

Planning your Salem High School Class Reunion



October: 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, night or day, including weekends. You will need to be assigned a programable card to gain access. 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 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, the SHSAA office, and any other places, as necessary.
 - Class coordinator is a somewhat permanent appointment so that they become the contact person for all class matters over the years. Please inform the SHSAA who the class coordinator is for your class.
 - 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 the SHSAA and we will publicize the event on our website.
Mail "Save the Date" postcards to your classmates.

November 30: Deadline for Honored Alumnus Nominations

- The honored alumnus is an award given each May at the scholarship banquet. It honors a SHS graduate for his or her outstanding contributions in community or professional service. If your class wishes to nominate someone, nominations should be completed online at salemohioalumni.org/alumni/honored-alumni.
- **November-January**
 - Secure a 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. Just ask us!

- **Spring**
 - Continue monthly class meetings.
 - Continue to make arrangements 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 the SHSAA know at least 3 weeks in advance in order to be included on the agenda and in the program.
- **Day of Reunion: *PARTY!***
- **After your reunion**
 - Submit photos and a brief description of your event to info@salemohioalumni.org and we'll feature you on our website!

Venues (Catering Not Included)

Venue	Phone	Contact Info
The Salem Elks	330-337-3222	https://www.facebook.com/salemelks305
Saxon Club	330-222-1770	
Italian American Club	330-332-5919	https://www.facebook.com/iacsalem
St. Paul School	330-337-3451	http://stpaulsalem.org/
Salem High School Cafeteria	330-332-8905	
American Slovak Club	330-337-8067	
Salem VFW	330-337-8015	
Salem Eagles	330-337-8053	
American Legion	330-427-6259	
Salem Country Club	234-564-2997	www.salemcountryclub.net
Salem Parks and Recreation	330-332-5512	www.cityofsalemohio.org/departments/parks

Venues (Catering Included)

Venue	Phone	Contact Info
Boneshakers at Timberlanes Complex	234-567-4671	www.timberlanescomplex.com
The Barn and Gazebo	330-885-9035	https://www.facebook.com/thebarnandgazebo
Salem Golf Club	330-332-0346	www.thesalemgolfclub.com
Das Dutch Village Inn	330-482-5050	www.dasdutchvillage.com
Guilford Lake Grille	330-222-9611	https://www.facebook.com/Guilford-Lake-Grille
Marks Landing	330-222-9507	https://www.facebook.com/MarksLanding
Heritage Oaks	330-257-0989	http://heritageoaksltd.com
Salem Hills Golf Club	330-337-3616	https://golfsalemhills.com
Salem Community Center	330-332-5885	www.salemcommunitycenter.com
Coaches Burger Bar	234-567-4880	www.coachesburgers.com
Lib's Market	330-337-6962	libsmarket@gmail.com

Caterers

Company	Phone	Contact Information
Affordable Catering & BBQ	330-853-8834	https://www.facebook.com/Affordable-Catering-and-BBQ
The Catered Affair	330-337-8639	
Bob Evans	330-337-0600	
Subway	330-332-2828	
Coaches Burger Bar	234-567-4880	www.coachesburgers.com
Linda's Homecooking Catering	234-517-6945	http://lindashomecookingcatering.com
A La Cart Catering	330-533-0363	www.alacartcateringcanfield.com
Lib's Market	330-337-6962	libsmarket@gmail.com



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

Contact us at info@salemohioalumni.org to tell us who you'll use for your reunion!

Miscellaneous

Entertainment

Company	Phone	Contact Information
Keith R. Barnett	330-575-4690	https://www.facebook.com/Affordable-Catering-and-BBQ

Photographers

Company	Phone	Contact Information
Image Works	330-337-0210	http://theimageworksphotographic.com
Jen's Photographic Memories	330-332-1020	https://www.facebook.com/JensPhotographicMemories
Dunlap Photography	330-868-6091	http://Dunlapphotography.com
Monica Yoho Photography	330-502-4323	https://www.facebook.com/MonicaYohoPhotography
Joseph Lynn Photography	234-575-5143	http://josephlynnphotography.com/
Richard's Photography	330-819-7836	www.richardsphotographysite.com/

Hotels

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

Miscellaneous

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.

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/alumni/update-your-information2.html>

Banking & Accounting

- Open a reunion bank account with joint authorization for 2 committee members (Chair 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.
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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 up front costs like postage.
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Donations 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 we provide.
- 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 receipt to all contributors.

“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.”

Funding & Fundraising

Organization	Opportunity
<p>Bob Evans: 330-337-0600</p>	<p>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.</p>
<p>Sales:</p>	<p>Sell SHS related items at the SHSAA offices and through your classmates.</p> <p>Previous sale items have included keychains, mugs, art work, t-shirts, sweatshirts, hats, license plate frames.</p>
<p>Direct Solicitation</p>	<p>Letter campaign.</p> <p>SHSAA bulk mail services available. Please call the SHSAA office at 330-332-1427 for more information.</p>
<p>Coaches Burger Bar 234-567-4880</p>	<p>Please call for details regarding fundraising.</p>

Local Fundraisers

Other Activities

Remember, most of your classmates will be in town for more than just the “big event!” Try to offer other activities the week 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
Salem Historical Society	330-337-8514	http://www.salemhistoricalsociety.org

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 th 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.