online website or Facebook
Salem Eagles	330-337-8053	<a href="https://www.facebook.co/salem-ohio-eagles">https://www.facebook.co/salem-ohio-eagles</a>
American Legion	330-427-6259	No online website or Facebook
Salem Country Club	234-564-2997	<a href="http://www.salemcountryclub.net">www.salemcountryclub.net</a>
Salem Parks and Recreation	330-332-5512	<a href="http://www.cityofsalemohio.org/departments/parks">www.cityofsalemohio.org/departments/parks</a>
Quaker Hall (Added 1/2020)	234-575-7222	<a href="http://www.quakerhall.com">www.quakerhall.com</a>

## Venues (Catering Included):

Venue	Phone	Contact Info
Boneshakers at Timberlanes Complex	234-567-4671	<a href="http://www.timberlanescomplex.com">www.timberlanescomplex.com</a>
BB Rooners Deck	330-337-0001	<a href="mailto:www.bbrooners@gmail.com">www.bbrooners@gmail.com</a>
The Barn and Gazebo	330-885-9035	<a href="https://www.facebook.com/thebarnandgazebo">https://www.facebook.com/thebarnandgazebo</a>
Salem Golf Club	330-332-0346	<a href="http://www.thesalemgolfclub.com">www.thesalemgolfclub.com</a>
Ezio's Italian Restaurant	330-337-3872	<a href="http://www.eziosrestaurant.com">www.eziosrestaurant.com</a>
Guilford Lake Grille	330-222-9611	<a href="https://www.facebook.com/Guilford-Lake-Grille">https://www.facebook.com/Guilford-Lake-Grille</a>
Marks Landing	330-222-9507	<a href="https://www.facebook.com/MarksLanding">https://www.facebook.com/MarksLanding</a>
Salem Community Center	330-332-5885	<a href="http://www.salemcommunitycenter.com">www.salemcommunitycenter.com</a>

## Caterers:

Company	Phone	Contact Information
Affordable Catering & BBQ	330-853-8834	<a href="https://www.facebook.com/Affordable-Catering-and-BBQ">https://www.facebook.com/Affordable-Catering-and-BBQ</a>
The Catered Affair	330-337-8639	Lorrie Weingart, Owner
Bob Evans	330-337-0600	Sal Salvino, Manager
Subway	330-332-2828	
Coaches Burger Bar	234-567-4880	<a href="http://www.coachesburgers.com">www.coachesburgers.com</a> (Venue Location, also.)
Linda's Homecooking Catering	234-517-6945	<a href="http://lindashomecookingcatering.com">http://lindashomecookingcatering.com</a>
A La Cart Catering	330-533-0363	<a href="http://www.alacartcateringcanfield.com">www.alacartcateringcanfield.com</a>
Lib's Market	330-337-6962	<a href="mailto:libsmarket@gmail.com">libsmarket@gmail.com</a>
Mike's Penn Grille	330-332-4804	<a href="http://www.mikespenngrille.com/">http://www.mikespenngrille.com/</a>
Ricky's English Pub	330-332-2825	<a href="http://www.rickysenglishpub.com/">http://www.rickysenglishpub.com/</a>



Do you have additions or suggestions for this packet?  
We would love to hear your favorite venues, caterers,  
DJs, bands, and more!

Contact us at [info@salemohioalumni.org](mailto:info@salemohioalumni.org) to tell us who  
you are using for your class reunion!

## Photographers:

Company	Phone	Contact Information
Image Works	330-337-0210	<a href="http://theimageworksphotographic.com">http://theimageworksphotographic.com</a>
Jen's Photographic Memories	330-332-1020	<a href="https://www.facebook.com/JensPhotographicMemories">https://www.facebook.com/JensPhotographicMemories</a>
Dunlap Photography	330-868-6091	<a href="http://Dunlapphotography.com">http://Dunlapphotography.com</a>
Monica Yoho Photography	330-502-4323	<a href="https://www.facebook.com/MonicaYohoPhotography">https://www.facebook.com/MonicaYohoPhotography</a>
Joseph Lynn Photography	234-575-5143	<a href="http://josephlynnphotography.com/">http://josephlynnphotography.com/</a>
Richard's Photography	330-819-7836	<a href="http://www.richardsphotographysite.com/">www.richardsphotographysite.com/</a>
Cosma Photography	330-853-3247	<a href="http://www.cosmaphotography.com/">http://www.cosmaphotography.com/</a>
Nick Cool	330-337-0210	<a href="mailto:www.nickcool@theimageworksphotographic.com">www.nickcool@theimageworksphotographic.com</a>

## Hotels and Bed & Breakfasts:

Accommodation	Phone	Contact Information
Holiday Inn Express, Salem, OH	330-408-9119	<a href="http://www.ihg.com/holidayinnexpress/hotels/us/en/salem/ynngsm/hoteldetail">www.ihg.com/holidayinnexpress/hotels/us/en/salem/ynngsm/hoteldetail</a>
The Stables Inn and Suites	234-567-4671	<a href="http://www.timberlanescomplex.com">www.timberlanescomplex.com</a>
Dutch Village Inn, Columbiana, OH	330-482-5050	<a href="http://www.dasdutchvillage.com">www.dasdutchvillage.com</a>
Comfort Inn, Alliance, OH	330-821-5555	<a href="http://www.choicehotels.com/ohio/alliance/comfort-inn-hotels/oh082">www.choicehotels.com/ohio/alliance/comfort-inn-hotels/oh082</a>
Hampton Inn, Canfield, OH	330-702-1900	<a href="http://www.hilton.com">www.hilton.com</a>
Day's Inn, Lisbon, OH	330-420-0111	<a href="http://www.wyndhamhotels.com">www.wyndhamhotels.com</a>
Spread Eagle Tavern & Inn, Hanoverton, OH	330-223-1583	<a href="http://www.spreadeagletavern.com">www.spreadeagletavern.com</a>
Sebring Mansion Inn & Spa, Sebring, OH	330-938-0423	<a href="http://www.sebringmansion.org">www.sebringmansion.org</a>
Charles Nelson Schmick House, Leetonia, OH	330-301-3971	<a href="http://www.charlesnelsonschmickhouse.com">www.charlesnelsonschmickhouse.com</a>

## **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 bulk permit.

A bulk mailing must meet certain requirements. We can assist with this process.

Please call the SHSAA office 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

<http://www.salemhioalumni.org/>

## **Banking & Accounting:**

- Open a reunion bank account with joint authorization for 2 committee members (Chairman and Treasurer). The account may require 1 or 2 signatures for any given transaction.
- Make copies of all checks received before depositing them and all checks written before sending them.
- Detail all incoming and outgoing money in a central ledger or electronic document.

## **Tickets:**

- Each committee should decide how much reunion tickets should cost.
- Ensure that you can cover your costs.
- Members of the reunion committee should buy tickets first and early. These funds can be used towards deposits for venues, catering, etc. along with upfront costs like the postage.

## **Donations are Appreciated.**

- Many classes generously contribute to the SHSAA Scholarship Fund.
- 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.
- Please do not forget to write a thank you note or 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, envelopes, mailing lists, and a bulk mail permit. 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
<b>Bob Evans:</b>  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.
<b>Sales:</b>	Sell SHS related items at the SHSAA offices and through your classmates.  Previous sale items have included keychains, mugs, artwork, t-shirts, sweatshirts, hats, license plate frames.
<b>Direct Solicitation</b>	Letter campaign.  SHSAA bulk mail services available. Please call the SHSAA office at 330-332-1427 for more information.
<b>Coaches Burger Bar</b> <b>234-567-4880</b>	Please call for details regarding fundraising.

## 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
Salem High School	330-332-8905	Darlene Heineman, SHS Secretary
Salem Historical Society	330-337-8514	<a href="http://www.salemhistoricalsociety.org">http://www.salemhistoricalsociety.org</a>
Burchfield Homestead Museum	330-717-0092	<a href="http://www.burchfieldhomestead.com">http://www.burchfieldhomestead.com</a>

**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 330-831-2169 (Patty Colian)	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 <sup>th</sup> Thursday of each month.
Salem Regional Medical Center 330-332-1551 Rick Kountz, Volunteer Coordinator	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.